



**KEYS COVE II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
SPECIAL BOARD MEETING
FEBRUARY 28, 2023
12:00 P.M.**

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

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 24th Place
Homestead, Florida 33035
SPECIAL BOARD MEETING
February 28, 2023
12:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. General Election Protocol – Declare Vacancies and Consider Appointment
- D. Administer Oath of Office and Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Additions or Deletions to Agenda
- G. Comments from the Public for Items Not on the Agenda
- H. Approval of Minutes
 - 1. December 14, 2022 Special Board Meeting & Public Hearing.....Page 2
- I. Old Business
 - 1. Maverick Security Update – Vehicle Decal Registration.....Page 6
 - 2. Update Regarding Playground.....Page 7
- J. New Business
 - 1. Consider Resolution No. 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget.....Page 10
 - 2. Consider Resolution No. 2023-02 – Election of Officers.....Page 17
 - 3. Discussion Regarding Adding Seasonal Flowers
 - 4. Discussion Regarding the Potential Installation of Lake Fountains
 - 5. Consider Rate Adjustment – Alvarez Engineers.....Page 18
- K. Administrative & Operational Matters
- L. Board Member & Staff Closing Comments
- M. Adjourn

Miscellaneous Notices



Published in Miami Daily Business Review on February 17, 2023

Location

Miami-Dade County,

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 February 28, 2023, 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 consider approving the fiscal year 2023/2024 proposed budget 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

2/17 23-72/0000646755M

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
DECEMBER 14, 2022**

A. CALL TO ORDER

District Manager Armando Silva called the December 14, 2022, Regular Board Meeting of the Keys Cove II Community Development District (the “District”) to order at 12:02 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 Special Board Meeting had been published in the *Miami Daily Business Review* on December 5, 2022, *as legally required*.

C. ESTABLISH A QUORUM

Mr. Silva determined that the attendance of Chairperson Melony Fogelstrom, Vice Chairperson Janine Ferreiro and Supervisors Cynthia Portillo and Allen Llodra (via conference call) constituted a quorum.

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: Kevin McIntyre of Maverick Security Services (via conference call).

D. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Silva requested to have the following discussion item added to the agenda:

- Old Business – Update Regarding South Gate Entrance (Keys Gate Master Association)

The request was acknowledged by the Board of Supervisors (the “Board”).

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 12, 2022, Regular Board Meeting

Mr. Silva presented the minutes of the October 12, 2022, Regular Board Meeting and asked if there were any changes. A **motion** was made by Ms. Fogelstrom, seconded by Ms. Ferreiro and unanimously passed to approve the minutes of the October 12, 2022, Regular Board Meeting, *as presented*.

At approximately 12:35 p.m., Mr. Silva recessed the Regular Board Meeting and opened the Public Hearing portion of the meeting.

G. PUBLIC HEARING

1. Proof of Publication

Proof of publication was presented that Notice of the Public Hearing on the Gate Facilities Rule had been published in the *Miami Daily Business Review* on November 15, 2022, and the Notice of Rule Development on November 16, 2022, as legally required.

2. Receive Public Comments on District Rule Pertaining to “Gate Facilities,” Authorizing District Management to Deactivate Gate Access Cards, Transponders, & Readers

Mr. Silva opened the public comment portion to receive comments regarding the Gate Facilities Rules. There being no comments, Mr. Silva closed the public comment portion of the public hearing.

3. Consider Resolution No. 2022-08 – Adopting a District Rule Pertaining to “Gate Facilities,” Authorizing District Management to Deactivate Gate Access Cards, Transponders and Readers

Resolution No. 2022-08 was presented, entitled:

RESOLUTION NO. 2022-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT, ADOPTING A DISTRICT RULE PERTAINING TO “GATE FACILITIES,” AUTHORIZING DISTRICT MANAGEMENT TO DEACTIVATE GATE ACCESS CARDS, TRANSPONDERS, AND READERS UNTIL SUCH TIME PAST DUE AMOUNTS FOR GATE DAMAGE HAVE BEEN PAID TO THE DISTRICT; PROVIDING FOR GATE DAMAGE FEES AND COSTS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva stated that the document provides for approving and adopting the Gate Facilities Rules which would authorize District management to deactivate gate access cards, transponders and readers until past due amounts for gate damage have been paid to the District. A discussion ensued after which:

A **motion** was made by Ms. Fogelstrom, seconded by Ms. Ferreiro and unanimously passed approving and adopting Resolution No. 2022-08, *as presented*.

At approximately 10:13 a.m., Mr. Silva closed the Public Hearing and reconvened the Regular Board Meeting.

H. OLD BUSINESS

1. Security Update – Maverick Security

Mr. McIntyre greeted the Board and provided a brief security update. He stated that he would reconvene the distribution of the vehicle registration decals at the start of 2023 and will push to have that finalized as soon as possible. Security staff recently went door-to-door distributing flyers to unregistered homeowners, but some have still not filled out the vehicle registration forms.

He also stated that the parking enforcement officers were waiting for the District to inform them when the new towing company had been selected so that they could commence the parking enforcement services once again.

Mr. Silva advised Mr. McIntyre that he had been receiving more resident complaints regarding food trucks and semi-trucks parking in the District. Mr. McIntyre stated that the semi-trucks and food trucks were parking in private parking spots, so they cannot enforce the parking rules. The Board asked Mr. George if semi-trucks/commercial vehicles could be denied at the gate after which Mr. George responded that the District Parking Rules had language prohibiting the aforementioned vehicles from parking on District property. He then stated that the security guards could advise semi-trucks/commercial vehicles that they are not allowed to park on District property and will be towed.

2. Update Regarding Playground

Mr. Silva advised that the permitting process had commenced and that the playground installation company was drafting plans to submit to Miami-Dade County. The Board suggested that Playground Rules be established prior to opening the playground after which Mr. Silva stated that he would draft playground rules to review with the Board prior to the opening of the playground.

3. ADD-ON: Update Regarding South Gate Entrance (Keys Gate Master Association)

Mr. Silva shared the following email from Mr. Ignacio Mendez regarding the south gate entrance:

Hi Armando,

Yes, we are estimating activating gates by Palm Breeze/Cove around mid January. I sent a barcode/decal sheet to all homeowners with the yearly coupon/budget mail out. Owners and approved renters should fill those out with their info, vehicles and barcodes and return to us for processing either to our office or send to adminassist2@miamimanagement.com and kcustomers@miamimanagement.com.

After we have confirmed the ownership or approved renter, then we can enter into the ABDI system so their barcodes can work at the gate located by Palm Breeze/Cove and the CenterGate entry gate.

Regards,

*Ignacio Mendez, CAM
Senior Property Manager
On behalf of Keys Gate Community Association*

I. NEW BUSINESS

1. Discussion Regarding Potential Change in Towing Company

Mr. Silva advised that on Halloween, several Specialized Towing trucks entered the community without direction from the District and started towing vehicles on their own. This issue has prompted the District to consider looking for an alternative towing company, which would assist with the parking enforcement in the District. The District is awaiting a response from Alpine Towing regarding potentially providing the District with towing services and he should have a response by the end of the week.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

There were no Administrative or Operational Matters to discuss at this time.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member or Staff closing comments.

L. ADJOURNMENT

There being no further business to conduct, a **motion** was made by Ms. Portillo, seconded by Ms. Fogelstrom and passed unanimously adjourning the Special Board Meeting at 1:04 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**KEYS COVE II
COMMUNITY DEVELOPMENT DISTRICT
2501A BURNS ROAD
PALM BEACH GARDENS, FL 33410**

RE: RESIDENT VEHICLE REGISTRATION FOR DECAL

Dear Resident,

Please be advised that the Keys Cove II Community Development District (the "District") has been made aware that there are still a vast majority of the residents within the District that have not registered their vehicle(s) to the access control system and are still going through the visitor's lane. In an effort to cut down on long queue times at the gate, we will be giving all residents a deadline of **March 15, 2023** to register their vehicle information into the access control system. Failure to register your vehicle by the aforementioned deadline will result in difficulties accessing the community due to long wait times at the front gate as you will be asked for ID and will have to go through the visitor screening process.

The vehicle registration form is attached to this letter and must be filled out and returned to your respective Homeowners Association ("HOA") Property Manager. If you are unsure of what HOA your property belongs to or who your property manager is, please refer to **Exhibit A** (District Map). Once the Property Manager has received your Vehicle Registration Form, they will enter the information into the Access Control System and let you know when the vehicle decal is ready to be picked up.

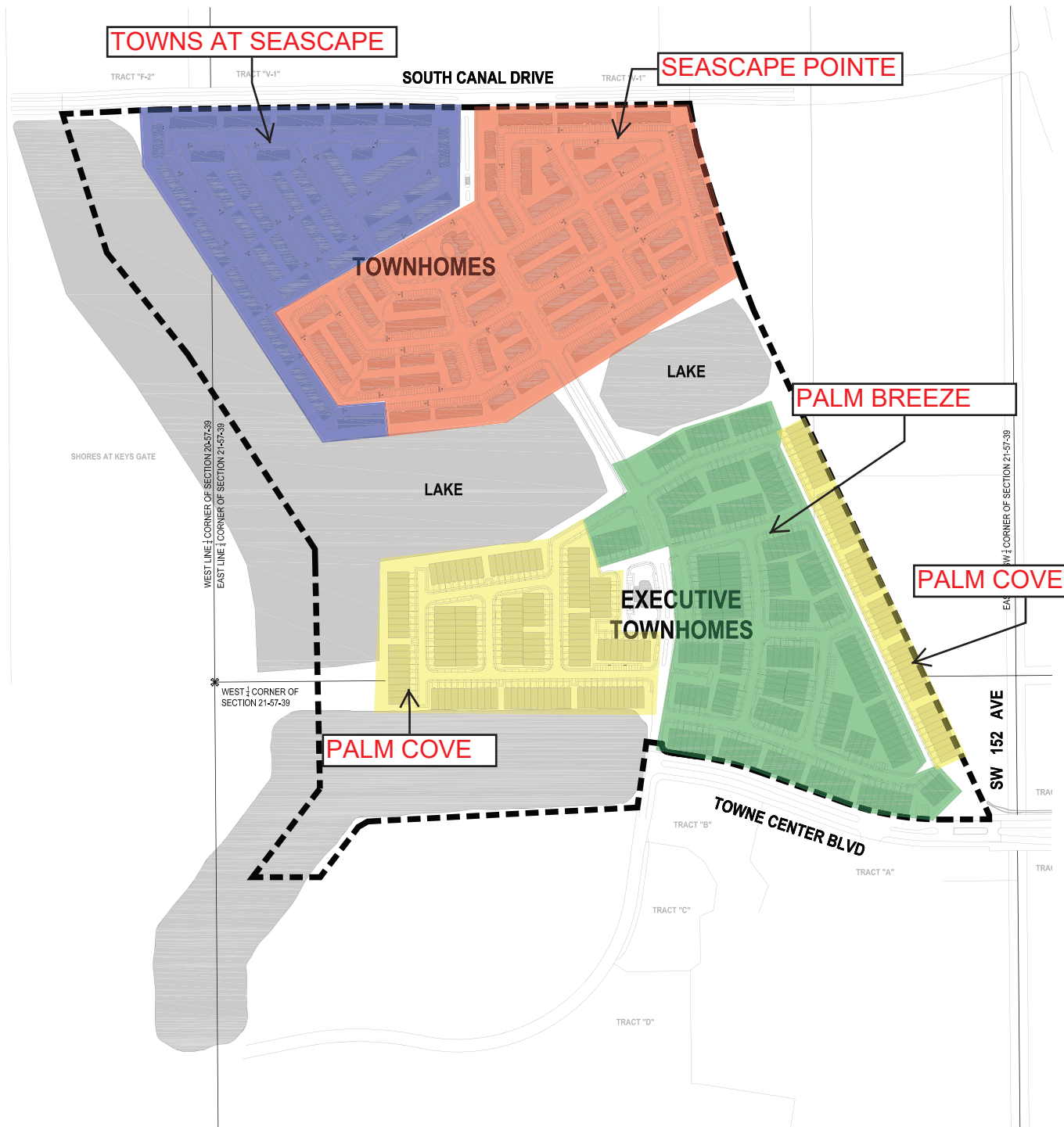
Should you have any questions, please feel free to contact me at asilva@sdsinc.org or (786)313-3661.

Regards,



Armando Silva
District Manager
E-mail: asilva@sdsinc.org
Office: (786)313-3661
Cellular: (786)449-8744

EXHIBIT A
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
MAP



CONTACT INFORMATION:

>Towns at Seascape, Palm Cove and Palm Breeze

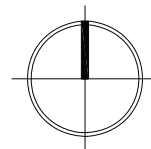
>>Jose Fabregas - josef@property-keepers.com -

(954)586-5111

>Seascape Pointe

>>Jessica Feliciano - JFeliciano@zrsmanagement.com-

(305)230-9660



1" = 500'

GENERAL INFORMATION

OWNER: _____ PALM COVE: _____ TOWNS AT SEASCAPE: _____ PALM BREEZE: _____

RENTER: _____ SEASCAPE POINTE: _____

UNIT ADDRESS: _____

OWNER/RENTER INFORMATION

First Name: _____

Last Name: _____

Email: _____

Driver's License: _____

Phone Number: _____ (This will be primary phone number used at the gatehouse.)

ADDITIONAL OCCUPANTS

First Name: _____ First Name: _____

Last Name: _____ Last Name: _____

Driver's License: _____ Driver's License: _____

Phone Number: _____ Phone Number: _____

First Name: _____

Last Name: _____

Driver's License: _____

Phone Number: _____

PERMANENT VISITORS

First Name: _____ First Name: _____

Last Name: _____ Last Name: _____

Driver's License: _____ Driver's License: _____

Phone Number: _____ Phone Number: _____

First Name: _____

Last Name: _____

Driver's License: _____

Phone Number: _____

VEHICLES

License Plate: _____ Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

License Plate: _____ Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

License Plate: _____ Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

License Plate: _____ Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Please email this form to:

>>Residents of Towns at Seascape, Palm Cove and Palm Breeze

Jose Fabregas - josef@property-keepers.com - (954)586-5111

>>Residents of Seascape Pointe

Jessica Feliciano - JFeliciano@zrsmanagement.com - (305)230-9660



Ph 305 471 0035 Fax, 305 503 4580
www.Playgrounds-USA.com



Cap. 25 CHILDREN

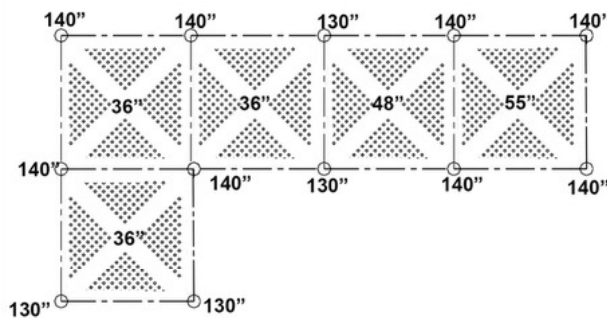
Age. 3 TO 12 Y/O

Area 30' X 18' X 12'H

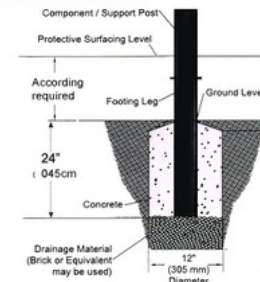
Max. 6' FEET

Surfacing required

POST AND FLOOR HEIGHT

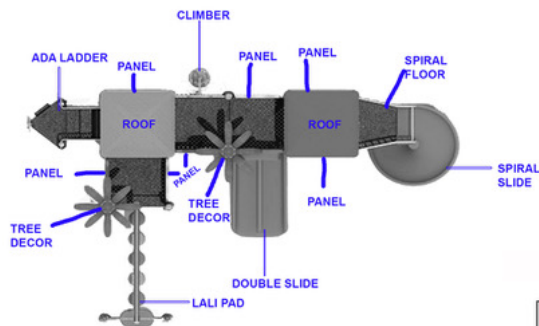
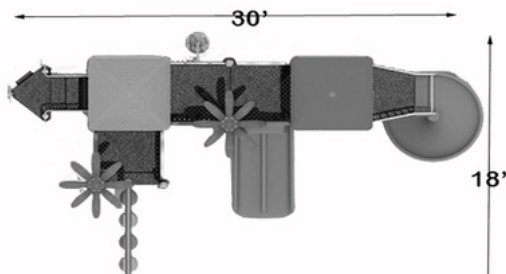


FOOTING DETAIL



In Ground Footing Detail

Concrete Required (per post):
0.1 cubic yard (0.04 cubic meters)



Parts.

- 1.- Post 5" Galvanized /13 gouge
- 2.- Post Paint powder coating
- 3.- Deck, stairs Rubber coating
- 4.- Barrier and Rails 1.16"OD galv,tube
- 5.- Clamp Alluminun alloy powder coat.
- 6.- Climber coil,snake,trevol 2"OD
- 7.- Panels and Roof Roto Molded polyen thylene plastic UV resisten
- 8.- Hardware; 3/8 bolts security bix 18/8 steinless steel, nylon security insert security nuts
- 9.- Spiral and Slides and Turbo slide Double wall rotationally molded polyethylene 1/4 thickness
10. Monkey Bar, Bar and parallel 2" Od powder coating welded joint

OBS. Meets the requeriments set forth by chapter 16 of the FBC to winthstand winds up 165 m/h

Model 072

Draw. K.JUSTI

Esc. NONE

Date; 01-23-2023

RESOLUTION NO. 2023-01

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 2023/2024; 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 2023/2024 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 2023/2024 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 14, 2023 at 12:00 p.m. in the Palm Breeze Clubhouse, 1427 SE 24th Place, Homestead, Florida 33035, for the purpose of receiving public comments on the Proposed Fiscal Year 2023/2024 Budget.

PASSED, ADOPTED and EFFECTIVE this 28th day of February, 2023.

ATTEST:

**KEYS COVE II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Keys Cove II Community Development District

**Proposed Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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- II DETAILED PROPOSED BUDGET**
- III DETAILED FINAL PROPOSED SERVICE FUND BUDGET**
- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
ADMINISTRATIVE ASSESSMENTS	91,792
MAINTENANCE ASSESSMENTS	637,596
DEBT ASSESSMENTS	314,530
OTHER REVENUES	0
INTEREST INCOME	840
TOTAL REVENUES	\$ 1,044,758
EXPENDITURES	
MAINTENANCE EXPENDITURES	
ENGINEERING/INSPECTIONS	3,000
ANNUAL LANDSCAPE & IRRIGATION MAINTENANCE SERVICES	210,000
LANDSCAPING UPKEEP	55,000
IRRIGATION MAINTENANCE & UPKEEP	25,000
STREET/ROADWAY MAINTENANCE & UPKEEP	15,000
SECURITY SERVICES/ENTRANCE	142,000
PARKING ENFORCEMENT SERVICES	5,000
GUARD HOUSE UTILITIES & GATE MAINTENANCE	20,000
FP&L POWER - STREET LIGHTS/IRRIGATION PUMP STATIONS	30,000
STREET LIGHT MAINTENANCE	18,000
JANITORIAL SERVICES	30,000
HOLIDAY LIGHTING	30,000
PLAYGROUND MAINTENANCE	5,000
MISCELLANEOUS MAINTENANCE	35,000
TOTAL MAINTENANCE EXPENDITURES	\$ 623,000
ADMINISTRATIVE EXPENDITURES	
SUPERVISOR FEES	8,000
PAYROLL TAXES (EMPLOYER)	612
MANAGEMENT	36,528
SECRETARIAL & FIELD OPERATIONS	9,000
LEGAL	9,500
ASSESSMENT ROLL	10,000
AUDIT FEES	3,700
ARBITRAGE REBATE FEE	650
INSURANCE	8,500
LEGAL ADVERTISING	900
MISCELLANEOUS	1,700
POSTAGE	425
OFFICE SUPPLIES	775
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	5,000
CONTINUING DISCLOSURE FEE	500
WEBSITE MANAGEMENT	2,000
ADMINISTRATIVE CONTINGENCY	1,900
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 99,865
TOTAL EXPENDITURES	\$ 722,865
REVENUES LESS EXPENDITURES	\$ 321,893
BOND PAYMENTS	(295,658)
BALANCE	\$ 26,235
COUNTY APPRAISER & TAX COLLECTOR FEE	(20,878)
DISCOUNTS FOR EARLY PAYMENTS	(41,757)
EXCESS/ (SHORTFALL)	\$ (36,400)
CARRYOVER FROM PRIOR YEAR	36,400
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
ADMINISTRATIVE ASSESSMENTS	92,631	101,973	91,792	Expenditures Less Interest & Carryover (35%)/.94
MAINTENANCE ASSESSMENTS	634,366	627,447	637,596	Expenditures Less Carryover (65%)/.94
DEBT ASSESSMENTS	367,460	314,530	314,530	Bond Payments/.94
OTHER REVENUES	0	0	0	
INTEREST INCOME	91	840	840	Interest Projected At \$70 Per Month
TOTAL REVENUES	\$ 1,094,548	\$ 1,044,790	\$ 1,044,758	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
ENGINEERING/INSPECTIONS	2,975	3,000	3,000	No Change From 2022/2023 Budget
ANNUAL LANDSCAPE & IRRIGATION MAINTENANCE SERVICES	234,685	210,000	210,000	No Change From 2022/2023 Budget
LANDSCAPING UPKEEP	33,766	45,000	55,000	\$10,000 Increase From 2022/2023 Budget
IRRIGATION MAINTENANCE & UPKEEP	800	28,000	25,000	\$3,000 Decrease From 2022/2023 Budget
STREET/ROADWAY MAINTENANCE & UPKEEP	15,268	18,000	15,000	\$3,000 Decrease From 2022/2023 Budget
SECURITY SERVICES/ENTRANCE	140,577	138,000	142,000	3% Increase From 2022/2023 Budget
PARKING ENFORCEMENT SERVICES	0	5,000	5,000	No Change From 2022/2023 Budget
GUARD HOUSE UTILITIES & GATE MAINTENANCE	39,052	30,000	20,000	\$10,000 Decrease From 2022/2023 Budget
FP&L POWER - STREET LIGHTS/IRRIGATION PUMP STATIONS	30,371	30,000	30,000	No Change From 2022/2023 Budget
STREET LIGHT MAINTENANCE	44,716	18,000	18,000	No Change From 2022/2023 Budget
JANITORIAL SERVICES	0	25,000	30,000	\$5,000 Increase From 2022/2023 Budget
HOLIDAY LIGHTING	0	0	30,000	Holiday Lighting
PLAYGROUND MAINTENANCE	0	0	5,000	Playground Maintenance
MISCELLANEOUS MAINTENANCE	91,623	39,800	35,000	\$4,980 Decrease From 2022/2023 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 633,833	\$ 589,800	\$ 623,000	
ADMINISTRATIVE EXPENDITURES				
SUPERVISOR FEES	7,000	8,000	8,000	Supervisor Fees
PAYROLL TAXES (EMPLOYER)	471	612	612	Supervisor Fees * 7.65%
MANAGEMENT	33,312	34,308	36,528	CPI Adjustment
SECRETARIAL & FIELD OPERATIONS	9,000	9,000	9,000	No Change From 2022/2023 Budget
LEGAL	12,915	9,500	9,500	No Change From 2022/2023 Budget
ASSESSMENT ROLL	10,000	10,000	10,000	As Per Contract
AUDIT FEES	3,500	3,600	3,700	Accepted Amount For 2022/2023 Audit
ARBITRAGE REBATE FEE	650	650	650	No Change From 2022/2023 Budget
INSURANCE	7,519	8,000	8,500	FY 2022/2023 Expenditure Was \$8,122
LEGAL ADVERTISING	1,222	900	900	No Change From 2022/2023 Budget
MISCELLANEOUS	2,292	1,700	1,700	No Change From 2022/2023 Budget
POSTAGE	486	425	425	No Change From 2022/2023 Budget
OFFICE SUPPLIES	575	775	775	No Change From 2022/2023 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2022/2023 Budget
TRUSTEE FEES	4,634	4,650	5,000	\$350 Increase From 2022/2023 Budget
CONTINUING DISCLOSURE FEE	500	500	500	No Change From 2022/2023 Budget
WEBSITE MANAGEMENT	2,000	2,000	2,000	No Change From 2022/2023 Budget
ADMINISTRATIVE CONTINGENCY	0	1,900	1,900	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 96,251	\$ 96,695	\$ 99,865	
TOTAL EXPENDITURES	\$ 730,084	\$ 686,495	\$ 722,865	
REVENUES LESS EXPENDITURES	\$ 364,464	\$ 358,295	\$ 321,893	
BOND PAYMENTS	(350,275)	(295,658)	(295,658)	2024 P & I Payments Less Earned Interest
BALANCE	\$ 14,189	\$ 62,637	\$ 26,235	
COUNTY APPRAISER & TAX COLLECTOR FEE	(10,536)	(20,879)	(20,878)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(41,599)	(41,758)	(41,757)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (37,946)	\$ -	\$ (36,400)	
CARRYOVER FROM PRIOR YEAR	0	0	36,400	Carryover Balance From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (37,946)	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	15	25	25	Projected Interest For 2023/2024
Prepaid Bond Collection	97,329	0	0	Prepaid Bond Collection
NAV Tax Collection	350,275	295,658	295,658	Yearly Maximum Debt Assessment
Total Revenues	\$ 447,619	\$ 295,683	\$ 295,683	
EXPENDITURES				
Principal Payments	155,000	180,000	187,000	Principal Payment Due In 2024
Interest Payments	221,361	111,677	105,077	Interest Payments Due In 2024
Bond Redemption	25,000	4,006	3,606	Estimated Excess Debt Collections
Total Expenditures	\$ 401,361	\$ 295,683	\$ 295,683	
Excess/ (Shortfall)	\$ 46,258	\$ -	\$ -	

Series 2022 Bond Refunding Information

Original Par Amount =	\$3,264,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.63%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	May 2022		
Maturity Date =	May 2036		

Principal Balance As Of 1/1/23 = \$3,169,000

Keys Cove II Community Development District Assessment Comparison

	Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Projected Assessment*
Administrative For Townhome Condominiums	\$ 96.64	\$ 98.57	\$ 110.13	\$ 99.13
Maintenance For Townhome Condominiums	\$ 682.85	\$ 685.06	\$ 677.59	\$ 688.56
<u>Debt For Townhome Condominiums</u>	<u>\$ 799.17</u>	<u>\$ 782.66</u>	<u>\$ 690.52</u>	<u>\$ 690.52</u>
Total	\$ 1,578.66	\$ 1,566.29	\$ 1,478.24	\$ 1,478.21
Administrative For Executive Townhomes	\$ 96.64	\$ 98.57	\$ 110.13	\$ 99.13
Maintenance For Executive Townhomes	\$ 682.85	\$ 685.06	\$ 677.59	\$ 688.56
<u>Debt For Executive Townhomes</u>	<u>\$ 970.42</u>	<u>\$ 950.38</u>	<u>\$ 838.49</u>	<u>\$ 838.49</u>
Total	\$ 1,749.91	\$ 1,734.01	\$ 1,626.21	\$ 1,626.18

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Townhome Condominiums	520
<u>Executive Townhomes</u>	<u>406</u>
Total Units	926

Townhome Condominiums Information

Total Units	520
<u>Prepayments</u>	<u>328</u>
Billed For Debt	192

Executive Townhomes Information

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

RESOLUTION NO. 2023-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
("DISTRICT") ELECTING THE OFFICERS OF THE DISTRICT
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Board of Supervisors (the "Board") of the Keys Cove II Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, pursuant to Section 190.006(6), *Florida Statutes*, as soon as practicable after each election or appointment to the Board, the Board shall organize by electing one (1) of its members as chairperson and by electing a secretary, and such other officers as the Board may deem necessary.

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

1. The following persons are elected to the offices shown, to wit:

_____	Chairperson
_____	Vice Chairperson
_____	Secretary/Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED, ADOPTED and BECOMES EFFECTIVE this 28th day of February, 2023.

ATTEST:

**KEYS COVE II
COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson



8935 NW 35 Lane, Suite 101 Doral, FL 33172
Tel (305) 640-1345
Email Alvarez@AlvarezEng.com
Website www.alvarezeng.com

February 16, 2023

Board of Supervisors
Keys Cove II Community Development District
Attn: District Manager Armando Silva
Special District Services, Inc.
2501 Burns Road
Palm Beach Gardens, FL 33410

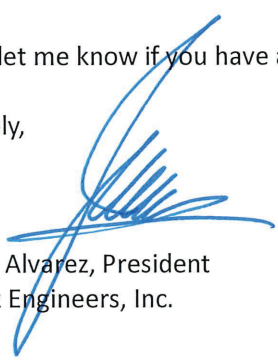
Reference: Keys Cove II Community Development District
Alvarez Engineers Personnel Billing Rates
Via: Email Only: asilva@sdsinc.org

Dear Board of Supervisors,

I would like to respectfully request the Board of Supervisors to consider updating our hourly personnel billing rates and staff classifications to our proposed 2023 rates as shown in the attached table. Our rates were last revised and approved via motion by the Board on March 11, 2015.

Please let me know if you have any questions or if you would like to discuss this further.

Sincerely,



Juan R. Alvarez, President
Alvarez Engineers, Inc.

Keys Cove II CDD			
Current 2015 Rates		Proposed 2023 Rates	
Principal	\$ 200.00	Principal	\$ 220.00
Chief Engineer			
Senior Engineer	\$ 170.00	Senior Engineer	\$ 185.00
Senior Project Engineer	\$ 150.00	Engineer 2	\$ 160.00
Project Manager			
Project Engineer	\$ 130.00	Engineer 1	\$ 140.00
		Electrical Engineer	\$ 135.00
Engineer	\$ 125.00	Engineer Intern	\$ 130.00
CADD	\$ 95.00	Senior Designer	\$ 110.00
		CADD/Computer Technician	\$ 100.00
		Senior Engineering Technician	\$ 95.00
Engineering Technician	\$ 85.00	Engineering Technician	\$ 90.00
Senior Administrative	\$ 80.00	Senior Administrative	\$ 95.00
Administrative	\$ 50.00	Administrative	\$ 60.00

Staff Classification

Principal
 Senior Engineer
 Engineer 2
 Engineer 1
 Electrical Engineer
 Engineer Intern
 Senior Designer
 CADD/Computer Technician
 Senior Engineering Technician
 Engineering Technician
 Senior Administrative
 Administrative

Definition

Professional Engineer with 20+ years of post registration experience
 Professional Engineer with 10+ years of post registration experience
 Professional Engineer with 5+ years of post registration experience
 Professional Engineer with 0+ years of post registration experience
 Electrical Engineer with 2+ years of post-graduate experience
 Entry level with engineering degree; Engineering Intern License
 15+ years of design experience, non-registered
 Design and Drafting with 1+ year of experience
 5+ years of experience
 Entry level, with 0-4 years of experience
 Degreed executive assistant with 8+ years of experience
 Secretary / Clerical