



**KEYS COVE II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
AUGUST 12, 2020
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
REGULAR BOARD MEETING & PUBLIC HEARING

August 12, 2020

11:00 a.m.

<https://us02web.zoom.us/j/84792925376>

Meeting ID: 847 9292 5376

- A. Call to Order
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- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
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- G. Public Hearing
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- K. Board Member & Staff Closing Comments
- L. Adjourn

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

The Board of Supervisors of the Keys Cove II Community Development District ("District") will hold a public hearing on August 12, 2020, at 11:00 a.m. in the Third Floor Conference Room of the Crexent Business Center located at 6625 Miami Lakes Drive, Miami Lakes, Florida 33420 for the purpose of hearing comments and objections on the adoption of the budget of the District for Fiscal Year 2020/2021. A regular board meeting of the District will also be held at that time where the Board may consider agenda items and any other business that may properly come before it.

A copy of the agenda and budget may be obtained from the District's website (www.keyscove2cdd.org) or at the offices of the District Manager, Special District Services, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410 during normal business hours.

It is anticipated that the public hearing and meeting will take place at the location provided above. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-150, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can do so utilizing the following login information:

Join by URL for VIDEO ACCESS at: <https://us02web.zoom.us/j/84792925376>
Meeting ID: 847 9292 5376
Dial In Phone Number: 1 929 436 2866

Participants are strongly encouraged to submit questions and comments to the District Manager's Office at asilva@sdsinc.org or by calling 305-777-0761 by August 7, 2020, at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or Supervisors may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at 305-777-0761 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Meetings may be cancelled from time to time without advertised notice.

District Manager

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
MAY 19, 2020**

Note: The Keys Cove II Community Development District (the “District”) Special Board Meeting is being held via telephonic conferencing as a result of the public health emergency that exists in the State of Florida as a consequence of the COVID-19 coronavirus, in light of the guidelines established by the Centers for Disease Control for the protection of all members of the community, and with the authority granted by Executive Orders issued by Governor Ron DeSantis, including Executive Order 20-69 (Emergency Management—COVID-19—Local Government Public Meetings) authorizing the use of communications technology, such as telephonic conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes.

A. CALL TO ORDER

District Manager Armando Silva called the May 20, 2020, Special Board Meeting of the Keys Cove II Community Development District to order at 12:07 p.m. via telephonic conferencing.

B. PROOF OF PUBLICATION

Mr. Silva presented proof of publication that notice of the Special Board Meeting had been published in the *Miami Daily Business Review* on May 11, 2020, as legally required.

C. CONSIDER BOARD MEMBER RESIGNATION(S)

Mr. Silva stated that he was in possession of a resignation letter from Ms. Isabel Sanchez, effective November 13, 2019, and it would be in order to consider it. A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Ms. Delgado and passed unanimously to accept the resignation of Isabel Sanchez (Seat #1), effective November 13, 2019.

Mr. Silva stated that he was in possession of a resignation letter from Mr. Guillermo Riusech, effective March 10, 2020, and it would be in order to consider i. A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Ms. Delgado and passed unanimously to accept the resignation of Guillermo Riusech (Seat #4), effective March 10, 2020.

D. ESTABLISH A QUORUM

Mr. Silva determined that the virtual attendance of Chairperson Christopher MacConnell and Supervisor Clarissa Delgado constituted a quorum and it was in order to proceed with the meeting.

Staff in virtual attendance: District Manager Armando Silva of Special District Services, Inc.; and General Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also virtually attending were: Rossarina Vicioso and Alexis Robinson of Weller Management.

E. CONSIDER APPOINTMENT TO FILL VACANCY

Mr. Silva stated that due to the recent resignations, there was now a vacancy in Seats #1, #4 & #5. With that being said, Mr. Silva asked if there were any interested persons who would like to serve on

the District's Board. Ms. Rossarina Vicioso, a qualified elector and a resident of the District, expressed an interest in serving on the District Board. A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Ms. Delgado and passed unanimously to *appoint* Ms. Rossarina Vicioso to the unexpired 4-year term of office in Seat #4 and said term of office will expire in November 2022.

Ms. Alexis Robinson, a qualified elector and a resident of the District, expressed an interest in serving on the District Board. A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Ms. Delgado and passed unanimously to *appoint* Ms. Alexis Robinson to the unexpired 4-year term of office in Seat #5 and said term of office will expire in November 2022.

Mr. Silva, Notary Public in the State of Florida, administered the Oath of Office to *Ms. Rossarina Vicioso and Ms. Alexis Robinson* and reminded them of their responsibilities and duties as a Board Member/Elected Official, with emphasis on Government in the Sunshine, Financial Disclosure requirements and Public Records Law.

F. ELECTION OF OFFICERS

Mr. Silva stated that due to the recent changes/updates to the District's Board it would be in order to re-elect the officers. A discussion ensued after which the following slate of officers was presented for election:

- Chairperson – Clarissa Delgado
- Vice Chairperson – Rossarina Vicioso
- Secretary/Treasurer – Armando Silva
- Assistant Secretaries – Alexis Robinson, Christopher MacConnell, Nancy Nguyen and Gloria Perez

A discussion ensued after which;

A **motion** was made by Ms. Delgado, seconded by Mr. MacConnell unanimously passed to *elect* the District's slate of officers, as stated above.

G. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Silva informed the Board that he would like to add the following item to the agenda:

- Administrative and Operational Matters Item: Approval of Agreement for Access to Certain Exempt Information

The Board acknowledged Mr. Silva's request.

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. October 9, 2019, Regular Board Meeting

Mr. Silva presented the minutes of the October 9, 2019, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. MacConnell, seconded by Ms. Delgado and unanimously passed approving the minutes of the October 9, 2019, Regular Board Meeting, *as presented*.

J. OLD BUSINESS

1. License Agreement - Update

Mr. Silva advised that the District's attorney was still awaiting correspondence from the Keys Gate Community Association, Inc. regarding the most recent changes to the License Agreement, which date back to November 2019. More information regarding this matter will be available at the next meeting.

2. Main Entrance Project - Update

Mr. Silva advised that the construction phase of the project had been completed and that the District was now working with all of the Homeowners' Association management firms within the District to assist with the distribution of the barcode decals for residential vehicles. Due to the COVID-19 pandemic, the management firms have avoided the distribution of the decals to prevent contact with residents and are searching for alternative ways of distributing them. More information regarding this matter will be provided at the next meeting.

3. Staff Report, as Required

There was no Staff Report at this time.

K. NEW BUSINESS

1. Consider Resolution No. 2020-01 – Adopting a Fiscal Year 2020/2021 Proposed Budget

Mr. Silva presented Resolution No. 2020-01, entitled:

RESOLUTION NO. 2020-01

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 2020/2021; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva read the title of the resolution into the record and explained that the proposed fiscal year 2020/2021 budget had been balanced with a "0" carryover from the projected fund balance as of September 30, 2020. Mr. Silva advised that since the overall proposed assessments were not increasing in the fiscal year 2020/2021, letters to residents *would not be required*. Furthermore, Mr. Silva stated as part of Resolution No. 2020-01 the Board must set a date for the public hearing to adopt the fiscal year 2020/2021 final budget and assessment roll. A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Ms. Delgado and unanimously passed approving Resolution No. 2020-01, *as presented*; setting the public hearing to adopt the fiscal year 2020/2021 final budget and assessment roll for August 12, 2020, at 11:00 a.m. in the Crexent Business

Center 3rd Floor Conference Room located at 6625 Miami Lakes Drive, Miami Lakes, Florida 33014; and further authorizes publication of the notice of the budget public hearing, as required by law.

2. Consider Resolution No. 2020-02 – Authorizing Execution of Plats

Resolution No. 2020-02 was presented, entitled:

RESOLUTION NO. 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISTRICT CHAIRMAN OR VICE-CHAIRMAN OF THE BOARD OF SUPERVISORS, OR IN THEIR ABSENCE ANY MEMBER OF THE BOARD OF SUPERVISORS, SUBJECT TO SPECIFIED CONDITIONS, TO EXECUTE ALL PLATS AND PLAT NOTE AMENDMENTS AND ASSOCIATED DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE

Mr. Silva read the title of the resolution into the record and explained that in order to comply with the Miami-Dade County requirements regarding execution of certain documents related to the Re-Plat by the District, the Board finds it to be in the best interest of the District and the landowners within the District to authorize the Board Chairperson, or in his or her absence, the Board Vice Chairperson, or in his or her absence, any other Member of the Board to execute such Plats, T-Plats, Plat Note Amendments and other related documents, provided that the same have first been reviewed by District staff. A discussion ensued after which;

A **motion** was made by Ms. Delgado, seconded by Ms. Robinson and unanimously a passed approving Resolution 2020-02, as *presented*.

3. Ratify Landscape Maintenance Agreement Termination Notice - SprayPro

Mr. Silva stated that on November 8, 2019, the District received a letter from SprayPro Inc. stating, effective immediately, SprayPro Inc. would be ceasing to operate the maintenance division of their company. As a result, the Landscape Maintenance Agreement between the District and SprayPro Inc. was terminated. A discussion ensued after which;

A **motion** was made by Ms. Delgado, seconded by Mr. MacConnell and unanimously passed ratifying the actions of District management in regard to accepting the termination letter from SprayPro Inc.

4. Ratify Landscape Maintenance Agreement – Trimscape Corp

Mr. Silva stated that as a result of SprayPro's departure, the District had to search for a replacement landscape maintenance contractor immediately. Several proposals were received after which Trimscape Corp came in at the most economical. A discussion ensued after which;

A **motion** was made by Ms. Vicioso, seconded by Ms. Robinson and unanimously passed ratifying District management's actions related to engaging Trimscape Corp for landscape maintenance services to the District.

5. Discussion Regarding LED Conversion of Street Lights

Mr. Silva stated that the District had started converting the old halogen light bulbs in the street lights to LED. This will result in a drastic decrease in electrical consumption and savings on the monthly electrical bills. This project will take until the end of the year, as it is currently being done in phases.

6. Discussion Regarding Quit Claim Deed for Palm Breeze Executive Townhome HOA – CDD Roads

Mr. Silva presented the Board with a Quit Claim Deed from the Palm Breeze Executive Townhomes Homeowners' Association, Inc. to the District for Tracts B, E, F, G, H, I, J, K, L, M, N, O and P of Keys Gardens (Plat Book 165, Page 81, of Public Records of Miami-Dade County, Florida). A discussion ensued after which;

A **motion** was made by Mr. MacConnell, seconded by Ms. Delgado and unanimously passed approving the Quit Claim Deed, as presented, accepting the conveyance of Tracts B, E, F, G, H, I, J, K, L, M, N, O and P from the Palm Breeze Executive Townhomes Homeowners' Association, Inc. to the District.

7. Discussion Regarding Roadway Striping and Signage

Mr. Silva provided the Board with a matrix table comparing several proposals received for roadway striping and signage replacement:

Traffic Markings Replacement

- **Southern Asphalt Engineering \$16,326.41**
- **Pavement Striping Corp \$14,899.44**
- **LEGA Striping \$13,880.00**

Traffic Signage

- **Southern Asphalt Engineering \$4,635.00**
- **Pavement Striping Corp \$6,820.00**
- **LEGA Striping \$5,560.00**

A discussion ensued after which:

A **motion** was made Ms. Vicioso, seconded by Ms. Delgado and unanimously approving LEGA Striping for Traffic Marking and Traffic Sign Replacement for an amount not to exceed \$19,000; thus authorizing District Counsel to provide a Small Project Agreement; and thereby authorizes District management to sign the Small Project Agreement on behalf of the District.

8. Discussion Regarding Security Services Contractor

Mr. Silva advised that District management and the property management company have had several issues with the current security services contractor, which have not been resolved (i.e., no visitor screening, security guards sleeping, no security guards on-site, etc.). As a result, Mr. Silva is recommending that the Board exercise the termination clause with the current security services contractor. A discussion ensued after which;

A **motion** was made by Ms. Vicioso, seconded by Ms. Robinson and unanimously passed authorizing District management to send a Notice of Cancellation to Public Safety International, Inc. in accordance with the termination clause in the Security Services Agreement.

Mr. Silva presented the Board with a matrix table comparing the annual costs for Guardhouse Security Services (24 hours a day/ 7 days a week):

- St. Moritz Security Services \$149,070.17
- Regions Security \$134,762.40
- Security Watch Group \$134,827.20

A discussion ensued after which;

A **motion** was made by Ms. Vicioso, seconded by Ms. Robinson and unanimously passed directing District management to obtain one (1) more proposal; authorizing District management to proceed with the lowest bidding contractor for an amount not to exceed \$135,000; authorizing District Counsel to provide a Security Services Agreement; and thereby authorizing District management to execute the Security Services Agreement on behalf of the District.

9. Discussion Regarding Parking Rules

Mr. Silva advised that he had received correspondence from the property management company concerned about vehicles parked on District right-of-ways. As a result, Mr. Silva advised the Board that the only solution would be for the District Board to establish parking rules. A discussion ensued after which the Board directed Mr. Silva to compose draft parking rules that would cover the District right-of-ways. Mr. Silva acknowledged the request and stated that he would provide a draft of the parking rules at the next meeting.

L. ADMINISTRATIVE & OPERATIONAL MATTERS

1. General Election Qualifying Period Announcement: June 08, 2020 – June 12, 2020 – Seat #1 & #2

Mr. Silva advised the Board that there were two (2) seats whose terms were expiring in November 2020; Seat #1 (currently vacant) and Seat #2 (currently held by Clarissa Delgado). Mr. Silva further explained that the qualifying period to run for District election on the general election ballot runs from noon on June 8, 2020, through noon on June 12, 2020.

2. Discussion Regarding District Meeting Location

Mr. Silva provided the Board with the option of changing meeting locations due to the fact that the District Board is now switching to a resident Board. A discussion ensued after which the Board consensus was to keep the meeting location and time the same as it currently is.

3. Staff Report as Required

There was no Staff Report, at this time.

4. ADD-ON: Approval of Agreement for Access to Certain Exempt Information

Ms. Wald informed the Board that Florida public laws records were recently amended to clarify that certain information pertaining to an exempt individual home address is exempt from public records. He further explained that the new laws exempt parcel identification numbers from public records. Because the Miami-Dade County Property Appraiser (the "Property Appraiser") provides assessment roll information to the District, the Property Appraiser has asked the District to enter into this agreement stating that the District take full responsibility for protecting exempt information from the public.

A **motion** was made by Ms. Vicioso, seconded by Ms. Delgado and unanimously passed to approve the Agreement for Access to Certain Exempt Information between the Miami-Dade County Property Appraiser and the Keys Cove II Community Development District.

M. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Silva stated, unless an emergency were to arise, the District/Board would not need to meet until the scheduled meeting in August.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. MacConnell, seconded by Mr. Cahill and unanimously passed to adjourn the Regular Board Meeting at 1:24 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

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

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Meetings may be cancelled from time to time without advertised notice.

District Manager

RESOLUTION NO. 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2020/2021 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 2020/2021 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 2020/2021 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 12th day of August, 2020.

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 2020/2021
October 1, 2020 - September 30, 2021**

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FINAL BUDGET
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

| | FISCAL YEAR 2020/2021 BUDGET |
|---|---|
| REVENUES | |
| ADMINISTRATIVE ASSESSMENTS | 89,778 |
| MAINTENANCE ASSESSMENTS | 634,362 |
| DEBT ASSESSMENTS | 377,606 |
| OTHER REVENUES | 0 |
| INTEREST INCOME | 840 |
| TOTAL REVENUES | \$ 1,102,586 |
| EXPENDITURES | |
| MAINTENANCE EXPENDITURES | |
| ENGINEERING/INSPECTIONS | 3,000 |
| LAWN & LANDSCAPE MAINTENANCE | 190,000 |
| MULCH | 28,200 |
| TREE SHRUBBERY MAINTENANCE/REPLACEMENT | 15,000 |
| PEST CONTROL/FERTILIZATION | 12,000 |
| IRRIGATION MAINTENANCE & UPKEEP | 25,200 |
| STREET/ROADWAY MAINTENANCE & UPKEEP | 18,000 |
| SECURITY SERVICES/ENTRANCE | 138,000 |
| GUARD HOUSE UTILITIES & GATE MAINTENANCE | 30,000 |
| FP&L POWER - STREET LIGHTS/IRRIGATION PUMP STATIONS | 60,000 |
| STREET LIGHT MAINTENANCE | 35,000 |
| PAVER RESTORATION & TREE ROOT REMOVAL | 10,000 |
| MISCELLANEOUS MAINTENANCE | 18,000 |
| MAINTENANCE CONTINGENCY | 13,900 |
| TOTAL MAINTENANCE EXPENDITURES | \$ 596,300 |
| ADMINISTRATIVE EXPENDITURES | |
| MANAGEMENT | 32,856 |
| SECRETARIAL & FIELD OPERATIONS | 9,000 |
| LEGAL | 9,500 |
| ASSESSMENT ROLL | 10,000 |
| AUDIT FEES | 3,400 |
| ARBITRAGE REBATE FEE | 650 |
| INSURANCE | 6,500 |
| LEGAL ADVERTISING | 1,000 |
| MISCELLANEOUS | 1,800 |
| POSTAGE | 475 |
| OFFICE SUPPLIES | 825 |
| DUES & SUBSCRIPTIONS | 175 |
| TRUSTEE FEES | 4,650 |
| CONTINUING DISCLOSURE FEE | 500 |
| WEBSITE MANAGEMENT | 2,000 |
| ADMINISTRATIVE CONTINGENCY | 1,900 |
| TOTAL ADMINISTRATIVE EXPENDITURES | \$ 85,231 |
| TOTAL EXPENDITURES | \$ 681,531 |
| REVENUES LESS EXPENDITURES | \$ 421,055 |
| BOND PAYMENTS | (354,950) |
| BALANCE | \$ 66,105 |
| COUNTY APPRAISER & TAX COLLECTOR FEE | (22,035) |
| DISCOUNTS FOR EARLY PAYMENTS | (44,070) |
| EXCESS/ (SHORTFALL) | \$ - |
| CARRYOVER FROM PRIOR YEAR | 0 |
| NET EXCESS/ (SHORTFALL) | \$ - |

DETAILED FINAL BUDGET
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

| | FISCAL YEAR 2018/2019 ACTUAL | FISCAL YEAR 2019/2020 BUDGET | FISCAL YEAR 2020/2021 BUDGET | COMMENTS |
|---|------------------------------------|------------------------------------|------------------------------------|--|
| REVENUES | | | | |
| ADMINISTRATIVE ASSESSMENTS | 89,862 | 89,541 | 89,778 | Expenditures Less Interest & Carryover (35%)/.94 |
| MAINTENANCE ASSESSMENTS | 637,238 | 636,489 | 634,362 | Expenditures Less Carryover (65%)/.94 |
| DEBT ASSESSMENTS | 389,318 | 376,915 | 377,606 | Bond Payments/.94 |
| OTHER REVENUES | 25,666 | 0 | 0 | |
| INTEREST INCOME | 1,714 | 780 | 840 | Interest Projected At \$70 Per Month |
| TOTAL REVENUES | \$ 1,143,798 | \$ 1,103,725 | \$ 1,102,586 | |
| EXPENDITURES | | | | |
| MAINTENANCE EXPENDITURES | | | | |
| ENGINEERING/INSPECTIONS | 2,085 | 3,000 | 3,000 | No Change From 2019/2020 Budget |
| LAWN & LANDSCAPE MAINTENANCE | 143,123 | 170,100 | 190,000 | \$19,900 Increase From 2019/2020 Budget |
| MULCH | 18,750 | 28,200 | 28,200 | No Change From 2019/2020 Budget |
| TREE SHRUBBERY MAINTENANCE/REPLACEMENT | 4,310 | 15,000 | 15,000 | No Change From 2019/2020 Budget |
| PEST CONTROL/FERTILIZATION | 12,734 | 12,000 | 12,000 | No Change From 2019/2020 Budget |
| IRRIGATION MAINTENANCE & UPKEEP | 15,306 | 25,200 | 25,200 | No Change From 2019/2020 Budget |
| STREET/ROADWAY MAINTENANCE & UPKEEP | 5,750 | 18,000 | 18,000 | No Change From 2019/2020 Budget |
| SECURITY SERVICES/ENTRANCE | 109,349 | 138,000 | 138,000 | No Change From 2019/2020 Budget |
| GUARD HOUSE UTILITIES & GATE MAINTENANCE | 18,054 | 52,000 | 30,000 | \$22,000 Decrease From 2019/2020 Budget |
| FP&L POWER - STREET LIGHTS/IRRIGATION PUMP STATIONS | 51,126 | 66,000 | 60,000 | \$6,000 Decrease From 2019/2020 Budget |
| STREET LIGHT MAINTENANCE | 19,875 | 28,800 | 35,000 | \$6,200 Increase From 2019/2020 Budget |
| PAVER RESTORATION & TREE ROOT REMOVAL | 7,540 | 15,000 | 10,000 | \$5,000 Decrease From 2019/2020 Budget |
| MISCELLANEOUS MAINTENANCE | 14,113 | 15,000 | 18,000 | \$3,000 Increase From 2019/2020 Budget |
| MAINTENANCE CONTINGENCY | 475 | 12,000 | 13,900 | \$1,900 Increase From 2019/2020 Budget |
| TOTAL MAINTENANCE EXPENDITURES | \$ 422,590 | \$ 598,300 | \$ 596,300 | |
| ADMINISTRATIVE EXPENDITURES | | | | |
| MANAGEMENT | 31,536 | 32,124 | 32,856 | CPI Adjustment |
| SECRETARIAL & FIELD OPERATIONS | 8,400 | 9,000 | 9,000 | No Change From 2019/2020 Budget |
| LEGAL | 9,461 | 9,500 | 9,500 | No Change From 2019/2020 Budget |
| ASSESSMENT ROLL | 10,000 | 10,000 | 10,000 | As Per Contract |
| AUDIT FEES | 3,400 | 3,500 | 3,400 | Accepted Amount For 2019/2020 Audit |
| ARBITRAGE REBATE FEE | 650 | 650 | 650 | No Change From 2019/2020 Budget |
| INSURANCE | 5,250 | 6,800 | 6,500 | Insurance Estimate |
| LEGAL ADVERTISING | 484 | 1,000 | 1,000 | No Change From 2019/2020 Budget |
| MISCELLANEOUS | 582 | 1,800 | 1,800 | No Change From 2019/2020 Budget |
| POSTAGE | 282 | 500 | 475 | \$25 Decrease From 2019/2020 Budget |
| OFFICE SUPPLIES | 504 | 850 | 825 | \$25 Decrease From 2019/2020 Budget |
| DUES & SUBSCRIPTIONS | 175 | 175 | 175 | No Change From 2019/2020 Budget |
| TRUSTEE FEES | 4,634 | 4,650 | 4,650 | No Change From 2019/2020 Budget |
| CONTINUING DISCLOSURE FEE | 500 | 500 | 500 | No Change From 2019/2020 Budget |
| WEBSITE MANAGEMENT | 1,500 | 2,000 | 2,000 | No Change From 2019/2020 Budget |
| ADMINISTRATIVE CONTINGENCY | 0 | 1,900 | 1,900 | No Change From 2019/2020 Budget |
| TOTAL ADMINISTRATIVE EXPENDITURES | \$ 77,358 | \$ 84,949 | \$ 85,231 | |
| TOTAL EXPENDITURES | \$ 499,948 | \$ 683,249 | \$ 681,531 | |
| REVENUES LESS EXPENDITURES | \$ 643,850 | \$ 420,476 | \$ 421,055 | |
| BOND PAYMENTS | (370,519) | (354,300) | (354,950) | 2021 P & I Payments Less Earned Interest |
| BALANCE | \$ 273,331 | \$ 66,176 | \$ 66,105 | |
| COUNTY APPRAISER & TAX COLLECTOR FEE | (10,719) | (22,059) | (22,035) | Two Percent Of Total Assessment Roll |
| DISCOUNTS FOR EARLY PAYMENTS | (43,639) | (44,117) | (44,070) | Four Percent Of Total Assessment Roll |
| EXCESS/ (SHORTFALL) | \$ 218,973 | \$ - | \$ - | |
| CARRYOVER FROM PRIOR YEAR | 0 | 0 | 0 | Carryover Balance From Prior Year |
| NET EXCESS/ (SHORTFALL) | \$ 218,973 | \$ - | \$ - | |

DETAILED FINAL DEBT SERVICE FUND BUDGET

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020/2021

OCTOBER 1, 2020 - SEPTEMBER 30, 2021

| | FISCAL YEAR 2018/2019 ACTUAL | FISCAL YEAR 2019/2020 BUDGET | FISCAL YEAR 2020/2021 BUDGET | COMMENTS |
|----------------------------------|------------------------------------|------------------------------------|------------------------------------|--|
| REVENUES | | | | |
| Interest Income | 2,646 | 250 | 250 | Projected Interest For 2020/2021 |
| Prepaid Bond Collection | 0 | 0 | 0 | Prepaid Bond Collection |
| NAV Tax Collection | 370,519 | 354,300 | 354,950 | 2021 P & I Payments Less Earned Interest |
| | | | | |
| Total Revenues | \$ 373,165 | \$ 354,550 | \$ 355,200 | |
| | | | | |
| EXPENDITURES | | | | |
| Principal Payments | 135,000 | 140,000 | 150,000 | Principal Payment Due In 2021 |
| Extraordinary Principal Payments | 65,000 | 5,000 | 5,000 | Extraordinary Principal Payments |
| Interest Payments | 222,613 | 209,550 | 200,200 | Interest Payments Due In 2021 |
| | | | | |
| Total Expenditures | \$ 422,613 | \$ 354,550 | \$ 355,200 | |
| | | | | |
| Excess/ (Shortfall) | \$ (49,448) | \$ - | \$ - | |

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 1/1/20 = | \$3,855,000 | | |

Keys Cove II Community Development District Assessment Comparison

| | Fiscal Year 2017/2018 Assessment* | Fiscal Year 2018/2019 Assessment* | Fiscal Year 2019/2020 Assessment* | Fiscal Year 2020/2021 Projected Assessment* |
|--|---|---|---|---|
| Administrative For Townhome Condominiums | \$ 52.38 | \$ 95.61 | \$ 96.39 | \$ 96.64 |
| Maintenance For Townhome Condominiums | \$ 429.37 | \$ 685.94 | \$ 685.14 | \$ 682.85 |
| <u>Debt For Townhome Condominiums</u> | <u>\$ 825.32</u> | <u>\$ 823.97</u> | <u>\$ 797.70</u> | <u>\$ 799.17</u> |
| Total | \$ 1,307.07 | \$ 1,605.52 | \$ 1,579.23 | \$ 1,578.66 |
| Administrative For Executive Townhomes | \$ 52.38 | \$ 95.61 | \$ 96.39 | \$ 96.64 |
| Maintenance For Executive Townhomes | \$ 429.37 | \$ 685.94 | \$ 685.14 | \$ 682.85 |
| <u>Debt For Executive Townhomes</u> | <u>\$ 1,002.15</u> | <u>\$ 1,000.50</u> | <u>\$ 968.64</u> | <u>\$ 970.42</u> |
| Total | \$ 1,483.90 | \$ 1,782.05 | \$ 1,750.17 | \$ 1,749.91 |

* 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>314</u> |
| Billed For Debt | 209 |

Executive Townhomes Information

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

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

_____, 2020

**Re: Keys Cove II Community Development District
Parking Rules**

Dear Resident and/or Property Owner:

The Board of Supervisors (hereinafter the “Board”) of the Keys Cove II Community Development District (hereinafter the “District”) has directed the undersigned, as District Manager, to inform you that the District has established Parking Rules, effective June 17, 2019. The Parking Rules are enclosed herein and made a part hereof as Exhibit “A”. As a reminder, parking of motor vehicles is prohibited on all District streets, roadways, thoroughfares or rights-of-way and on all other District property including non-paved areas as referred to on Exhibit “B”.

This letter is being sent to all residential addresses in the _____ communities within the boundaries of the District. Vehicles that are in violation of the Parking Rules set forth in Exhibit “A”, are subject to being towed at the vehicle owner’s expense by a towing contractor approved by the District.

The goal of the District is to minimize obstruction on District owned streets/roadways, limit damage to District property and to keep annual maintenance assessments that are paid by the property owners, from increasing.

To avoid vehicle owner towing related fees, the District encourages residents, family members, guests, and visitors to abide by all District Parking Rules. Should you have any questions regarding this information, please do not hesitate to contact me at 305-777-0761.

Sincerely,

Armando Silva

District Manager
Keys Cove II
Community Development District

Enclosure: Exhibit A & B

EXHIBIT A

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT

RULES FOR PARKING ON DISTRICT PROPERTY **("PARKING RULES")**

Adopted _____, 2020

- 1.1** Any vehicle parked in violation of the Keys Cove II Community Development District (the "District") Rules for Parking on District Property ("Parking Rules") as set forth herein may be towed at the vehicle owner's expense by a towing contractor approved by the District Board of Supervisors, subject to the provisions of applicable ordinances of Miami-Dade County and Florida Statutes. "No Parking" signs shall be installed at the location of towing areas in accordance with the requirements of applicable ordinances of Miami-Dade County and Florida Statutes. All other traffic and parking rules and regulations of Miami-Dade County or the State of Florida, including the requirements of Chapter 316, Florida Statutes, are to be enforced by the Miami-Dade Police Department or approved law enforcement agency having jurisdiction thereof.
- 1.2** Except as otherwise provided by resolution of the Board of Supervisors, on-street parking is prohibited twenty-four (24) hours a day, seven (7) days a week on all District streets, roadways, thoroughfares, or rights-of-way and on all other District property.
- 1.3** Parking within the overflow parking spaces on District property is prohibited from the hours of 2:00 A.M. through 5:00 A.M., seven (7) days per week.
- 1.4** Parking is prohibited upon or within all non-paved District property including, but not limited to, grassed swales and landscaped areas within or adjacent to any District's right-of-way. This prohibition shall remain in effect twenty-four (24) hours per day, seven (7) days per week.
- 1.5** No vehicle which cannot operate on its own power shall remain on District right-of-way or District property for more than twelve (12) hours.
- 1.6** No commercial vehicle, recreational vehicle, boat, trailer, semi-tractor-trailer truck including but not limited to boat trailers, house trailers, and trailers of every other type, kind or description, or camper, may be kept on District right-of-way or District property. The term "commercial vehicle" shall not be deemed to include recreational or sport utility vehicles commonly referred to as SUV's up to 21'5" in length or clean "non-working" vehicles such as pick-up trucks, vans, or cars if they are used by the owner on a daily basis for normal transportation. Notwithstanding any other provision in these Parking Rules to the contrary, the foregoing provisions shall not apply to commercial vehicles or construction vehicles currently being used in connection with the construction, improvement, installation, or repair of District rights-of-way or any other District-owned or District-maintained property or facilities.
- 1.7** Marked law enforcement or other emergency vehicles are exempt from the Parking Rules prohibiting on-street parking. Owners/residents who are law enforcement or emergency services officials may not leave their law enforcement or other emergency vehicles in District parking areas described in Rules 1.1 to 1.5, unless they are performing official duties at that location.

- 1.8** The enforcement of these Parking Rules may be suspended in whole or in part for specified periods of time, as determined by the District.
- 1.9** No vehicle maintenance or repair shall be permitted over or on any portion of the District road rights-of-way or other District property.
- 1.10** Anyone operating a motor vehicle upon District road right-of-way shall do so in accordance with Florida law and posted speed limits and traffic regulations.
- 1.11** If District property is damaged or in need of repair as a result of violation of these rules, the District will provide an invoice to the property owner who is in violation for the reasonable cost of repair. In the event the invoice remains unpaid, the charges for the repair shall be added to the Operating and Maintenance assessment attributable to the violator's property within the District on the next ensuing tax bill.

EXHIBIT B

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT

PARKING RULES ENFORCEMENT AREAS

- Keys Cove II Community Development District Parking Rules are enforced within the areas indicated in **red**

RESOLUTION NO. 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 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 2020/2021; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2020/2021 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 2020/2021 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 12th day of August, 2020.

ATTEST:

**KEYS COVE II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021 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 **Crexent 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 14, 2020
November 11, 2020
December 9, 2020
February 10, 2021
March 10, 2021
April 14, 2021
May 12, 2021
June 9, 2021
August 11, 2021
September 8, 2021**

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.

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT

www.keyscove2cdd.org

PUBLISH: MIAMI DAILY BUSINESS REVIEW XX/XX/20

AGREEMENT FOR ACCESS TO CERTAIN EXEMPT INFORMATION MAINTAINED BY THE MIAMI-DADE COUNTY PROPERTY APPRAISER

THIS AGREEMENT TO ACCESS CERTAIN EXEMPT INFORMATION MAINTAINED BY THE MIAMI-DADE COUNTY PROPERTY APPRAISER (**AGREEMENT**), made and entered into this ____ day of _____, 20____, by and between the _____ **Community Development District** (hereinafter referred to as the “**CDD**”) and the **MIAMI-DADE COUNTY PROPERTY APPRAISER**, (hereinafter referred as the “**Property Appraiser**”).

WITNESSETH

WHEREAS, the CDD is an independent special purpose unit of local government that helps plan, finance, construct, operate and maintain infrastructure and services for the benefit of its residents,

WHEREAS, the CDD may finance infrastructure and services by levying ad valorem taxes or non-ad valorem assessments,

WHEREAS, the CDD has requested access to certain records maintained by the Property Appraiser relating to specific property owners, including name, home addresses, telephone numbers, dates of birth, and photographs, which are exempt from public disclosure under section 119.071 of the Florida Statutes (“**Exempt Information**”),

WHEREAS, under section 119.071 of the Florida Statutes, “home addresses” includes the physical address, mailing address, street address, parcel identification number, plot identification number, legal property description, neighborhood name and lot number, GPS coordinates, and any other descriptive property information that may reveal the home address,

WHEREAS, the CDD shall only request Exempt Information when there is a statutory or official need for the Exempt Information,

WHEREAS, the CDD shall take full responsibility for protecting all Exempt Information provided pursuant to this agreement in accordance with Florida law,

NOW, THEREFORE, in consideration of the covenants herein provided, the CDD and the Property Appraiser agree as follows:

1. The foregoing recitals are incorporated herein.
2. Before the CDD requests any Exempt Information from the Property Appraiser, the CDD shall establish sufficient safeguards to ensure that Exempt Information will not be disclosed, whether intentionally or inadvertently, by the CDD or any of its agents or employees, except as authorized by Florida law.
3. The CDD shall only use Exempt Information to fulfill the official administration, duties, and responsibilities of the CDD and such Exempt Information may not be disclosed or shared for any other purpose other than as prescribed by Florida law.

4. When in receipt of Exempt Information from the Property Appraiser, the CDD acknowledges that its employees, successors, and authorized agents are subject to the same requirements exempting such records from public disclosure and the same penalties for violation of those requirements as the Property Appraiser. The CDD accepts full responsibility for the actions of its employees, successors, and authorized agents with regards to the Exempt Information, unless otherwise provided by Florida law and subject to the limitations of section 768.28, Florida Statutes, to the extent applicable.
5. To the extent allowed by, and subject to the limitations of, section 768.28 of the Florida Statutes, if applicable, the CDD does hereby agree to indemnify and hold the Property Appraiser, its officials, employees, and instrumentalities, harmless from any and all liability for any damage, injury, or claim that may arise by virtue of the Property Appraiser's disclosure of the Exempt Information to the CDD, or the exercise of any rights, obligations or actions under this Agreement, including, but not limited to, the CDD's failure to maintain the Exempt Information in accordance with Florida law.
6. The undersigned further agrees that these conditions shall be deemed a continuing obligation between the CDD and the Property Appraiser and shall remain in full force and effect and be binding on the CDD, and any permitted successors or assigns.
7. In the event that the CDD requests any third party to assume any of its responsibilities as it relates to the Exempt Information or this Agreement, the CDD must require the third party to agree in writing that it is subject to, and must comply with, all terms of this Agreement and that it must protect the Exempt Information from disclosure. Such agreement by the third party must be signed before the CDD allows the third party to access any Exempt Information. The CDD acknowledges that such assumption by a third party shall not relieve the CDD from any obligations or responsibilities hereunder. Any failure by any third party shall not subject the Property Appraiser to any liability for any damage, injury, or claim that may arise. A failure of the CDD to comply with this section shall be a breach of this Agreement and therefore a termination of the Agreement without the notice requirement in section 9.
8. Nothing in this Agreement, expressed or implied, is intended to: (a) confer upon any entity or person other than the parties and any permitted successors or assigns, any rights or remedies under or by reason of the Agreement as a third party beneficiary or otherwise except as specifically provided in this Agreement; or (b) authorize anyone not a party to this Agreement to maintain an action pursuant to or based upon this Agreement. Additionally, nothing herein shall be deemed to constitute a waiver of any rights under section 768.28 of the Florida Statutes, or as a waiver of the Property Appraiser's sovereign rights.
9. Either party to this Agreement may terminate the Agreement with seven (7) days' written notice to the other party. The CDD's obligation to protect the Exempt Information from disclosure shall remain in full force and effect following the termination of the Agreement.
10. The language agreed to herein expresses the mutual intent and agreement of the Property Appraiser and the CDD, and shall not, as a matter of judicial construction, be construed more severely against one of the parties from the other.

11. Any notices to be given hereunder shall be in writing and shall be deemed to have been given if sent by hand delivery, recognized overnight courier (e.g., Federal Express), or by written certified U.S. mail, with return receipt requested, addressed to the party for whom it is intended, at the place specified. The method of delivery shall be consistent among all of the persons listed herein. For the present, the CDD and Property Appraiser designate the following as the respective places for notice purposes:

Community Development District: _____

With a Copy to: District Counsel
Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
515 East Las Olas Blvd., Sixth Floor
Fort Lauderdale, Florida 33301
Attn: Dennis E. Lyles, Esq.

Property Appraiser: Miami-Dade County
Office of the Property Appraiser
111 Northwest First Street, Suite 710
Miami, Florida 33128

With a Copy to: Miami-Dade County Attorney's Office
111 Northwest First Street, Suite 2810
Miami, Florida 33128

IN WITNESS WHEREOF, the _____ Community Development District has caused this instrument to be executed by its respective officials thereunto duly authorized, this the _____ day and year above written.

_____ **COMMUNITY DEVELOPMENT DISTRICT**

ATTEST:

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson

APPROVED AS TO LEGAL FORM
AND CORRECTNESS:

CDD Attorney

MIAMI-DADE COUNTY PROPERTY APPRAISER

ATTEST:

By: _____
Property Appraiser/ Designee

Date