



**KEYS COVE II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
&
PUBLIC HEARING
MAY 11, 2016
11:00 A.M.**

Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

www.keyscove2cdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
 Crexent Business Center, 6625 Miami Lakes Drive
 3rd Floor Conference Room
 Miami Lakes, Florida 33014
REGULAR BOARD MEETING & PUBLIC HEARING
 May 11, 2016
 11:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Appointment to Fill Vacancy
- E. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- F. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretary
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. March 9, 2016 Regular Board Meeting.....Page 2
- J. **Public Hearing**
 - 1. Proof of Publication.....Page 7
 - 2. Receive Public Comments on Fiscal Year 2016/2017 Final Budget & Assessments
 - 3. Consider Resolution No. 2016-03 – Adopting a Fiscal Year 2016/2017 Final Budget.....Page 8
- K. Old Business
 - 1. Update on Status of License Agreement (Security Facilities)
 - 2. Staff Report as Required
- L. New Business
 - 1. Consider Resolution No. 2016-04 – Adopting a Fiscal Year 2016/2017 Meeting Schedule.....Page 15
 - 2. Discussion Regarding Agreement for Professional Surveying Services and Ratify Staff Actions.....Page 17
 - 3. Discussion and Approval of Traffic Evaluation Proposal – Traf Tech Engineering, Inc.....Page 19
- M. Administrative & Operational Matters
 - 1. Statement of Financial Interests-Disclosure – **2015 Form 1**, Filing Deadline: July 1, 2016
 - 2. Staff Report as Required
- N. Board Member & Staff Closing Comments
- O. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

**STATE OF FLORIDA
COUNTY OF MIAMI-DADE:**

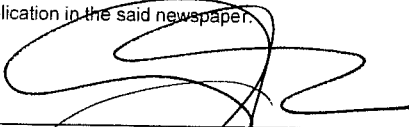
Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that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

NOTICE OF PUBLIC HEARING AND REGULAR BOARD MEETING OF THE - KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT - MAY 11, 2016

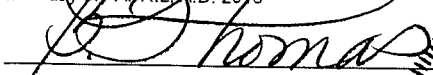
in the XXXX Court,
was published in said newspaper in the issues of

04/22/2016 04/29/2016

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

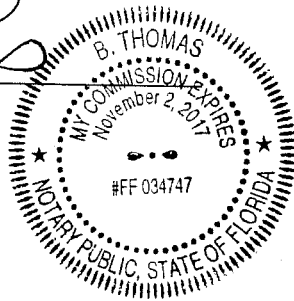


Sworn to and subscribed before me this
29 day of APRIL A.D. 2016



(SEAL)

MARIA MESA personally known to me



**NOTICE OF PUBLIC HEARING
AND REGULAR BOARD MEETING OF THE
KEYS COVE II COMMUNITY
DEVELOPMENT DISTRICT**

The Board of Supervisors of the Keys Cove II Community Development District will hold a Public Hearing and Regular Board Meeting on May 11, 2016, at 11:00 a.m., or as soon thereafter as can be heard, in the Third Floor Conference Room located in the Crexent Business Center, 6625 Miami Lakes Drive, 3rd Floor, Miami Lakes, Florida 33014.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2016/2017 Proposed Final Budget of the Keys Cove II Community Development District. The purpose of the Regular Board Meeting is for the Board to consider any business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained at the offices of the District Manager, 6625 Miami Lakes Drive, Suite 374, Miami Lakes, Florida 33014, 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 Supervisors will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors 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.

Keys Cove II Community Development District

www.keyscove2cdd.org

4/22-29

16-115/0000104043M

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 9, 2016

A. CALL TO ORDER

District Manager Neil Kalin called the March 9, 2016, Regular Board Meeting of the Keys Cove II Community Development District to order at 11:01 a.m. in the 3rd Floor Conference Room of the Crexent Business Center, 6625 Miami Lakes Drive, Miami Lakes, Florida 33014.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 2, 2015, as part of the District's Fiscal Year 2015/2016 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Chairman Christopher MacConnell and Supervisors Alfredo Pimentel and Markivia Beaubrun constituted a quorum and it was in order to proceed with the meeting

Staff in attendance: District Managers Neil Kalin & Armando Silva of Special District Services, Inc.; and General Counsel Gerald Knight of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present was Tessa Mencia of Fifteen Group, LLC, Miami, Florida.

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

F. APPROVAL OF MINUTES

1. November 11, 2015, Regular Board Meeting

Mr. Kalin presented the minutes of the November 11, 2015, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Pimentel, seconded by Ms. Beaubrun and unanimously passed to approve the minutes of the November 11, 2015, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update on Status of License Agreement (Security Facilities)

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 9, 2016

Mr. Kalin stated that the draft “License Agreement” between the Keys Cove II Community Development District (“District”) and the Developer, in order for the District to utilize Security Facilities (owned by the Developer), for providing community entrance security services to the District had been composed by District Counsel and will be sent via e-mail to Ms. Tessa Mencia of the Fifteen Group, LLC for her review. Once the License Agreement has been received, District Counsel, the Developer’s Counsel and the District Manager will review the License Agreement for final approval and it will be executed. An update on this matter will be presented at an upcoming meeting.

2. Update on Status of Payment for Landscaping & Lighting Improvements

Mr. Kalin stated that he is continuing to work with Tessa Mencia in order to complete the required information for the “bill of sale” and “no lien affidavit” for the lighting and landscaping improvements. Back-up information for processing the requisition to pay the Developer from the District’s construction fund in the amount of \$127,705.08 will be sent to District Engineer, Juan Alvarez of Alvarez Engineers, Inc. Mr. Kalin informed the Board that once payment has been made for the lighting and electrical improvements that there will be sufficient funds in the Construction Fund to complete the second lift of asphalt in the undeveloped section of the District. Mr. Kalin will provide an update regarding this matter at an upcoming meeting.

H. NEW BUSINESS

1. Consider Resolution No. 2016-01 – Adopting a Fiscal Year 2016/2017 Proposed Budget

Mr. Kalin presented Resolution No. 2016-01, entitled:

RESOLUTION NO. 2016-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
APPROVING A PROPOSED BUDGET FOR FISCAL YEAR
2016/2017; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Kalin read the title of the into the record and noted that the proposed fiscal year 2015/2016 budget had been balanced by allocating approximately \$34,000 from the projected fund balance as of September 30, 2016. Mr. Kalin reviewed the line items in the proposed budget and informed the Board that since the overall proposed assessments are not increasing in the fiscal year 2016/2017, letters to residents will not be required. In addition, Mr. Kalin advised that Digital Assurance Certification (“DAC”), the firm that acts as disclosure dissemination agent for the District, is increasing their yearly fee from \$500 to \$1,500. Mr. Kalin stated that Special District Services, Inc. can act as the new disclosure dissemination agent for a yearly fee of \$750. A discussion ensued after which the Board approved and authorized, effective immediately, for Special District Services, Inc. to be named as the new disclosure dissemination agent and authorizes the District

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 9, 2016

Manager to inform DAC of this change and their termination pursuant to terms of the Trust Indenture.

Furthermore, Mr. Kalin stated that as part of Resolution No. 2016-01, the Board must set a date for the Public Hearing to adopt the fiscal year 2016/2017 final budget and assessments. A discussion ensued after which:

A **motion** was made by Ms. Beaubrun, seconded by Mr. Pimentel and unanimously passed to approve and adopt Resolution No. 2016-01, *as amended*, revising line item “Continuing Disclosure Fee” to \$750; and setting the Public Hearing to adopt the fiscal year 2016/2017 final budget and assessments for May 11, 2016, at 11:00 a.m. in the 3rd Floor Conference Room located at the Crexent Business Center, 6625 Miami Lakes Drive, 3rd Floor, Miami Lakes, Florida 33014.

2. Consider Resolution No. 2016-02 – Re-Designation of Public Depository – CenterState Bank

Mr. Kalin presented Resolution No. 2016-02, entitled:

RESOLUTION NO. 2016-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT,
DESIGNATING A QUALIFIED PUBLIC DEPOSITORY,
PURSUANT TO CHAPTER 280, FLORIDA STATUTES; AND
PROVIDING AN EFFECTIVE DATE.**

Mr. Kalin read the title of the resolution into the record and provided an explanation for the document. He stated that in order to avoid increased service fees and other associated banking expenses, the District has selected CenterState Bank to replace TD Bank. A discussion ensued after which:

A **motion** was made by Mr. Pimentel, seconded by Ms. Beaubrun and unanimously passed to approve and adopt Resolution No. 2016-02, as presented; thereby designating CenterState Bank located at 10891 North Military Trail, Palm Beach Gardens, Florida 33410 to serve as public depository of public funds for the District; and Todd Wodraska, Peter Pimentel, Ashlyn Miner and Christopher MacConnell are authorized signatories on the established operating account.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Office of District’s Official Records – Address Change, Effective February 1, 2016

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 9, 2016

Mr. Kalin announced, effective February 1, 2016, the official records of the District had moved from Suite 378 to Suite 374 within the same building (Crexent Business Center, 6625 Miami Lakes Drive, Miami Lakes, Florida 33014).

2. Update on Status of Card Reader Repairs and Main Entrance Upgrades

Mr. Kalin advised that the access card reader installation (installed by Fantasy Gates, Inc.) had been completed as of March 8, 2016. In addition, Mr. Kalin asked the Developer on the status of compliance with Miami-Dade County's criteria for lane width to accommodate emergency vehicles. Ms. Mencia stated that this matter is still being addressed and that she is seeking cost estimates for modifying the entrance lane at the guard house location. Mr. Kalin recommended that a traffic engineer assess the area and provide design plans. Mr. Kalin informed the Board that the District and the Developer will work together to get this matter resolved.

3. District Election in November 2016 for Seats 1 & 2 – Qualifying Period Announcement

Mr. Kalin stated that the qualifying period for the November 2016 election for the District's Board of Supervisors is from noon on June 20, 2016, through noon June 24, 2016. In addition, Mr. Kalin stated that Seats #1 (Markivia Beaubrun) & #2 (Vacant) would expire and be up for General Election during the month of November 2016. Ms. Beaubrun, who was in attendance, stated that she planned on running for re-election.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member or Staff closing comments.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. MacConnell, seconded by Mr. Pimentel and unanimously passed to adjourn the Regular Board Meeting at 11:54 a.m.

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 9, 2016

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

MIAMI DAILY BUSINESS REVIEW

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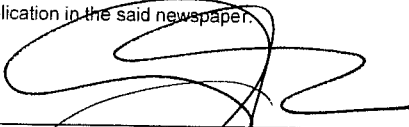
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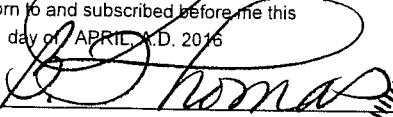
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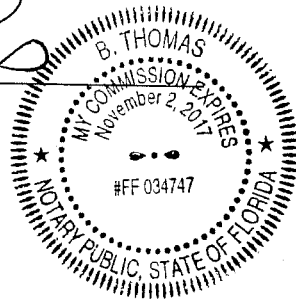


Sworn to and subscribed before me this
29 day of APRIL A.D. 2016



(SEAL)

MARIA MESA personally known to me



**NOTICE OF PUBLIC HEARING
AND REGULAR BOARD MEETING OF THE
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DEVELOPMENT DISTRICT**

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Keys Cove II Community Development District

www.keyscove2cdd.org

4/22-29

16-115/0000104043M

RESOLUTION NO. 2016-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2016/2017 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Keys Cove II Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2016/2017 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 KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2016/2017 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 11th day of May 2016.

ATTEST:

**KEYS COVE II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Keys Cove II
Community Development District

**Final Budget For
Fiscal Year 2016/2017
October 1, 2016 - September 30, 2017**

CONTENTS

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

FINAL BUDGET
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2016/2017
OCTOBER 1, 2016 - SEPTEMBER 30, 2017

	FISCAL YEAR 2016/2017 BUDGET
REVENUES	
ADMINISTRATIVE ASSESSMENTS	53,549
MAINTENANCE ASSESSMENTS	398,301
DEBT ASSESSMENTS	470,493
OTHER REVENUES	0
INTEREST INCOME	600
TOTAL REVENUES	\$ 922,943
EXPENDITURES	
MAINTENANCE EXPENDITURES	
ENGINEERING/INSPECTIONS	2,400
LAWN & LANDSCAPE MAINTENANCE	140,000
MULCH	12,000
TREE SHRUBBERY MAINTENANCE/REPLACEMENT	18,000
PEST CONTROL/FERTILIZATION	10,800
IRRIGATION MAINTENANCE & UPKEEP	12,000
STREET/ROADWAY MAINTENANCE & UPKEEP	9,000
SECURITY SERVICES/ENTRANCE	130,000
GUARD HOUSE UTILITIES & GATE MAINTENANCE	5,200
FP&L POWER - STREET LIGHTS/IRRIGATION PUMP STATIONS	62,500
STREET LIGHT MAINTENANCE	14,000
MISCELLANEOUS MAINTENANCE	5,400
TOTAL MAINTENANCE EXPENDITURES	\$ 421,300
ADMINISTRATIVE EXPENDITURES	
MANAGEMENT	30,264
SECRETARIAL & FIELD OPERATIONS	7,200
LEGAL	8,000
ASSESSMENT ROLL	10,000
AUDIT FEES	3,400
ARBITRAGE REBATE FEE	650
INSURANCE	6,950
LEGAL ADVERTISING	900
MISCELLANEOUS	900
POSTAGE	450
OFFICE SUPPLIES	700
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	4,350
CONTINUING DISCLOSURE FEE	750
WEBSITE MANAGEMENT	1,500
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 76,189
TOTAL EXPENDITURES	\$ 497,489
REVENUES LESS EXPENDITURES	\$ 425,454
BOND PAYMENTS	(442,263)
BALANCE	\$ (16,809)
COUNTY APPRAISER & TAX COLLECTOR FEE	(18,447)
DISCOUNTS FOR EARLY PAYMENTS	(36,894)
EXCESS/ (SHORTFALL)	\$ (72,150)
CARRYOVER FROM PRIOR YEAR	72,150
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2016/2017
OCTOBER 1, 2016 - SEPTEMBER 30, 2017

	FISCAL YEAR 2014/2015 ACTUAL	FISCAL YEAR 2015/2016 BUDGET	FISCAL YEAR 2016/2017 BUDGET	COMMENTS
REVENUES				
ADMINISTRATIVE ASSESSMENTS	36,140	46,941	53,549	Expenditures Less Interest & Carryover (35%)/.94
MAINTENANCE ASSESSMENTS	420,864	410,851	398,301	Expenditures Less Carryover (65%)/.94
DEBT ASSESSMENTS	489,552	487,846	470,493	Bond Payments/.94
OTHER REVENUES	13,154	0	0	
INTEREST INCOME	904	540	600	Interest Projected At \$50 Per Month
TOTAL REVENUES	\$ 960,614	\$ 946,178	\$ 922,943	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
ENGINEERING/INSPECTIONS	1,400	3,600	2,400	\$1,200 Decrease From 2015/2016 Budget
LAWN & LANDSCAPE MAINTENANCE	85,045	144,600	140,000	\$4,600 Decrease From 2015/2016 Budget
MULCH	0	0	12,000	Mulch
TREE SHRUBBERY MAINTENANCE/REPLACEMENT	0	0	18,000	Tree Shrubbery Maintenance/Replacement
PEST CONTROL/FERTILIZATION	0	10,800	10,800	No Change From 2015/2016 Budget
IRRIGATION MAINTENANCE & UPKEEP	3,200	14,000	12,000	\$2,000 Decrease From 2015/2016 Budget
STREET/ROADWAY MAINTENANCE & UPKEEP	0	2,100	9,000	\$6,900 Increase From 2015/2016 Budget
SECURITY SERVICES/ENTRANCE	123,921	132,000	130,000	\$2,000 Decrease From 2015/2016 Budget
GUARD HOUSE UTILITIES & GATE MAINTENANCE	0	0	5,200	Guard House Utilities & Gate Maintenance
FP&L POWER - STREET LIGHTS/IRRIGATION PUMP STATIONS	52,032	62,500	62,500	No Change From 2015/2016 Budget
STREET LIGHT MAINTENANCE	1,785	10,000	14,000	\$4,000 Increase From 2015/2016 Budget
MISCELLANEOUS MAINTENANCE	0	6,600	5,400	\$1,200 Decrease From 2015/2016 Budget
CAPITAL OUTLAY	4,900	0	0	
TOTAL MAINTENANCE EXPENDITURES	\$ 272,283	\$ 386,200	\$ 421,300	
ADMINISTRATIVE EXPENDITURES				
MANAGEMENT	29,832	30,060	30,264	CPI Adjustment
SECRETARIAL & FIELD OPERATIONS	4,200	4,800	7,200	\$2,400 Increase From 2015/2016 Budget
LEGAL	8,578	8,000	8,000	No Change From 2015/2016 Budget
ASSESSMENT ROLL	10,000	10,000	10,000	As Per Contract
AUDIT FEES	3,200	3,300	3,400	Accepted Amount For 2015/2016 Audit
ARBITRAGE REBATE FEE	650	650	650	No Change From 2015/2016 Budget
INSURANCE	5,923	6,700	6,950	2015/2016 Expenditure Was \$5,923
LEGAL ADVERTISING	250	900	900	No Change From 2015/2016 Budget
MISCELLANEOUS	151	750	900	\$150 Increase From 2015/2016 Budget
POSTAGE	348	450	450	No Change From 2015/2016 Budget
OFFICE SUPPLIES	717	650	700	\$50 Increase From 2015/2016 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2015/2016 Budget
TRUSTEE FEES	4,213	4,350	4,350	No Change From 2015/2016 Budget
CONTINUING DISCLOSURE FEE	500	500	750	\$250 Increase From 2015/2016 Budget
WEBSITE MANAGEMENT	0	1,500	1,500	No Change From 2015/2016 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 68,737	\$ 72,785	\$ 76,189	
TOTAL EXPENDITURES	\$ 341,020	\$ 458,985	\$ 497,489	
REVENUES LESS EXPENDITURES	\$ 619,594	\$ 487,193	\$ 425,454	
BOND PAYMENTS	(820,767)	(458,575)	(442,263)	2017 P & I Payments Less Earned Interest
BALANCE	\$ (201,173)	\$ 28,618	\$ (16,809)	
COUNTY APPRAISER & TAX COLLECTOR FEE	(12,797)	(18,912)	(18,447)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(28,541)	(37,826)	(36,894)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (242,511)	\$ (28,120)	\$ (72,150)	
CARRYOVER FROM PRIOR YEAR	0	28,120	72,150	Carryover Balance From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (242,511)	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2016/2017

OCTOBER 1, 2016 - SEPTEMBER 30, 2017

	FISCAL YEAR 2014/2015 ACTUAL	FISCAL YEAR 2015/2016 BUDGET	FISCAL YEAR 2016/2017 BUDGET	COMMENTS
REVENUES				
Interest Income	608	250	250	Projected Interest For 2016/2017
Prepaid Bond Collection	238,069	0	0	Prepaid Bond Collection
NAV Tax Collection	473,540	458,575	442,263	2017 P & I Payments Less Earned Interest
Total Revenues	\$ 712,217	\$ 458,825	\$ 442,513	
EXPENDITURES				
Principal Payments	145,000	150,000	155,000	Principal Payment Due In 2017
Extraordinary Principal Payments	4,360,000	0	0	Extraordinary Principal Payments
Interest Payments	440,825	308,825	287,513	Interest Payments Due In 2017
Total Expenditures	\$ 4,945,825	\$ 458,825	\$ 442,513	
Excess/ (Shortfall)	\$ (4,233,608)	\$ -	\$ -	

Series 2005 Bond Information

Original Par Amount =	\$11,745,000	Annual Principal Payments Due =	May 1st
Interest Rate =	5.50%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	November 2005		
Maturity Date =	May 2036		
 Principal Balance As Of 11-1-15 =	 \$5,450,000		

Keys Cove II Community Development District Assessment Comparison

	Original Projected Assessment*	Fiscal Year 2013/2014 Assessment*	Fiscal Year 2014/2015 Assessment*	Fiscal Year 2015/2016 Assessment*	Fiscal Year 2016/2017 Projected Assessment*
Administrative For Townhome Condominiums	\$ 85.89	\$ 40.33	\$ 38.00	\$ 50.53	\$ 57.64
Maintenance For Townhome Condominiums	\$ -	\$ 449.26	\$ 448.81	\$ 442.25	\$ 428.74
<u>Debt For Townhome Condominiums</u>	<u>\$ 840.00</u>	<u>\$ 835.73</u>	<u>\$ 822.47</u>	<u>\$ 816.48</u>	<u>\$ 821.92</u>
Total	\$ 925.89	\$ 1,325.32	\$ 1,309.28	\$ 1,309.26	\$ 1,308.30
Administrative For Executive Townhomes	\$ 85.89	\$ 40.33	\$ 38.00	\$ 50.53	\$ 57.64
Maintenance For Executive Townhomes	\$ -	\$ 460.80	\$ 460.53	\$ 442.25	\$ 428.74
<u>Debt For Executive Townhomes</u>	<u>\$ 1,020.00</u>	<u>\$ 1,012.93</u>	<u>\$ 998.71</u>	<u>\$ 991.44</u>	<u>\$ 997.79</u>
Total	\$ 1,105.89	\$ 1,514.06	\$ 1,497.24	\$ 1,484.22	\$ 1,484.17

* Assessments Include the Following :

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

Community Information:

Townhome Condominiums	523
<u>Executive Townhomes</u>	<u>406</u>
Total Units	929

Townhome Condominiums Information

Total Units	523
<u>Prepayments</u>	<u>214</u>
Billed For Debt	309

Executive Townhomes Information

Total Units	406
<u>Prepayments</u>	<u>189</u>
Billed For Debt	217

RESOLUTION NO. 2016-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2016/2017 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Keys Cove II Community Development District ("District") to establish a regular meeting schedule for fiscal year 2016/2017; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2016/2017 which is attached hereto and made a part hereof as Exhibit "A".

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

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2016/2017 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 11th day of May, 2016.

ATTEST:

**KEYS COVE II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the **Keys Cove II Community Development District** will hold Regular Meetings in the Crexent Business Center 3rd Floor Conference Room located at 6625 Miami Lakes Drive, 3rd Floor, Miami Lakes, Florida 33014 at **11:00 a.m.** on the following dates:

**October 12, 2016
November 9, 2016
December 14, 2016
January 11, 2017
February 8, 2017
March 8, 2017
April 12, 2017
May 10, 2017
June 14, 2017
July 12, 2017
September 13, 2017**

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that the Supervisors 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.

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT

PUBLISH: MIAMI DAILY BUSINESS REVIEW XX/XX/16

AGREEMENT FOR PROFESSIONAL SURVEYING SERVICES

Between

FORD, ARMENTEROS & FERNANDEZ, INC.

And

SDS, INC AS Manager For Keys Cove II CDD

Based on our understanding of your requirements, Ford, Armenteros & Fernandez, Inc., (FAF) is prepared to provide you with the following scope of services:

TASK # SPECIFIC SURVEY (S4000-4099)

Under this task, FAM shall prepare a Specific Purpose Survey signed and sealed by a Florida Registered Professional Surveyor. Location of pavement marking, signage, landscaping, fencing, post, columns, guardhouse, curb, utilities, sidewalk, pedestrian ramps, etc. Related to the main entrance street/roadway going into the Keys Cove II Community Development District (the "District") (north entrance) off of South Canal Drive and S.E. 24th Road.

PROFESSIONAL FEES

TASK # (\$4000.00/fixed (plus copies and delivery expenses*)

NOTE: Please note that after delivery of initial package, additional changes/requests outside of the scope of work will be charged separately.

NOTE1 Payment for the delivery of the signed and sealed copies of survey drawings shall be on a C.O.D. (cash on delivery) basis. We accept checks and cash (no credit cards accepted).

NOTE2 Please note that after delivery of initial package, additional changes/requests outside of the scope of work will be charged separately.

It is our policy to complete our work in the most efficient and cost-effective manner. Please rest assured that we would utilize our best efforts on the client's behalf. We are prepared to proceed with the work described above. We request that you acknowledge acceptance of the proposal by signing the enclosed copy of this letter and returning it to us at your earliest possible convenience.

We appreciate the opportunity to submit our proposal and look forward to working with you on this project.

THIS AGREEMENT FOR PROFESSIONAL SURVEYING SERVICES AND ATTACHED GENERAL CONDITIONS ARE HEREBY ACKNOWLEDGED AND ACCEPTED

FORD, ARMENTEROS & FERNANDEZ, INC &



**OMAR ARMENTEROS
P.S.M / Survey Department
Director
For the Firm**

Date: 4/22/16

*SDS, INC. as District Manager
for Keys Cove II CDD*


Authorized Representative

Neil Kalin
Print Name *District Manager*

Date: April 22, 2016



**GENERAL CONDITIONS
FOR
PROFESSIONAL SURVEYING SERVICES
AGREEMENT**

1. Payment of invoices is due upon receipt. Accounts over thirty (30) days are subject to a late fee of 1.5% per month. FORD, ARMENTEROS & FERNANDEZ, INC., reserves the right to discontinue work on all past due accounts.
2. Time Basis Services will be invoiced as follows:

Principal	\$ 150.00/Hour
Professional Surveyor.....	\$ 125.00/Hour
Expert Witness.....	\$ 200.00/Hour
Development Consultant.....	\$ 85.00/Hour
Survey Field Crew.....	\$ 120.00/Hour
Survey Field Crew GPS.....	\$ 200.00/Hour
CADD Technician.....	\$ 80.00/Hour
Land Planning/Computations.....	\$ 90.00/Hour
Survey Technician 1	\$ 50.00/Hour
3. The Professional Fees quoted in this agreement do not include the following:
 - Engineering Fees
 - Processing Fees
 - Permit Fees
 - Review Fees
 - Additional Field Work
4. Out of Pocket Expenses will be invoiced as follows:

Black prints	Varies depending on size
Bond	Varies depending on size
Vellums	Varies depending on size
Mylar	Varies depending on size
Photocopies	Varies depending on size
Courier Service	Varies
Overnight Shipments.....	Varies
5. The client hereby agrees to pay for any and all expenses associated with collections on this account, including, but not limited to Attorneys fees and court costs.
6. Rates quoted above are subject to change after one year of execution of proposal.
7. The client hereby agrees that FORD, ARMENTEROS & FERNANDEZ, INC. liability for this project will be limited to the amount of the Professional Fees.
8. Any plans, reports, and other such supporting documents produced as part of this project remain the property of FORD, ARMENTEROS & FERNANDEZ, INC. and are solely for the use of the client on this project.
9. Both FORD, ARMENTEROS & FERNANDEZ, INC. and the client have the right to terminate this agreement for services, after ten (10) days written notice and upon payment of all outstanding fees and expenses.
10. Fixed fee tasks do not include expediting the plans, including walkthroughs, waiting for approvals from one agency to hand deliver to another agency and meetings with agency personnel related to processing times.
11. FORD, ARMENTEROS & FERNANDEZ, INC. is neither responsible nor liable for the processing times at the various regulatory and permitting agencies. If the client wishes expedited and/or walk through services, these will be provided at the hourly rates stipulated in paragraph 2.
12. If overtime is requested by client, the rate will increase by 1.5 times the rate.
13. If request is made to FAF for the issuance by FAF's insurance underwriter of a "Worker's Compensation and Employers Liability Policy Endorsement" for FAF's "Waiver of Our Right to Recover from others", an invoice for the cost of such waiver shall be issued by FAF to client, for entire cost of said waiver of rights. The issuance of said Endorsement will be billed separately and is not a part of this Agreement.
14. Notwithstanding anything to the contrary within any proposal or contract documents, FAM reserves the right to adjust hourly rates and prices upon each one (1) year anniversary of commencing its work. FAF may cancel its contract without penalty or liability if it does not receive a start work order within sixty (60) days of executing a contract.



April 7, 2016

Mr. Neil Kalin
Keys Cove II CDD
6625 Miami Lakes Drive
Suite 374
Miami Lakes, Florida 33014

**Re: Keys Cove II – Stacking for Gated Entrance
Traffic Evaluation**

Dear Neil:

Traf Tech Engineering is pleased to provide you with this proposal for professional traffic engineering consulting services to conduct a staking study for the existing residential development located south of South Canal Drive and west of SW 152nd Avenue in the City of Homestead . Our proposed scope of services, schedule, and fees follows:

SCOPE OF SERVICES

Task 1 – Trip Generation

Based on the number and type of units provided by the client, we will conduct a trip generation analysis for the project using the trip generation rates and formulae presented in the Institute of Transportation Engineers (ITE) *Trip Generation Manual (9th Edition)*. This analysis will be prepared for the AM peak, PM peak, and daily time periods. We will determine the peak inbound traffic flow for the project and will separate these by residents and visitors.

Task 2 – Stacking Analysis

Based on the results of Task 1, we will determine the amount of stacking required for both the resident's lane and the visitor's lane for the following two scenarios:

- 1) All vehicles will enter and exit via one driveway (north entrance – south entrance will be closed to traffic)
- 2) Visitors will enter via the north entrance only and residents can either use the north or south entrances

We will document the results of the stacking analysis in a letter-type report. One (1) electron version (.pdf) of the traffic evaluation will be submitted to the client.

Task 3 – Additional Services

As requested and authorized by the client, we will conduct additional services not covered under Tasks 1 and 2, including attendance at project meetings and public hearings, data collection (including additional traffic counts), field observations, and preparation of additional traffic analyses as requested.

Schedule

We will provide our services as expeditiously as possible to meet the schedule developed by you and mutually agreed upon for the various elements of the project. It is understood that Traf Tech Engineering, Inc. is not responsible for delays beyond our control.

FEES AND BILLINGS

Fees and Billings

Based on the outlined scope of services we have projected the following fees associated with the project.

Tasks 1 and 2 – Stacking Analysis	\$2,500.00 (lump sum)
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Fees are payable with billing monthly at the hourly rate of \$185.00 per hour, for services performed for hourly-rate tasks.

If you concur with the scope of services and fees presented in this proposal, please execute this agreement by signing below.

We will begin services as soon as we receive an executed agreement. Please call me if you have any questions.

Sincerely,

TRAF TECH ENGINEERING, INC.

Joaquin E. Vargas, P.E.
Senior Transportation Engineer

Accepted for _____

By: _____

Title: _____

Date: _____