



**KEYS COVE II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
JUNE 14, 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
REGULAR BOARD MEETING & PUBLIC HEARING
June 14, 2023
6:30 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. May 10, 2023 Regular Board Meeting.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 5
 - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
 - 3. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 6
- H. Old Business
 - 1. Maverick Security Update – Vehicle Decal Registration
 - 2. Update Regarding Playground
 - 3. Discussion Regarding Costs to Hire an Off-Duty Police Officer
- I. New Business
 - 1. Discussion Regarding Sprinkler System and Replacement of Dried Dead Bushes between the Lakes
 - 2. Discussion Regarding of Front Gate Protocols
 - 3. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 13
 - 4. Consider Resolution No. 2023-05 – Adopting a Records Retention Policy.....Page 15
 - 5. Consider Approval of a Workshop between the District, Keys Gate Association(s) Management Representatives and the Association(s) Board Members to Coordinate the Completion of Information Input and Continual Upkeep of the SOS Access Application
- J. Administrative & Operational Matters
 - 1. Reminder: Statement of Financial Interest – Form 1
- K. Board Member & Staff Closing Comments
- L. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/ a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2022/2023 - REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper by print in the issues of
and/or by publication on the newspaper's website, if
authorized, on

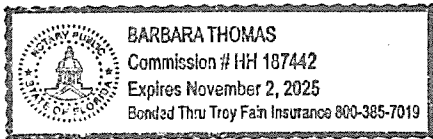
09/30/2022

Affiant further says that the newspaper complies with all
legal requirements for publication in chapter 50, Florida
Statutes

Sworn to and subscribed before me this
30 day of SEPTEMBER, A.D. 2022

Barbara Thomas

(SEAL)
MARIA MESA personally known to me



**KEYS COVE II COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
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 Palm Breeze Clubhouse located at 1427 SE 24th Place, Homestead, Florida 33035 at **12:00 p.m.** on the following dates:

- October 12, 2022
- November 9, 2022
- March 8, 2023
- April 12, 2023
- May 10, 2023
- June 14, 2023
- September 13, 2023

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 786-313-3661 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 786-313-3661 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

9/30

22-16/0000621730M

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MAY 10, 2023**

A. CALL TO ORDER

District Manager Armando Silva called the May 10, 2023, Regular Board Meeting of the Keys Cove II Community Development District (the “District”) to order at 12:10 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 September 30, 2023, as part of the District’s fiscal year 2023/2024 meeting schedule, *as legally required*.

C. ESTABLISH A QUORUM

Mr. Silva determined that the attendance of Chairperson Melony Fogelstrom, Vice Chairperson Janine Ferreira and Supervisors Cynthia Portillo 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: Lorna Sterling, Miami, FL.

D. ADDITIONS OR DELETIONS TO THE AGENDA

There are 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. February 28, 2023, Special Board Meeting

Mr. Silva presented the minutes of the February 28, 2023, Special Board Meeting and asked if there were any changes. A **motion** was made by Ms. Fogelstrom, seconded by Ms. Portillo and unanimously passed to approve the minutes of the February 28, 2023, Special Board Meeting, *as amended*, correcting the name “Mr. Ferreira” to “Ms. Ferreira” on C.2.; and correcting “Seat 35” to “Seat 5” on C.7.

G. OLD BUSINESS

1. Maverick Security Update – Vehicle Decal Registration

Mr. Silva informed the Board members that the District had provided the Property Managers with a deadline of March 15th for the registration of vehicle decals into the SOS System. Unfortunately, property managers have had some difficulties in obtaining the requested information from residents so the number of entries into the SOS System are still low. A discussion ensued after which the Board consensus was to

direct the District Manager to disconnect the resident card reader by the end of June to force residents to register their vehicle information into the SOS System to obtain a barcode decal. In addition to this, the District will discuss taking over the registration of information into the SOS System, if no progress is noted by the next meeting.

2. Update Regarding Playground

Mr. Silva advised that the permitting process is still ongoing. The City of Homestead (“City”) has advised the playground installation contractor that there is a tree located in the vicinity of the playground that may need to be removed. Instead of having to remove the tree, the playground contractor is attempting to redesign the playground to allow for the integration of the tree within the City approved area. The City tree removal permit process is long and will be an extra expense per the playground installation contractor. More information regarding this topic will be provided at the upcoming meeting.

H. NEW BUSINESS

1. Discussion Regarding Security Concerns and Potential Rover Service

Mr. Silva shared the following correspondence from Daniel Lazoff of IMC Equity Group (Seascape Pointe Owners):

From: Daniel Lazoff [mailto:daniel.lazoff@imcequitygroup.com]

Sent: Wednesday, April 19, 2023 8:51 AM

To: Armando Silva <asilva@sdsinc.org>

Cc: Jessica Feliciano <seascapepm@imcequitygroup.com>

Subject: Security Issue - Seascape Pointe

Armando,

We are facing serious security issues at Seascape Pointe. Unfortunately, the security we have in place now that is shared with the entire Keys Gate Association is not sufficient to ensure safety. We have multiple reports of drug sales, formation of gangs, teenagers beating up people at the property, and property damage at the hands of these proclaimed “gangs” that are causing havoc at the property at night, including jumping on cars. The Keys Gate security guard that goes around in a rover is only seen at Seascape Pointe about 2-3 times between 8am-5pm. We do not know how often the guard is present at night when the security issues are taking place, but assuming it is at the same rate as during the day, a car driving by the property 2-3 times per night is absolutely not enough for Seascape Pointe. It is my understanding that the Towns of Seascape face similar issues and also want increased security.

I believe the only solution is for the CDD to have its dedicated security guard that only patrols the CDD so there is a more consistent security presence. Please let me know if we can do this, and in turn eliminate the security offered by the Keys Gate Association.



Daniel Lazoff
696 NE 125th St
North Miami, Florida 33161
Direct (Cell): 787-308-3817

Mr. Silva asked the Board if they would like for the District Manager to inquire regarding the cost of 24 hour/7 days per week security rover services for the District. A discussion ensued after which the Board requested Mr. Silva to inquire regarding the cost of hiring an off-duty police officer as they have the ability to enforce the law versus a security officer who would have to contact the police in order to address an issue. More information regarding this topic will be presented at an upcoming meeting.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

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

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member or Staff closing comments.

K. ADJOURNMENT

There being no further business to conduct, a **motion** was made by Ms. Portillo, seconded by Ms. Fogelstrom and passed unanimously adjourning the Regular Board Meeting at 1:08 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

Miscellaneous Notices

Published in Miami Daily Business Review on June 1, 2023

Location

Miami-Dade County, Florida

Notice Text

NOTICE OF PUBLIC HEARING AND REGULAR 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 Public Hearing and Regular Board Meeting on June 14, 2023, at 12:00 p.m., or as soon thereafter as can be heard, in the Palm Breeze Clubhouse located at 1427 SE 24th Place, Homestead, Florida 33035.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget and Assessment Roll for the District. The purpose of the Regular Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. A copy of the Budget and/or 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 meetings are 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 meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular 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.

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

Keys Cove II Community Development District

www.keyscove2cdd.org

5/25 6/1 23-20/0000664280M

RESOLUTION NO. 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2023/2024 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 2023/2024 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 2023/2024 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 14th day of June, 2023.

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 2023/2024
October 1, 2023 - September 30, 2024**

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

FINAL 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	45,000
HOLIDAY LIGHTING	30,000
PLAYGROUND MANTENANCE	5,000
MISCELLANEOUS MAINTENANCE	35,000
TOTAL MAINTENANCE EXPENDITURES	\$ 638,000
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	\$ 737,865
REVENUES LESS EXPENDITURES	\$ 306,893
BOND PAYMENTS	(295,658)
BALANCE	\$ 11,235
COUNTY APPRAISER & TAX COLLECTOR FEE	(20,878)
DISCOUNTS FOR EARLY PAYMENTS	(41,757)
EXCESS/ (SHORTFALL)	\$ (51,400)
CARRYOVER FROM PRIOR YEAR	51,400
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL 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	45,000	\$20,000 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	\$ 638,000	
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	\$ 737,865	
REVENUES LESS EXPENDITURES	\$ 364,464	\$ 358,295	\$ 306,893	
BOND PAYMENTS	(350,275)	(295,658)	(295,658)	2024 P & I Payments Less Earned Interest
BALANCE	\$ 14,189	\$ 62,637	\$ 11,235	
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)	\$ -	\$ (51,400)	
CARRYOVER FROM PRIOR YEAR	0	0	51,400	Carryover Balance From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (37,946)	\$ -	\$ -	

DETAILED FINAL 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. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 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 2023/2024; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 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 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 14th day of June, 2023.

ATTEST:

**KEYS COVE II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
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 Palm Breeze Clubhouse located at 1427 SE 24th Place, Homestead, Florida 33035 at **12:00 p.m.** on the following dates:

**October 11, 2023
November 8, 2023
March 13, 2024
April 10, 2024
May 8, 2024
June 12, 2024
September 11, 2024**

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 786-313-3661 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 786-313-3661 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/2023

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, 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, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

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

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management

Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 14th day of June, 2023.

ATTEST:

**KEYS COVE II
COMMUNITY DEVELOPMENT
DISTRICT**

Print name: _____
Secretary / Assistant Secretary

Print name: _____
Chairperson, Board of Supervisors

Exhibit A: Amendments to General Records Schedules Established by the Division

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.