



**KEYS COVE II  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
SPECIAL BOARD MEETING  
DECEMBER 1, 2021  
12:00 P.M.**

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

[www.keyscove2cdd.org](http://www.keyscove2cdd.org)  
786.303.3661 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT**  
Palm Breeze Clubhouse  
1427 SE 24<sup>th</sup> Place  
Homestead, Florida 33035  
**SPECIAL BOARD MEETING**  
December 1, 2021  
12:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. October 13, 2021 Regular Board Meeting.....Page 4
- G. Old Business
  - 1. Staff Report as Required
- H. New Business
  - 1. Consider Selection of Landscape Maintenance Provider (*proposals and matrix table to be provided at meeting*)
  - 2. Discussion Regarding Porter Services
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

## Miscellaneous Notices



Published in Miami Daily Business Review on November 22, 2021

### Location

Miami-Dade County, Florida

### Notice Text

NOTICE OF SPECIAL BOARD  
MEETING OF THE  
KEYS COVE II COMMUNITY  
DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Keys Cove II Community Development District (the "District") will hold a Special Board Meeting on December 1, 2021, at 12:00 p.m. in the Palm Breeze Clubhouse located at 1427 SE 24th Place, Homestead, Florida 33035.

The purpose of the Special Board Meeting is for the Board to review proposals received as part of the Landscape & Irrigation Maintenance RFP and any other District business which may come before the Board. A copy of the Agenda may be obtained from the District's website or at the offices of the District Manager, 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, during normal business hours. The meeting is 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 (786) 313-3661 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meeting.

If any person decides to appeal any decision made with respect to any matter considered at this Special Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

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

Keys Cove II Community Development District

[www.keyscove2cdd.org](http://www.keyscove2cdd.org)

11/22 21-16/0000563565M



## Miscellaneous Notices

Published in Miami Daily Business Review on November 5, 2021

### Location

Miami-Dade County, Florida

### Notice Text

KEYS COVE II COMMUNITY DEVELOPMENT  
DISTRICT REQUEST FOR PROPOSALS FOR  
MAINTENANCE SERVICES  
MIAMI-DADE COUNTY, FLORIDA

Notice is hereby given that the Keys Cove II Community Development District ("District") will receive proposals for Landscape & Irrigation Maintenance - Keys Cove II CDD (the "Project").

The contract will require contractors to provide Landscape & Irrigation Maintenance services for the Project, as more particularly described in the Project Manual and in accordance with the plans and specifications. The Project Manual is available by contacting the District Manager, Armando Silva at Special District Services, Inc., 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, or at [asilva@sdsinc.org](mailto:asilva@sdsinc.org).

The Project Manual will include, but is not be limited to, the Request for Proposals, contract documents, maintenance plans and specifications.

There will be a mandatory virtual pre-proposal conference held via Zoom on November 11, 2021, at 10:00 a.m. Participants may attend the Meeting and provide questions or comments by accessing the meeting through the link provided on the District's website, [www.KeysCoveIICdd.org](http://www.KeysCoveIICdd.org), or by utilizing the following login information:

Join by URL for VIDEO ACCESS at: <https://us02web.zoom.us/j/3341025011>

Join by PHONE for TELEPHONIC ACCESS at: 301-715-8592

Meeting ID: 334 102 5011

There will be an optional site meeting at the Palm Breeze Clubhouse located at 1427 SE 24th Place, Homestead, Florida 33035 on November 12, 2021, at 10:00 a.m.

Proposals will be evaluated in accordance with the criteria included in the Project Manual. The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so.

Any person who wishes to protest this notice or the Project Manual, or any component thereof, shall file with the District a written notice of protest within seventy-two (72) hours after the publication date of the notice, for protests related to the notice, or, for protests related to the Project Manual, within seventy-two (72) hours after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, Special District Services, Inc., 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the District's Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Firms desiring to provide services for the Project must submit one (1) electronic copy of the required proposal via email to the District Manager at [asilva@sdsinc.org](mailto:asilva@sdsinc.org) with subject marked "Landscape & Irrigation Maintenance Keys Cove II CDD RFP Response" no later than November 23, 2021, at 4:00 p.m. Although the District Manager will endeavor to acknowledge receipt of each email, it is ultimately the responsibility of each firm to confirm that their proposal was received prior to the deadline.

The District Manager will open the proposals on November 24, 2021, at 11:00 a.m. at Special District Services, Inc., 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193.

No official action will be taken at the meeting. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law including but not limited to Chapter 190 of the Florida Statutes. A copy of the agenda for the

meeting may be obtained from the District Manager, at the District's Manager's office, or (561) 630-4922. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at least forty-eight (48) hours before the meeting by contacting the District Manager at (561) 630-4922. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Proposals shall be in the form provided in the Project Manual and submitted pursuant to the Instructions to Proposers. As noted below, proposals will be opened publicly at that date, time, and location; those received after the time and date stipulated above will be returned unopened to the proposer. Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified.

All questions regarding the Project Manual or the Project shall be directed in writing only to the District Manager, Armando Silva at Special District Services, Inc., 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, or at [asilva@sdsinc.org](mailto:asilva@sdsinc.org). No phone inquiries, please.

District Manager

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT

[www.keyscove2cdd.org](http://www.keyscove2cdd.org)

11/5 21-74/0000560891M

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 13, 2021**

**A. CALL TO ORDER**

District Manager Armando Silva called the October 13, 2021, Regular Board Meeting of the Keys Cove II Community Development District (the “District”) to order at 12:07 p.m. in the Palm Breeze Clubhouse located at 1427 SE 24<sup>th</sup> Place, Homestead, Florida 33035.

**B. PROOF OF PUBLICATION**

Mr. Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 1, 2021, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the attendance of Chairperson Grant Johnson, Vice Chairperson Janine Ferreiro and Supervisor’s Cynthia Portillo, Raquel Castaneda and Melony Fogelstrom constituted a quorum and it was in order to proceed with the meeting

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

Others in attendance was Jose Fabregas of Property Keepers Management, LLC, Ft. Lauderdale, 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. August 11, 2021, Regular Board Meeting**

Mr. Silva presented the minutes of the August 11, 2021, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. Ferreiro, seconded by Ms. Fogelstrom and unanimously passed to approve the minutes of the August 11, 2021, Regular Board Meeting, *as presented*.

**G. OLD BUSINESS**

**1. Main Entrance Project – Barcode Decal Distribution**

Mr. Silva advised that the District was still awaiting the distribution of vehicle decals by the property managers for each respective homeowners’ association within the District. Once the vehicle decal distribution has been completed, the Main Entrance Project will be deemed completed.

## **2. Discussion Regarding Landscape Maintenance RFP**

Mr. Silva informed the Board that he had recently met on-site with the landscaping contractor and Mr. Johnson to review areas of concern regarding the overall landscaping in the District. The concerns have been addressed since then but Mr. Silva advised the board that the District will have to go through the Requests for Proposals (“RFP”) process as the north-westernmost portion of the District has been completed and will need to be included in the new service area. A discussion ensued, after which;

A **motion** was made by Ms. Fogelstrom, seconded by Mr. Johnson and unanimously passed, authorizing the District to proceed with the RFP process (advertising and creation of bid packet) for Landscape and Irrigation Maintenance.

### **H. NEW BUSINESS**

#### **1. Consider Resolution No. 2021-08 – Adopting the Fiscal Year 2020/2021 Amended Budget**

Mr. Silva presented Resolution No. 2021-08, entitled:

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2020/2021 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva read the title of the resolution into the record and provided an explanation. He also noted that the Operating Fund as of September 30, 2021, had a positive balance. A discussion ensued after which;

A **motion** was made by Ms. Ferreiro, seconded by Mr. Johnson and unanimously passed to approve and adopt Resolution No. 2021-08, *as presented*; thereby setting the amended/revised final budget for the 2020/2021 fiscal year.

#### **2. Discussion Regarding General Landscape Maintenance**

This item was discussed under agenda item G. 2.

#### **3. Discussion Regarding Guest Parking and Parking Rules**

Mr. Johnson stated that he had been seeing an improvement in the number of illegally parked vehicles in the District but now the numbers are increasing again. Mr. Johnson suggested that the parking enforcement company start picking random days during the week to enforce the parking rules because residents might have caught on to the pattern of days that the parking rules are being enforced by the parking enforcement company. Mr. Silva acknowledge Mr. Johnson’s request and stated that he would advise the Parking Enforcement Company of the request.

#### **4. Discussion Regarding Entrance Guard Gate Policy**

Mr. Johnson requested that the Security Guards at the Guard House be reminded of the guard gate policy as there is no consistency at the moment. Certain security guards will ask all drivers entering the community for their driver's license while others will just allow anyone in. Mr. Silva acknowledged Mr. Johnson's request and stated that he will be informing the Security Company of the request.

**5. Discussion Regarding the Installation of Trash Receptacles and Disposal Trash**

Mr. Johnson requested that the District look into possibly installing trash receptacles throughout the District to encourage pedestrians to throw the garbage in the trash receptacles instead of on the roads and common areas. Mr. Silva stated that the District has no maintenance staff that can dispose of the trash in the trash receptacles and Mr. Johnson suggested that the District look into contracting a porter services contractor. Mr. Silva acknowledged the request and stated that more information will be provided at an upcoming meeting.

**6. Discussion/Update Regarding South Gate Access**

Mr. Silva informed the Board that the agreement to open the south gate of the District is between Keys Gate and the following parties: Palm Cove Executive Condo Association, Palm Breeze Townhome Association, Seascape, and the Towns at Seascape (which is currently being built by DR Horton). All parties are included in the agreement and will have use of the south or back gate. Once the agreement is executed by the aforementioned entities, then access to the south gate will be granted to residents only.

**J. ADMINISTRATIVE & OPERATIONAL MATTERS**

There were no administrative and operational matters.

**K. BOARD MEMBER & STAFF CLOSING COMMENTS**

Mr. Silva stated that there would be a Special Meeting on December 1, 2021 at 12:00 P.m. at the Palm Breeze Clubhouse to discuss the results of the RFP for Landscape and Irrigation Maintenance along with any other District business which may come up before the Board.

**L. ADJOURNMENT**

There being no further business to conduct, a **motion** was made by Ms. Fogelstrom, seconded by Mr. Johnson and passed unanimously to adjourn the Regular Board Meeting at 1:36 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson