



**CRESTVIEW II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JUNE 28 , 2023
4:00 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.crestview2cdd.org
786.303.3661 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
Miccosukee Golf and Country Club
Pro Shop Complex Meeting Room
6401 Kendale Lakes Drive
Miami, Florida 33183
REGULAR BOARD MEETING & PUBLIC HEARING
June 28, 2023
4:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. April 26, 2023 Regular Board Meeting.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 6
 - 2. Receive Public Comments on Adopting a Fiscal Year 2023/2024 Final Budget
 - 3. Consider Resolution No. 2023-03 Adopting a Fiscal Year 2023/2024 Final Budget.....Page 7
- H. Old Business
 - 1. Staff Report as Required
- I. New Business
 - 1. Road Maintenance
 - 2. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule...Page 14
 - 3. Consider Resolution No. 2023-05 – Adopting Records Retention Policy.....Page 16
- J. Administrative & Operational Matters
- K. Board Member & Staff Closing Comments
- L. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/ a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2022/2023 REGULAR MEETING SCHEDULE

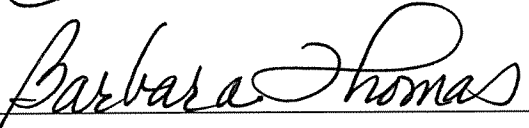
in the XXXX Court,
was published in said newspaper by print in the issues of
and/or by publication on the newspaper's website, if
authorized, on

10/17/2022

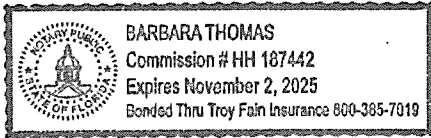
Affiant further says that the newspaper complies with all
legal requirements for publication in chapter 50, Florida
Statutes.



Sworn to and subscribed before me this
17 day of OCTOBER, A.D. 2022



(SEAL)
MARIA MESA personally known to me



**CRESTVIEW II COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the **Crestview II Community Development District** (the "District") will hold Regular Meetings in the Pro Shop Complex Meeting Room located at the Miccosukee Golf and Country Club, 6401 Kendale Lakes Drive, Miami, Florida 33183 at 4:00 p.m. on the following dates:

- October 26, 2022
- November 23, 2022
- March 22, 2023
- April 26, 2023
- May 24, 2023
- June 28, 2023
- September 27, 2023

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT

www.crestview2cdd.org
10/17

22-46/0000625759M

**CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 26, 2023**

A. CALL TO ORDER

District Manager Armando Silva called the April 26, 2023, Regular Board Meeting of the Crestview II Community Development District (the “District”) to order at 4:05p.m. in the Pro Shop Complex Meeting Room of the Miccosukee Golf and Country Club located at 6401 Kendale Lakes Drive, Miami, Florida 33183.

B. PROOF OF PUBLICATION

Proof of publication was presented which showed that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 17, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of the Chairperson Erica Olson, Vice Chairperson Julissa Hernandez and Supervisors Miguel Rivero and Diane Vento constituted a quorum and it was in order to proceed with the meeting.

Staff members in attendance were District Manager Armando Silva of Special District Services, Inc.; and General Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. DECLARE VACANCIES AND CONSIDER APPOINTMENT TO FILL VACANCIES (SEATS 1 &3)

Mr. Silva advised that the 4-year terms of office for Seat 1 (Vacant) and Seat 5 (currently held by Ms. Julissa Hernandez) expired in November 2022. He further explained that no elector qualified for the aforementioned seats to be filled in the General Election. Pursuant to Section 190.006(3)(b), Florida Statutes, the District is required to declare the seats to be filled by the election to which no qualified elector has qualified as vacant and to appoint a qualified elector to fill each such vacancy within ninety (90) days of the second Tuesday following the General Election. Until such appointment, the incumbent board member in such seat shall remain in office.

A **motion** was made by Ms. Olson, seconded by Ms. Vento and unanimously passed to declare Seat 1, and Seat 5 as vacant effective November 22, 2022 and further authorizing incumbent board members in these seats to remain in office until the appointment of a qualified elector to such seats.

Mr. Silva stated that there is now a vacancy on the District’s Board of Supervisors (Seat #5) and asked if there were any interested persons that meet the qualifications and who would like to serve on the District Board. A discussion ensued after which;

A **motion** was made by Ms. Vento, seconded by Ms. Olson and unanimously passed appointing Julissa Hernandez to fill the vacancy of the unexpired 4-year term of office in Seat #1, which term of office shall expire in November 2026.

Mr. Silva stated that there is now a vacancy on the District's Board of Supervisors (Seat #1)

E. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER DUTIES & RESPONSIBILITIES

Mr. Silva, Notary Public of the State of Florida, administered the Oath of Office to Julissa Hernandez. In addition, Mr. Silva advised her of her duties and responsibilities as a Board Members with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2022 Form 1 must be completed and mailed to the Supervisor of Elections' Office in the County of residency within thirty {30} days of appointment; and the Code of Ethics for Public Officials.

F. CONSIDER RESOLUTION NO. 2023-01 – ELECTION OF OFFICERS

Mr. Silva presented Resolution No. 2023-01, entitled:

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Silva stated that as a result of the recent changes to the District Board it would be in order to re-elect officers. The following slate of names was provided for election:

- Chairperson – Erica Olson
- Vice Chairperson – Julissa Hernandez
- Secretary/Treasurer – Armando Silva
- Assistant Secretaries – Diane Vento, Miguel Rivero, Nancy Nguyen and Gloria Perez

A discussion ensued after which:

A **motion** was made by Ms. Olson, seconded by Ms. Hernandez and unanimously passed to approve and adopt Resolution No. 2023-01, *electing* the officers as listed and stated above.

G. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

H. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

I. APPROVAL OF MINUTES

1. November 2, 2022, Regular Board Meeting

Mr. Silva presented the minutes of the November 2, 2022, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. Olson, seconded by Ms. Hernandez and unanimously passed approving the minutes of the November 2, 2022, Regular Board Meeting, as presented.

J. OLD BUSINESS

1. Discussion Regarding Beautification Projects

Mr. Silva provided the following updates regarding outstanding maintenance items:

- Stumps located on the west side of the District along SW 167th Avenue have been grinded.
- The loose non-functioning fountain located on the west lake (Phase I) would be removed during the next Aquagenix visit.
- District Field Staff will perform another inspection of the raised sidewalks to report to Miami-Dade County 311.

2. Staff Report, as Required

There was no staff report at this time.

K. NEW BUSINESS

1. Discussion Regarding Aquatic Maintenance Company

Mr. Silva stated that on March 8, 2023, a Notice of Termination was sent to Eco Blue Aquatic Services, Inc. which notified them that aquatic services will be terminated immediately for cause due to Contractor's breach of the Agreement by failure to provide the services in accordance with the Agreement. He also stated that due to the immediate need for an aquatic maintenance contractor, field ops staff contacted Deangelo Contracting Service (aka Aquagenix) to provide aquatic and fountain maintenance services to the District lakes. A discussion ensued after which;

A **motion** was made by Ms. Vento, seconded by Ms. Olson, and unanimously passed ratifying the actions of the District manager in engaging Deangelo Contracting Service (aka Aquagenix) to provide aquatic and fountain maintenance services for the District lakes.

2. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Proposed Budget

Mr. Silva presented Resolution No. 2023-02, entitled:

RESOLUTION NO. 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva read the title of the resolution into the record and explained that the proposed 2023/2024 fiscal year budget would be balanced by designating a carryover of approximately \$1,850 from the projected fund balance as of September 30, 2022. Mr. Silva advised that since the overall proposed assessments were not increasing in the fiscal year 2023/2024, letters to the residents would not be required. Furthermore, Mr. Silva stated as part of Resolution No. 2023-02, the Board must set a date for the public hearing to adopt the fiscal year 2023/2024 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Ms. Olson, seconded by Ms. Hernandez and unanimously passed to approve and adopt Resolution No. 2023-02, *as presented*, setting the public hearing to adopt the fiscal year 2023/2024

final budget and assessments for June 28, 2023, at 4:00 p.m. in the Pro Shop Complex Meeting Room of the Miccosukee Golf and Country Club located at 6401 Kendale Lakes Drive, Miami, Florida 33183; and further authorizes publication/notice of the budget public hearing, as required by law.

3. Consider Adjustment to District Counsel Fee Structure

Mr. Silva presented a letter provided to him by Mr. George. Mr. George explained that District Counsel's firm, Billing, Cochran, Lyles, Mauro & Ramsey, P.A., had had the current fee structure in place since 2005. Mr. George further explained that although the firm was mindful of the necessity to keep increases in the District's expenses, including the cost of legal services, to a minimum, it had become necessary for the firm to adjust their hourly rates, effective May 1, 2023.

Mr. Silva confirmed that the District's budget included sufficient funds for the legal budget line, and that the increase in billing rates would not affect the District's budget.

A **motion** was made by Ms. Olson, seconded by Ms. Vento and unanimously passed accepting the updated billing rates proposed by Billing, Cochran, Lyles, Mauro & Ramsey, P.A..

4. Consider Adjustment to District Engineer Fee Structure

Mr. Silva presented a letter from Alvarez Engineers, the District Engineer, respectfully requesting the Board's consideration in updating the engineering hourly billing rates for engineering personnel. Mr. Silva noted that the current billing rates had been in effect since 2015 and that the proposed increased amount to approximately 10%. Mr. Silva also confirmed that the District's budget includes sufficient funds for the budget line and that the increase in billing rates would not affect the District's budget. As per Alvarez Engineers, the billing rates will be reviewed again after a period of five (5) years. A discussion ensued, after which:

A **motion** was made Ms. Olson, seconded by Ms. Vento and unanimously passed accepting the updated billing rates proposed by Alvarez Engineers.

L. ADMINISTRATIVE & OPERATIONAL MATTER

There were no administrative or operational matters to discuss at this time.

M. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member & Staff Closing Comments.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Olson, seconded by Ms. Vento and unanimously passed adjourning the Regular Board Meeting at 4:45 p.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

Location

Miami-Dade County, Florida

Notice Text

NOTICE OF PUBLIC HEARING AND REGULAR BOARD MEETING OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Crestview II Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on June 28, 2023, at 4:00 p.m., or as soon thereafter as the meeting can be heard, in the Pro Shop Complex Meeting Room at the Miccosukee Golf and Country Club located at 6401 Kendale Lakes Drive, Miami, Florida 33183.

The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2023/2024 Proposed Final Budget and Non-Ad Valorem Assessment Roll. The purpose of the Regular Board Meeting is to consider any other District business that may lawfully and properly come before the Board. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Board members will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (305) 777-0761 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based. Meetings may be cancelled from time to time without advertised notice.

Crestview II Community Development District

www.crestview2cdd.org

6/8-15 23-91/0000667033M

RESOLUTION NO. 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2023/2024 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Crestview II Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and BECOMES EFFECTIVE this 28th day of June, 2023.

ATTEST:

**CRESTVIEW II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Crestview II
Community Development District

**Final Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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- II DETAILED FINAL BUDGET
- III DETAILED FINAL DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

FINAL BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
Administrative Assessments	75,539
Maintenance Assessments	33,777
Debt Assessments	97,659
Interest Income	120
TOTAL REVENUES	\$ 207,095
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Aquatic Maintenance	3,500
General Community Maintenance	500
Lawn Maintenance	14,000
Fountain Maintenance & Upkeep	5,400
Electric/FPL - Fountains	6,300
Engineering/Inspections	1,250
Lake Bank - Erosion Control	300
Maintenance/Contingency	500
TOTAL MAINTENANCE EXPENDITURES	\$ 31,750
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	1,875
Payroll Taxes (Employer)	145
Management	30,732
Secretarial & Field Operations	5,400
Legal	9,250
Assessment Roll	6,000
Audit Fees	3,900
Insurance	7,300
Legal Advertisements	750
Miscellaneous	1,000
Postage	250
Office Supplies	350
Dues & Subscriptions	175
Trustee Fee	3,500
Continuing Disclosure Fee	350
Website Management	2,000
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 72,977
TOTAL EXPENDITURES	\$ 104,727
REVENUES LESS EXPENDITURES	\$ 102,368
Bond Payments	(91,800)
BALANCE	\$ 10,568
County Appraiser & Tax Collector Fee	(4,139)
Discounts For Early Payments	(8,279)
EXCESS/ (SHORTFALL)	\$ (1,850)
Carryover From Prior Year	1,850
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	74,605	74,179	75,539	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	35,149	35,149	33,777	Expenditures/.94
Debt Assessments	97,660	97,659	97,659	Bond Payments/.94
Interest Income	88	60	120	Interest Projected At \$10 Per Month
TOTAL REVENUES	\$ 207,502	\$ 207,047	\$ 207,095	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance	3,451	3,500	3,500	No Change From 2022/2023 Budget
General Community Maintenance	0	500	500	No Change From 2022/2023 Budget
Lawn Maintenance	14,350	14,000	14,000	No Change From 2022/2023 Budget
Fountain Maintenance & Upkeep	0	6,400	5,400	\$1,000 Decrease From 2022/2023 Budget
Electric/FPL - Fountains	4,510	6,300	6,300	No Change From 2022/2023 Budget
Engineering/Inspections	1,575	1,250	1,250	No Change From 2022/2023 Budget
Lake Bank - Erosion Control	0	300	300	No Change From 2022/2023 Budget
Maintenance/Contingency	6,847	790	500	Maintenance/Contingency
TOTAL MAINTENANCE EXPENDITURES	\$ 30,733	\$ 33,040	\$ 31,750	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	750	1,875	1,875	Supervisor Fees
Payroll Taxes (Employer)	57	145	145	Supervisor Fees * 7.65%
Management	28,980	29,844	30,732	CPI Adjustment (Capped At 3%)
Secretarial & Field Operations	5,400	5,400	5,400	No Change From 2022/2023 Budget
Legal	8,378	9,250	9,250	No Change From 2022/2023 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,700	3,800	3,900	Accepted Amount For 2022/2023 Audit
Insurance	6,426	6,900	7,300	Fiscal Year 2022/2023 Expenditure Was \$6,924
Legal Advertisements	554	750	750	No Change From 2022/2023 Budget
Miscellaneous	815	1,000	1,000	No Change From 2022/2023 Budget
Postage	182	275	250	\$25 Decrease From 2022/2023 Budget
Office Supplies	240	375	350	\$25 Decrease From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	3,500	3,000	3,500	\$500 Increase From 2022/2023 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2022/2023 Budget
Website Management	2,000	2,000	2,000	No Change From 2022/2023 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 67,507	\$ 71,139	\$ 72,977	
TOTAL EXPENDITURES	\$ 98,240	\$ 104,179	\$ 104,727	
REVENUES LESS EXPENDITURES	\$ 109,262	\$ 102,868	\$ 102,368	
Bond Payments	(93,163)	(91,800)	(91,800)	2024 Principal & Interest Payments
BALANCE	\$ 16,099	\$ 11,068	\$ 10,568	
County Appraiser & Tax Collector Fee	(1,999)	(4,139)	(4,139)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(7,539)	(8,279)	(8,279)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 6,561	\$ (1,350)	\$ (1,850)	
Carryover From Prior Year	0	1,350	1,850	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 6,561	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024

OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
Interest Income	222	10	100	Projected Interest For 2023/2024
NAV Tax Collection	93,163	91,800	91,800	Maximum Debt Service Collection
Total Revenues	\$ 93,385	\$ 91,810	\$ 91,900	
EXPENDITURES				
Principal Payments	51,000	50,000	54,000	Principal Payments Due In 2024
Interest Payments	39,240	37,340	36,040	Interest Payments Due In 2024
Bond Redemption	0	4,470	1,860	Estimated Excess Debt Collections
Total Expenditures	\$ 90,240	\$ 91,810	\$ 91,900	
Excess/ (Shortfall)	\$ 3,145	\$ -	\$ -	

Series 2020 Bond Refunding Information

Original Par Amount =	\$1,105,000	Annual Principal Payments Due =	May 1st
Interest Rate =	2.5% - 4%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	October 2020		
Maturity Date =	May 2037		
 Par Amount As Of 1/1/23 =	 \$1,008,000		

Crestview II Community Development District Assessment Comparison

	Fiscal Year 2020/2021 <u>Assessment*</u>	Fiscal Year 2021/2022 <u>Assessment*</u>	Fiscal Year 2022/2023 <u>Assessment*</u>	Fiscal Year 2023/2024 <u>Projected Assessment*</u>
Administrative	\$ 529.21	\$ 618.26	\$ 618.17	\$ 629.50
Maintenance	\$ 280.22	\$ 292.91	\$ 292.91	\$ 281.48
<u>Debt</u>	<u>\$ 915.61</u>	<u>\$ 813.83</u>	<u>\$ 813.83</u>	<u>\$ 813.83</u>
Total	\$ 1,725.04	\$ 1,725.00	\$ 1,724.91	\$ 1,724.81

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Total Units 120

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Crestview II Community Development District ("District") to establish a regular meeting schedule for fiscal year 2023/2024; and

WHEREAS, the Board of Supervisors (the "Board") of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted by the Board.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and BECOMES EFFECTIVE this 28th day of June, 2023.

ATTEST:

**CRESTVIEW II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the “Board”) of the **Crestview II Community Development District** (the “District”) will hold Regular Meetings in the Pro Shop Complex Meeting Room located at the Miccosukee Golf and Country Club, 6401 Kendale Lakes Drive, Miami, Florida 33183 at **4:00 p.m.** on the following dates:

**October 25, 2023
November 22, 2023
March 27, 2024
April 24, 2024
May 22, 2024
June 26, 2024
September 25, 2024**

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Copies of the Agenda for any of the meetings may be obtained from the District’s website or by contacting the District Manager at (786) 347-2711 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (786) 347-2711 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT

www.crestview2cdd.org

PUBLISH: MIAMI DAILY BUSINESS REVIEW XX/XX/2023

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Crestview II Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, THAT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management

Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 28th day of June, 2023.

ATTEST:

**CRESTVIEW II
COMMUNITY DEVELOPMENT
DISTRICT**

Print name: _____
Secretary / Assistant Secretary

Print name: _____
Chairperson, Board of Supervisors

Exhibit A: Amendments to General Records Schedules Established by the Division

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.