



**KEYS COVE II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 13, 2019
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
March 13, 2019
11:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Resignation (Marianne De La Sierra) and Appointment to Fill Vacancy.....Page 2
- 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. October 10, 2018 Regular Board MeetingPage 3
- J. Old Business
 - 1. Staff Report as Required
- K. New Business
 - 1. Consider Resolution No. 2019-01 – Adopting the Fiscal Year 2019/2020 Proposed Budget.....Page 8
 - 2. Discussion Regarding Entrance Guard House and Security Facilities License Agreement
 - 3. Staff Report: As Required
- L. Administrative & Operational Matters
 - 1. Staff Report as Required
- M. Board Member & Staff Closing Comments
- N. 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 CHRISTINA RAVIX, 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 2018/2019 REGULAR MEETING SCHEDULE

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

09/28/2018

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.

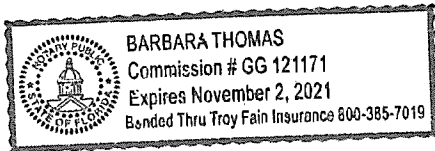
C. Ravix

Sworn to and subscribed before me this
28 day of SEPTEMBER, A.D. 2018

Barbara Thomas

(SEAL)

CHRISTINA RAVIX personally known to me



KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2018/2019 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, Miami Lakes, Florida 33014 at 11:00 a.m. on the following dates:

October 10, 2018
November 14, 2018
December 12, 2018
February 13, 2019
March 13, 2019
April 10, 2019
May 8, 2019
June 12, 2019
August 14, 2019
September 11, 2019

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 cancelled from time to time with no advertised notice.

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT

www.keyscove2odd.org

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18-91/0000349857M

Date: February 15, 2019

Board of Supervisors
Keys Cove II Community Development District
C/o Special District Services, Inc., District Manager
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

RE: Resignation

Dear Board of Supervisors,

Please be advised that I am resigning my position as Board Member and Officer on the Board of Supervisors of the **Keys Cove II Community Development District** effective February 15, 2019.

Sincerely,



Marianne De La Sierra

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 10, 2018**

A. CALL TO ORDER

District Manager Neil Kalin called the October 10, 2018, Regular Board Meeting of the Keys Cove II Community Development District to order at 11:05 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 28, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Chairperson Christopher MacConnell and Supervisors Marianne De La Sierra 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 Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also attending were: Guillermo Riusech, Homestead, Florida; and Ryan Cahill, Homestead, Florida.

D. CONSIDER RESIGNATION(S) AND APPOINTMENT(S) TO FILL VACANCIES

Mr. Kalin stated that there was a vacancy in Seat #4 (as a result of the resignation on 8/31/2018 of Alfredo Pimentel). He asked if there were any interested persons who would like to serve on the Board of Supervisors (the "Board") of the Keys Cove II Community Development District (the "District"). Mr. Guillermo Riusech, a qualified elector of the District, stated he would like to serve on the Board. A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Mr. Knights and unanimously passed to *appoint* Mr. Riusech to serve the remainder of the unexpired 4-year term of office in Seat #4 and such term of office will expire November 20, 2018.

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to Mr. Riusech. In addition, at the end of the meeting, Mr. Kalin explained to Mr. Riusech his duties and responsibilities as a new Board Member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2017 Form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty {30} days of appointment) and the Code of Ethics for Public Officials.

Mr. Kalin then advised that he was in possession of a resignation letter from Eddison Knights (Seat #5), who was moving out of the State at the end of October. The effective date of Mr. Knights' resignation was October 10, 2018, and that it would be in order for the Board to consider it. A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Ms. De La Sierra and unanimously passed to accept the *resignation* of Eddison Knights with an effective date of October 10, 2018, at approximately 11:13 a.m. The Board and Staff thanked Mr. Knights for his service. As a result of Mr. Knights' resignation, there is now a vacancy in Seat #5.

Mr. Kalin asked if there were any other interested persons who would like to serve on the Board of Board of the District. Mr. Ryan Cahill, who has applied for his voter's registration card (receipt of which application dated 10-8-2018 was provided and will be kept on file) depicting his address within the District, stated that he was interested in serving on the Board. A discussion ensued after which:

A **motion** was made by Ms. De La Sierra, seconded by Mr. MacConnell and unanimously passed to *appoint* Mr. Cahill to serve the remainder of the unexpired 4-year term of office in Seat #5 and such term of office will expire on November 20, 2018.

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to Mr. Cahill. In addition, at the end of the meeting, Mr. Kalin explained to Mr. Cahill his duties and responsibilities as a new Board Member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2017 Form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty {30} days of appointment) and the Code of Ethics for Public Officials.

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

SEE ACTIONS ABOVE.

F. ELECTION OF OFFICERS

As a result of the changes to the Board of Supervisors of the District, Mr. Kalin recommended that re-election of the District's Officers take place. He provided the following slate of names for election:

- Chairperson – Christopher MacConnell
- Vice Chairperson – Marianne De La Sierra
- Secretary/Treasurer – Neil Kalin
- Assistant Secretary – Clarissa Delgado, Guillermo Riusech, Ryan Cahill and Armando Silva

A discussion took place after which;

A **motion** was made by Mr. Riusech, seconded by Mr. MacConnell and unanimously passed to *elect* the Officers of the Keys Cove II Community Development District, as listed 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. September 21, 2018, Special Board Meeting

Mr. Kalin presented the minutes of the September 21, 2018, Special Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. De La Sierra, seconded by Mr. MacConnell and unanimously passed approving the minutes of the September 21, 2018, Special Board Meeting, *as presented*.

J. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

K. NEW BUSINESS

1. Consider Resolution No. 2018-05 – Adopting a Fiscal Year 2017/2018 Amended Budget

Mr. Kalin presented Resolution No. 2018-05, entitled:

RESOLUTION NO. 2018-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 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, 2018, 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, 2018, debt service payment(s). A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Ms. De La Sierra and unanimously passed to approve and adopt Resolution No. 2018-05, *as presented*; thereby setting the amended/revised final budget for the 2017/2018 fiscal year.

2. Consider District’s Authorization and Consent Regarding Re-Plat Application

Mr. Kalin explained the purpose of the document and request from D.R. Horton regarding the Palm Breeze PUD Master Plan Amendment, Site Plan Modification and Re-Plat Application. A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Ms. De La Sierra and unanimously passed to approve the ‘Letter of Consent’ (“Letter”) and authorize District officials to execute the Letter dated October 10, 2018.

3. Staff Report, as Required

There was no Staff Report at this time.

L. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Discussion Regarding Election Protocol and Declaring Vacancies Effective November 20th

Mr. Kalin stated that no qualified elector had qualified for Seat #3 (MacConnell), Seat #4 (Riusech) or Seat #5 (Cahill) at the 2018 Qualifying Period for the General/District Election for the Keys Cove II Community Development District and since the Board will not meet again until sometime in the New Year it would be in order to declare vacancies in Seat #3, Seat #4 and Seat #5, effective as of the second Tuesday (November 20, 2018) following the November General Election (November 6, 2018). Pursuant to Section 190.006, *Florida Statutes*, incumbents (Holdover Board Members) will serve no longer than ninety (90) days (from November 20, 2018) or until appointments to the named vacancies have been made. A discussion ensued after which:

A **motion** was made by Mr. MacConnell, seconded by Ms. De La Sierra and unanimously passed to declare vacancies on the Keys Cove II Community Development District Board of Supervisors in Seat #3 (MacConnell), Seat #4 (Riusech) Seat #5 (Cahill), effective as of the date November 20, 2018; and the Board shall appoint qualified electors within ninety (90) days from November 20, 2018, to fill said vacancies.

2. Financial Risk Management Policy/Review – 2017/2018 Fiscal Year

The Board Members were advised that Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of best management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

a. Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and

b. Each expenditure from the District’s operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and

c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

d. A designated member of the Board, typically the Chairperson (by an electronic approval procedure), has an opportunity to review the District’s expenditure(s) prior to the payment(s) being released; and

e. The District engages an independent firm, pursuant to Chapter 218.391, *Florida Statutes*, to audit the prior year’s financial activities (October 1st through September 30th) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30th) the District’s Board of Supervisors reviews, pursuant to Chapter 189.418(5), *Florida Statutes*, the prior year’s budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.

3. Staff Report, as Required

There was no Staff Report at this time.

M. 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 greetings were exchanged by those in attendance.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. MacConnell, seconded by Ms. De La Sierra and unanimously passed to adjourn the Regular Board Meeting at 11:51 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM ASSESSMENTS FOR FISCAL YEAR 2019/2020; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Keys Cove II Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2019/2020 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2019 at _____ in the Crexent Business Center 3rd Floor Conference Room located at 6625 Miami Lakes Drive, 3rd Floor, Miami Lakes, Florida 33014, for the purpose of receiving public comments on the Proposed Fiscal Year 2019/2020 Budget.

PASSED, ADOPTED and EFFECTIVE this 13th day of March, 2019.

ATTEST:

**KEYS COVE II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson