



**KEYS COVE II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
SPECIAL BOARD MEETING
JANUARY 12, 2022
12:00 P.M.**

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

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AGENDA
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
Palm Breeze Clubhouse
1427 SE 24th Place
Homestead, Florida 33035
SPECIAL BOARD MEETING
January 13, 2022
12:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Resignation of Raquel Castaneda (Seat #1)
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
 - 1. December 1, 2021 Special Board Meeting.....Page 2
- H. Old Business
 - 1. Staff Report as Required
- I. New Business
 - 1. Discussion Regarding Scope of Services for Porter Services
- J. Administrative & Operational Matters
 - 1. Consider Resolution No. 2022-01- Authorizing Electronic Approvals and Check Signers.....Page 5
- K. Board Member & Staff Closing Comments
- L. Adjourn

Miscellaneous Notices



Published in Miami Daily Business Review on January 4, 2022

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 January 12, 2022, 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 discuss the possibility of contracting a janitorial services contractor 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

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**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
DECEMBER 1, 2021**

A. CALL TO ORDER

District Manager Armando Silva called the December 1, 2021, Regular Board Meeting of the Keys Cove II Community Development District (the “District”) to order at 12:08 p.m. in the Palm Breeze Clubhouse located at 1427 SE 24th 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 November 22, 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 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

Mr. Silva informed the Board members that he has received multiple emails regarding the holiday lights not working on some of the royal palm trees within the SE 24th Road. As a result, he has contacted the contractor who installed the holiday lights so that they could troubleshoot the system.

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. October 13, 2021, Regular Board Meeting

Mr. Silva presented the minutes of the October 13, 2021, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. Fogelstrom, seconded by Mr. Johnson and unanimously passed to approve the minutes of the October 13, 2021, Regular Board Meeting, *as presented*.

G. OLD BUSINESS

1. Staff Report as Required

There was no Staff Report as Required.

H. NEW BUSINESS

1. Consider Selection of Landscape Maintenance Provider

Mr. Silva presented the following table outlining the proposal amounts for the Landscape Maintenance contractors who provided a proposal for the Landscape and Irrigation Maintenance Services:

Name of Contractor	Scope of Services	Frequency	Contract Price
FRD Complete Tree Service & Lawn Care	Turf Care & Edging	30	\$ 185,400.00
	Shrub & Ornamental	12	
Trimscape Landscape Services*	Litter Abatement & Drain Inspection	30	\$ 202,600.00
	Tree Lifting - Hardwoods	12	
Turf Management	Weed Control	30	\$ 224,025.00
	Palm Tree Seed Pod Removal	2	
Emergency Lawn Services	Royal Palm Tree Pruning	1	\$ 232,008.00
	Irrigation Wet Check	12	

**Trimscape is the current landscape and irrigation maintenance contractor. Current annual contract amount is \$187,499.88*

A discussion ensued after which:

A **motion** was made by Ms. Ferreiro, seconded by Mr. Johnson and unanimously passed approving the proposal from Trimscape Landscape Services in the amount of \$202,600; thus authorizing District Counsel to draft a Landscape and Irrigation Maintenance Agreement; and thereby authorizing District Management to execute the Landscape and Irrigation Maintenance Agreement on behalf of the Keys Cove II CDD.

2. Discussion Regarding Porter Services

Mr. Silva stated that the amount of casual debris throughout the District has increased within the past few months. He suggested that the District look into hiring a porter services contractor to assist with this issue. A discussion ensued after which the board requested that Mr. Silva provide a sample scope of service during the next meeting so that the topic can be discussed further. Mr. Silva acknowledged the Boards request.

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 January 12, 2022 at 12:00 P.m. at the Palm Breeze Clubhouse to discuss the scope of services for the potential porter services 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 1:02 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Keys Cove II Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Nancy Nguyen, Armando Silva and _____ to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

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

Section 1. The above recitals are hereby adopted.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 12th day of January, 2022.

ATTEST:

**KEYS COVE II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson