



**KEYS COVE II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
FEBRUARY 14, 2018
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
February 14, 2018
11:00 a.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. November 8, 2017 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Update Regarding Entrance Project
 - 2. Staff Report as Required
- H. New Business
 - 1. Discussion Regarding AT&T and Utility Installation.....Page 6
 - 2. Discussion Regarding South Gate and Entry for Residents Only
 - 3. Discussion Regarding FY 2018/2019 Proposed Budget Process and Assessment Increase
- I. Administrative & Operational Matters
 - 1. Discussion Regarding Additional Traffic Calming Devices (SE 24 Road)
 - 2. Discussion Regarding General Election, the Qualifying Period and Expiring Terms of Office in Seats 3, 4 and 5
 - 3. Staff Report as Required
- J. Board Member & Staff Closing Comments
- K. 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

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

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

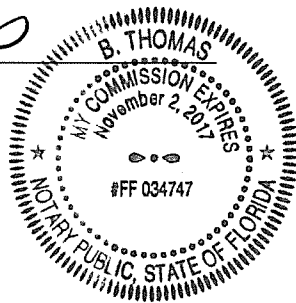
09/21/2017

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
21 day of SEPTEMBER, A.D. 2017

B. Thomas

(SEAL)
MARIA MESA personally known to me



**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Keys Cove II Community Development District (the "District") will hold Regular Meetings in the Crescent 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 11, 2017
- November 8, 2017
- December 13, 2017
- January 10, 2018
- February 14, 2018
- March 14, 2018
- April 11, 2018
- May 9, 2018
- June 13, 2018
- July 11, 2018
- September 12, 2018

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 1-877-737-4822, 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 1-877-737-4822 at least seven (7) days prior to the date of the particular meeting.

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

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT

www.keyscove2cdd.org

9/21

17-136/0000259583M

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 8, 2017

A. CALL TO ORDER

District Manager Neil Kalin called the November 8, 2017, Regular Board Meeting of the Keys Cove II Community Development District to order at 11:11 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 September 21, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Chairperson Christopher MacConnell, Vice Chairperson Alfredo Pimentel and Supervisors Clarissa Delgado and Eddison Knights constituted a quorum and it was in order to proceed with the meeting

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

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. May 10, 2017, Public Hearing & Regular Board Meeting

Mr. Kalin presented the minutes of the May 10, 2017, Public Hearing & Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. Delgado, seconded by Mr. Knights and unanimously passed to approve the minutes of the May 10, 2017, Public Hearing & Regular Board Meeting, *as presented*.

G. OLD BUSINESS

1. Update Regarding Entrance Improvement Project

Mr. Kalin advised that the Contractor (Arking Solutions Inc.) had received the permit and the work on the Entrance Improvement Project ("Project") had begun. It is anticipated that Project will be completed prior to the Christmas holiday. Mr. Kalin also asked the Developer to assist in finalizing the use of the south entrance through the Master

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 8, 2017

Association right-of-way. As soon as the District confirms the use of the Master Association's right-of-way for District residents to enter/exit from the south, then District Staff will finalize the bar code vehicular entry system and will coordinate with the HOA management company the ordering of the bar code decals. A Project update will be given at the next scheduled meeting.

2. Staff Report, as Required

There was no Staff Report at this time.

H. NEW BUSINESS

1. Discussion Regarding Hurricane Irma and Post Storm Community Clean-Up

Mr. Kalin advised that District Staff had inspected the District shortly after Hurricane Irma left the area on September 11, 2017. The current lawn and landscape service provider (SprayPro) was engaged to assist with storm debris collection and disposal. The City of Homestead worked with the District and allowed debris to be staged at the north end of the District. The stockpiled storm debris will be moved by the City of Homestead. A timeframe for the final clean-up of storm debris will be pursued.

2. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget

Mr. Kalin presented Resolution No. 2017-05, entitled:

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin read the title of the resolution into the record and provided an explanation. The Operating Fund as of September 30, 2017, had a positive balance. In addition, Mr. Kalin stated that the Debt Service Fund for the Series 2005 Bonds had sufficient funds to make the required November 1, 2017, debt service payment(s). A discussion ensued after which;

A **motion** was made by Ms. Delgado, seconded by Mr. Knights and unanimously passed to approve and adopt Resolution No. 2017-05, *as presented*; thereby setting the amended/revised final budget for the 2016/2017 fiscal year.

3. Discussion Regarding Traffic Calming Devices

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 8, 2017

Mr. Kalin was asked to look into the installation of traffic calming devices (speed humps) on the main entrance road in the vicinity and adjacent to the lake tracts. Mr. Kalin stated that the cost for each speed hump, including applicable signage, is approximately \$600 per unit. Mr. Kalin will work with Mr. Pimentel on exact locations for installation of additional speed humps. This expenditure will be covered in the 2017/2018 Fiscal Year Operating Fund Budget.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Annual Audit Fiscal Year 2016/2017 & Consider 2-Year Renewal Option

Mr. Kalin reminded the Board that at the November 12, 2014, Board meeting the firm of Grau & Associates had been selected to perform the September 30, 2014, September 30, 2015, and September 30, 2016, year end audits of the District with an option to perform the September 30, 2017, and September 30, 2018, audits. The fee for the September 30, 2014, audit was \$3,200; the fees for the September 30, 2015, audit was \$3,300; and the fee for the September 30, 2016, audit was \$3,400. The proposed fees for the September 30, 2017, audit is \$3,400, which is the budgeted amount for audit fees for Fiscal Year 2017/2018. The proposed fee for the September 30, 2018, audit is \$3,400.

Grau & Associates has been the District auditor for the past three (3) years. Management is pleased with the professionalism and competence of the partners and staff; therefore, management recommends that the Board approve the renewal option for the Fiscal Year Ending September 30, 2017, and September 30, 2018, audits for Grau & Associates. A discussion ensued after which;

A **motion** was made by Ms. Delgado, seconded by Mr. Knights and unanimously passed to approve the 2-year audit renewal option and also authorizes the District Manager to engage the firm Grau & Associates to perform the FY 2016/2017 & FY 2017/2018 Audit; and the respective audit fee for each will be \$3,400.

2. Staff Report, as Required

There was no Staff Report at this time.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Kalin stated that unless an emergency were to arise the Board would not need to meet again until after the first of the year. Holiday greeting were exchanged by those in attendance.

K. ADJOURNMENT

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 8, 2017

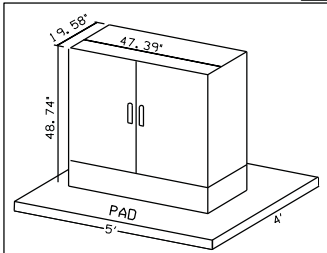
There being no further business to come before the Board, a **motion** was made by Mr. MacConnell, seconded by Mr. Pimentel and unanimously passed to adjourn the Regular Board Meeting at 12:02 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

4' X5' X6"

FPL transformer



PROPOSED AT&T PAD AND EQUIPMENT DIMENSIONS.

CALL BEFORE YOU DIG

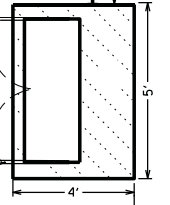
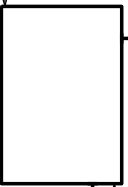


TWO FULL BUS. DAYS BEFORE YOU DIG
IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT UTILITY COMPANIES PRIOR TO ANY CONSTRUCTION AS THE LOCATION OF UTILITIES SHOWN ON THIS PLAN ARE APPROXIMATE AND POSSIBLY INCOMPLETE; THEREFORE CERTIFICATION TO THE LOCATION OF ALL UNDERGROUND UTILITIES IS WITHHELD.

PROPOSED 30" X 48" hanhole

PROPOSED 864 PFP (48.74"H X 47.39"W X 19.58"D) ON 5' X 4' CONCRETE PAD TO BE PLACED WITH 10' UE

10' UE
16'
10' UE



Grass area

R/W
R/W

5' S/W

Parking

5' S/W

Proposed conduit bore under the road

Proposed conduit

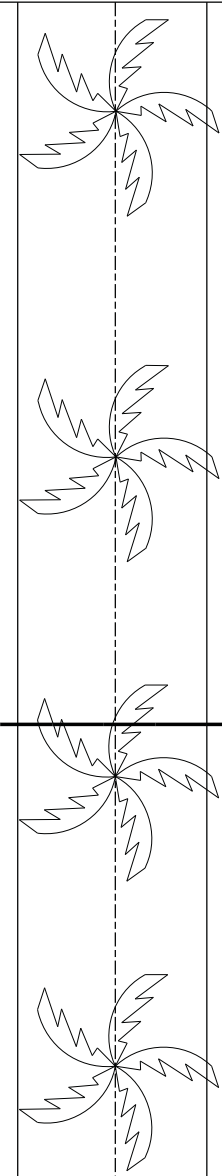
EOP
EOP
EOP



SE 24TH RD



SE 24TH RD



See Dwg #5

ATTSE	
PROPOSED TELEPHONE FACILITIES ON RIGHT OF WAY OF Keys Gate	
Keys Garden	
Exchange:	305230
Designer:	Lecomte, Francois
Phone:	305-256-8019
Authorization:	7MS04100N
Dwg. <u>6</u> of <u>6</u>	

PER PLAT BOOK: 185 / PAGE: 81



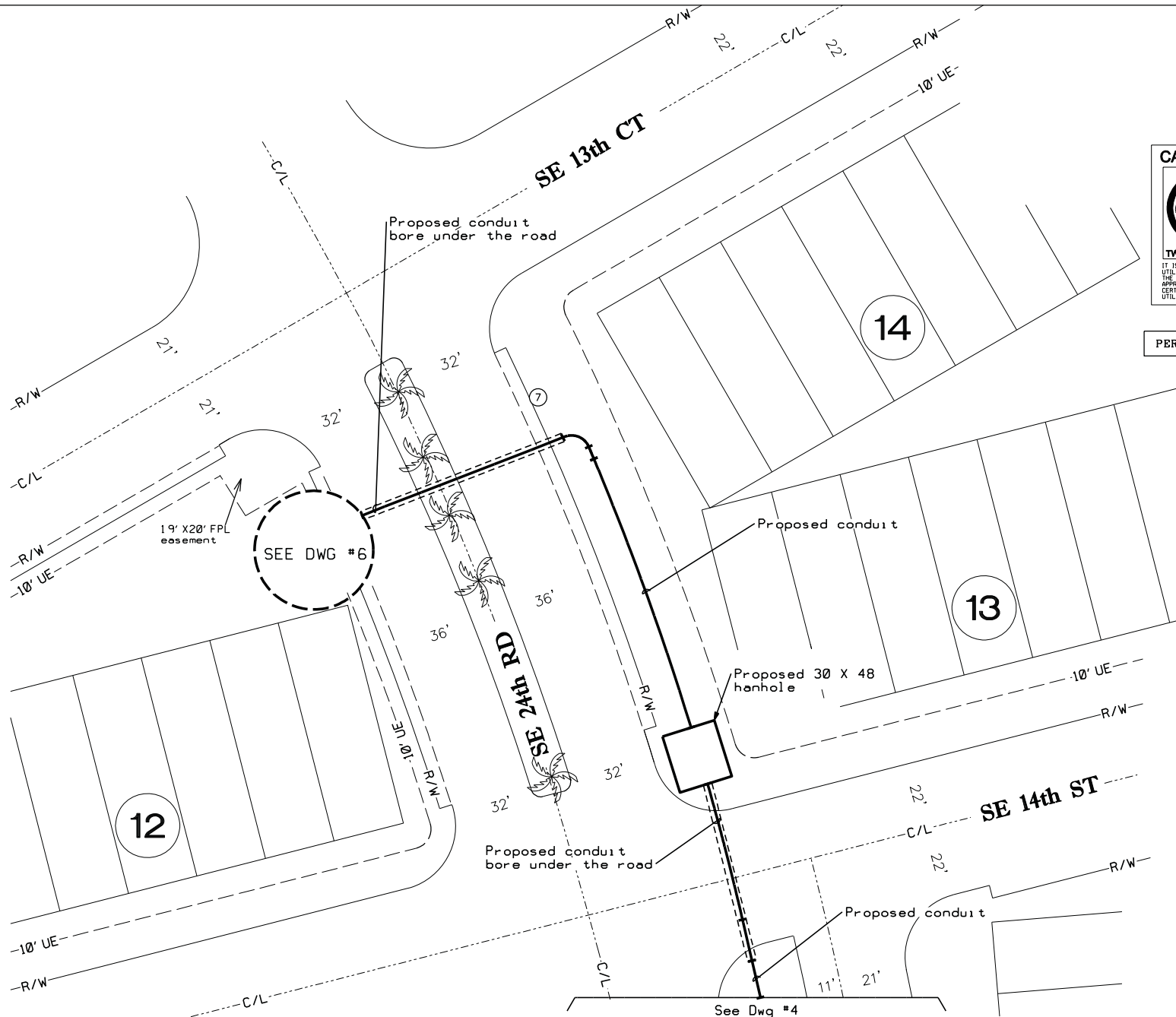
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PER PLAT BOOK: 165 / PAGE: 81



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Dwg. <u>5</u> of <u>6</u>	

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SE 14th ST

1/3

SE 24th PL

11

RECREATION AREA

See Dwg #5

PER PLAT BOOK: 165 / PAGE: 81

18



32' 32' 11' 21'

36' 36'

Proposed conduit

32' 32'

Proposed conduit bore under the road

SE 14th CT

22'

22'

SE 24th RD

Proposed conduit

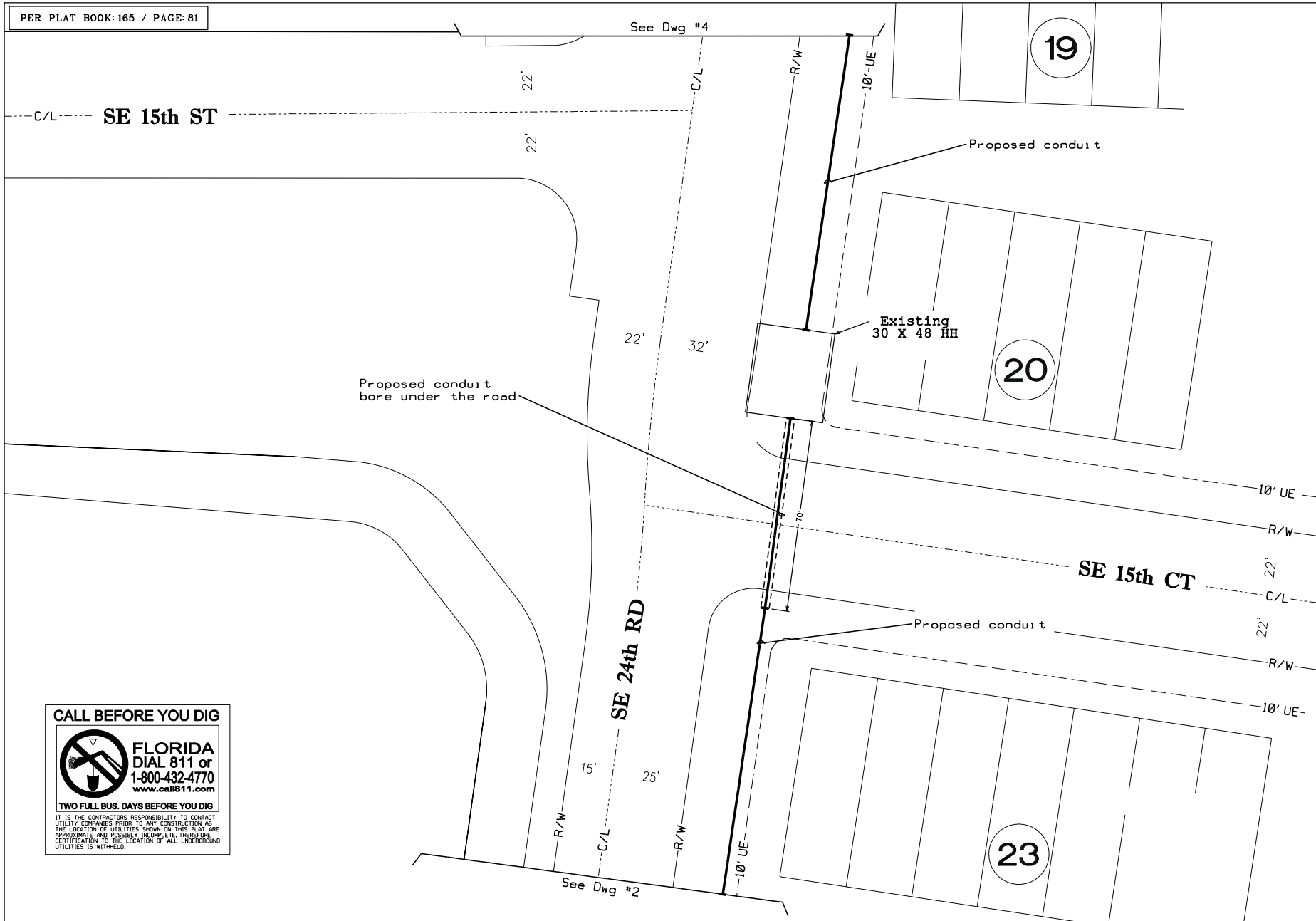
36' 32'

See Dwg #3

19

NOTE: NO PERMIT REQUIRED (PRIVATE ROADS)

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Dwg. 4	of 6



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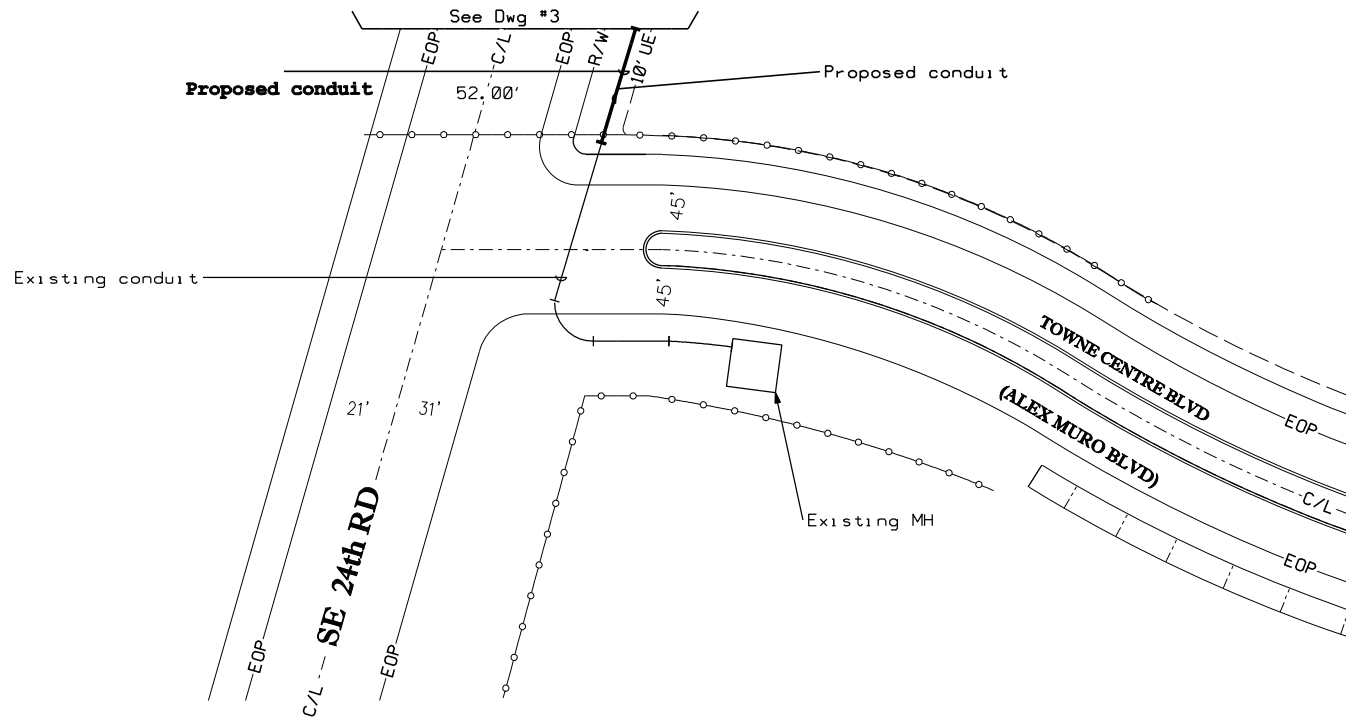
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PER PLAT BOOK: 165 / PAGE: 81

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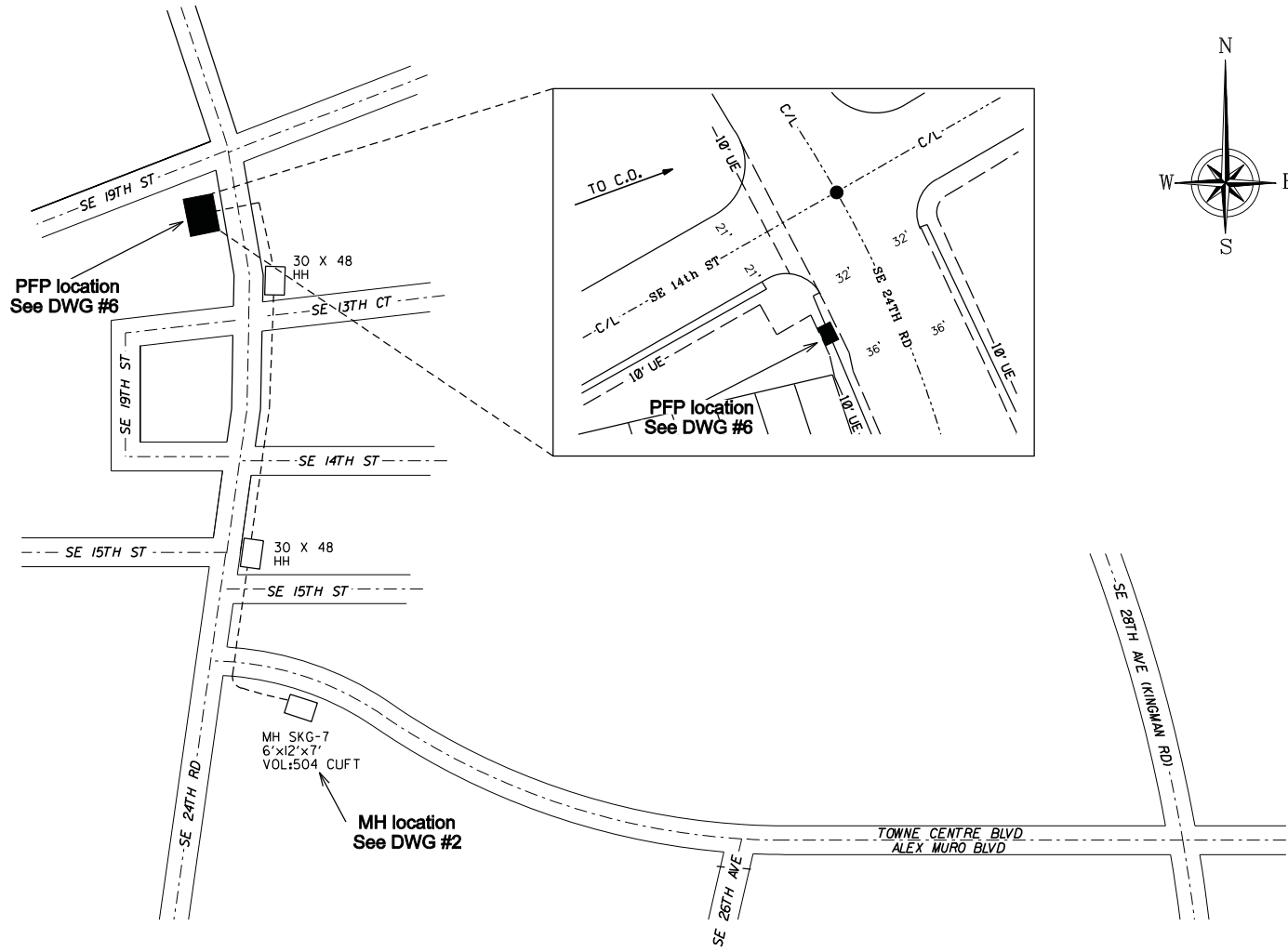
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Dwg. <u> 2 </u> of <u> 6 </u>	

KEYMAP



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Dwg. <u> 1 </u> of <u> 6 </u>	