



**KEYS COVE II  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
OCTOBER 11, 2023  
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 Management Office  
2439 SE 14<sup>th</sup> Street,  
Homestead, Florida 33035  
**REGULAR BOARD MEETING**  
October 11, 2023  
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. August 9, 2023 Special Board Meeting.....Page 2
- G. Old Business
  - 1. Maverick Security and Decal Registration Update
  - 2. Update Regarding Playground – Permitting
  - 3. Discussion Regarding Holiday Lighting
  - 4. Discussion Regarding Lake Fountain and License Agreement
- H. New Business
  - 1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2022/2023 Amended Budget.....Page 5
  - 2. Discussion Regarding Towing
  - 3. Discussion Regarding Sewer Mainline Overflow
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

Publication Date  
2023-09-29

Subcategory  
Miscellaneous Notices

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 Leasing Office located at 2439 SE 14 Street, Homestead, Florida 33035, 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.keyscope2cdd.org](http://www.keyscope2cdd.org)

9/29 23-43/0000685952M

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD MEETING  
AUGUST 9, 2023**

**A. CALL TO ORDER**

The August 9, 2023, Special Board Meeting of the Keys Cove II Community Development District (the “District”) was called to order at 12:05 p.m. in the Palm Breeze Clubhouse located at 1427 SE 24<sup>th</sup> Place, Homestead, Florida 33035.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 30, 2022, as part of the District’s fiscal year 2023/2024 meeting schedule, *as legally required*.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairperson Melony Fogelstrom, Vice Chairperson Janine Ferreiro and Supervisors Cynthia Portillo and Caridad Vargas 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: Jose Fabregas of Property Keepers Property Management; and Ariel Rodriguez of E-Lighting.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions 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. June 14, 2023, Regular Board Meeting & Public Hearing Minutes**

The June 14, 2023, Regular Board Meeting & Public Hearing Minutes were presented for consideration.

A **motion** was made by Ms. Ferreiro, seconded by Ms. Fogelstrom and passed unanimously approving the minutes of the June 14, 2023, Regular Board Meeting & Public Hearing, as presented.

**G. OLD BUSINESS**

**1. Maverick Security and Off-Duty Police Officer Update**

Mr. Silva informed the Board that he is still waiting on the Property Manager to input the decal information for the subdivisions; Palm Breeze, Towns at Seascape and Palm Cove. The Property Manager for Seascape

Pointe has registered the decals into the system and is in charge of updating any resident information for the access control system.

Mr. Silva also stated that the District had hired Off-Duty Police Officers during select times of the week to assist with diminishing trespassing and vandalism in the District. The Board consensus was that the hiring of the Off-Duty Police Officer is actually assisting with keeping crime levels at a minimum within the District.

## **2. Update Regarding Playground**

Mr. Silva informed the Board that the expected start date for the project will be August 23<sup>rd</sup>, 2023. A pre-construction meeting is scheduled for August 21<sup>st</sup>, 2023 and Mr. Silva suggested that a Board representative be in attendance so that they're also aware of the scope of work being performed as part of the playground installation project. a discussion ensued after which;

A **motion** was made by Ms. Portillo, seconded by Ms. Ferreiro and unanimously passed appointing Carrie Vargas as the Board representative to attend the Pre-Construction meeting on August 21<sup>st</sup>, 2023.

## **H. NEW BUSINESS**

### **1. Discussion Regarding Ethics Training**

Mr. George explained that effective January 1, 2024, elected officers, such as the District Board Supervisors, will be required to complete four (4) hours of ethics training annually. He further explained that this requirement is noted on page 1 of the Form 1, Statement of Financial Interests, which is completed annually by Board Supervisors. Mr. George recommended that this training requirement be completed by July 1 annually, so that the supervisor or officer can verify compliance with the required training on his or her Form 1. Additionally, if supervisors or officers assume office on or before March 31<sup>st</sup>, they must complete the ethics training by December 31<sup>st</sup> of the year the term begins; however, if the term starts after March 31<sup>st</sup>, the supervisor or officer is not required to complete the required ethics training until December 31<sup>st</sup> of the following year.

### **2. Discussion Regarding Seasonal Flowers**

Mr. Silva provided the Board with a list of ornamental summer bedding plants, from the University of Florida's Institute of Food and Agricultural Sciences, which could be planted in the end caps of the medians located within SE 24ths Road. A discussion ensued after which the board consensus was to proceed with the installation of the Periwinkle (Vinea) flowers.

### **3. Discussion Regarding Visitor Passes**

Mr. Silva stated that the visitor passes will be provided by the corresponding Association because the District does not own/maintain overflow parking spaces within the roads.

### **4. Discussion Regarding Holiday Lighting**

Mr. Silva introduced Mr. Ariel Rodriguez of E-Lighting who was in attendance to discuss the installation of Holiday Lighting for the District this year. Ms. Fogelstrom stated that she wanted to start working on obtaining an inventory of the number and colors of lights available so that a holiday lighting scheme could

be created. She suggested that the palms be decorated in all white holiday lighting and that the palms be trimmed prior to commencing the installation of the holiday lighting. A discussion ensued after which;

A **motion** was made by Ms. Ferreiro, seconded by Ms. Portillo, and unanimously passed appointing Melony Fogelstrom as the Board representative in charge of assisting E-Lighting with the holiday lighting design.

## **5. Discussion Regarding Removal of Resident Card Access System**

Mr. Silva stated that the Resident Card Access System has been disconnected and will be removed next week.

### **I. ADMINISTRATIVE & OPERATIONAL MATTERS**

#### **1. Discussion Regarding Meeting Time**

Mr. Silva stated that Mr. Llodra requested that the meeting time be changed to the evening. A discussion ensued after which the Board consensus was to keep the meeting time and location the same.

### **J. BOARD MEMBER & STAFF CLOSING COMMENTS**

The Board requested that Mr. Silva obtain a proposal for the installation of a fountain within the lakes in the District and that District Counsel provided a License Agreement granting the District the right to install a lake fountain within the lakes owned/maintained by the Keys Gate Master Association. A discussion ensued after which;

A **motion** was made by Ms. Vargas, seconded by Ms. Fogelstrom and unanimously passed authorizing District Counsel to draft a License Agreement for the installation of the lake fountains within the lakes owned by the Keys Gate Master Association.

### **K. ADJOURNMENT**

There being no further business to conduct, a **motion** was made by Ms. Fogelstrom, seconded by Ms. Vargas and passed unanimously adjourning the Regular Board Meeting at 1:18 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION NO. 2023-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors of the Keys Cove II Community Development District (the “District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

**WHEREAS**, the District has prepared for consideration and approval an Amended Budget.

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

**Section 1.** The Amended Budget for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is hereby approved and adopted.

**Section 2.** The Secretary/Assistant 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 11<sup>th</sup> day of October, 2023.

**ATTEST:**

**KEYS COVE II  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

Keys Cove II  
Community Development District

**Amended Final Budget For  
Fiscal Year 2022/2023  
October 1, 2022 - September 30, 2023**



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**AMENDED FINAL BUDGET**  
**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
<b>REVENUES</b>			
ADMINISTRATIVE ASSESSMENTS	101,973	103,432	103,432
MAINTENANCE ASSESSMENTS	627,447	626,872	626,872
DEBT ASSESSMENTS	314,530	314,271	314,271
OTHER REVENUES	0	0	0
INTEREST INCOME	840	26,070	26,070
<b>TOTAL REVENUES</b>	<b>\$ 1,044,790</b>	<b>\$ 1,070,645</b>	<b>\$ 1,070,645</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
SUPERVISOR FEES	8,000	4,600	4,600
PAYROLL TAXES	612	314	314
MANAGEMENT	34,308	34,308	34,308
SECRETARIAL & FIELD OPERATIONS	9,000	9,000	9,000
LEGAL	9,500	12,500	11,507
ASSESSMENT ROLL	10,000	10,000	10,000
AUDIT FEES	3,600	3,600	3,600
ARBITRAGE REBATE FEE	650	650	650
INSURANCE	8,000	8,122	8,122
LEGAL ADVERTISING	900	900	684
MISCELLANEOUS	1,700	2,300	1,909
POSTAGE	425	330	316
OFFICE SUPPLIES	775	375	349
DUES & SUBSCRIPTIONS	175	175	175
TRUSTEE FEES	4,650	4,246	4,246
CONTINUING DISCLOSURE FEE	500	500	500
WEBSITE MANAGEMENT	2,000	2,000	2,000
ADMINISTRATIVE CONTINGENCY	1,900	1,900	0
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 96,695</b>	<b>\$ 95,820</b>	<b>\$ 92,280</b>
<b>MAINTENANCE EXPENDITURES</b>			
ENGINEERING/INSPECTIONS	3,000	5,200	4,132
ANNUAL LANDSCAPE & IRRIGATION MAINTENANCE SERVICES	210,000	375,000	348,204
LANDSCAPING UPKEEP	45,000	5,000	0
IRRIGATION MAINTENANCE & UPKEEP	28,000	40,000	37,153
STREET/ROADWAY MAINTENANCE & UPKEEP	18,000	22,000	19,815
SECURITY SERVICES/ENTRANCE	138,000	175,000	156,850
PARKING ENFORCEMENT SERVICES	5,000	1,000	0
GUARD HOUSE UTILITIES & GATE MAINTENANCE	30,000	27,500	23,880
FP&L POWER - STREET LIGHTS/IRRIGATION PUMP STATIONS	30,000	41,000	36,787
STREET LIGHT MAINTENANCE	18,000	1,000	0
JANITORIAL SERVICES	25,000	41,000	38,716
MISCELLANEOUS MAINTENANCE (STORM DRAIN & PRESSURE CLEANING, PLAYGROUND, ETC)	39,800	145,000	112,659
HOLIDAY LIGHTING	0	20,340	20,340
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 589,800</b>	<b>\$ 899,040</b>	<b>\$ 798,536</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 686,495</b>	<b>\$ 994,860</b>	<b>\$ 890,816</b>
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 358,295</b>	<b>\$ 75,785</b>	<b>\$ 179,829</b>
BOND PAYMENTS	(295,658)	(299,163)	(299,163)
<b>BALANCE</b>	<b>\$ 62,637</b>	<b>\$ (223,378)</b>	<b>\$ (119,334)</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(20,879)	(10,166)	(10,166)
DISCOUNTS FOR EARLY PAYMENTS	(41,758)	(39,986)	(39,986)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (273,530)</b>	<b>\$ (169,486)</b>
CARRYOVER FROM PRIOR YEAR	0	0	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (273,530)</b>	<b>\$ (169,486)</b>

FUND BALANCE AS OF 9/30/22	
FY 2022/2023 ACTIVITY	
FUND BALANCE AS OF 9/30/23	

\$611,480
(\$273,530)
\$337,950

**AMENDED FINAL BUDGET**  
**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

	<b>FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23</b>	<b>AMENDED FINAL BUDGET 10/1/22 - 9/30/23</b>	<b>YEAR TO DATE ACTUAL 10/1/22 - 9/29/23</b>
<b>REVENUES</b>			
Interest Income	25	3,675	3,675
NAV Tax Collection	295,658	299,163	299,163
<b>Total Revenues</b>	<b>\$ 295,683</b>	<b>\$ 302,838</b>	<b>\$ 302,838</b>
<b>EXPENDITURES</b>			
Principal Payments	180,000	180,000	180,000
Extraordinary Principal Payments	4,006	95,000	95,000
Interest Payments	111,677	108,531	108,531
Cost Of Bond Issuance	0	0	0
<b>Total Expenditures</b>	<b>\$ 295,683</b>	<b>\$ 383,531</b>	<b>\$ 383,531</b>
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (80,693)</b>	<b>\$ (80,693)</b>

FUND BALANCE AS OF 9/30/22	\$161,464
FY 2022/2023 ACTIVITY	(\$80,693)
FUND BALANCE AS OF 9/30/23	\$80,771

Note\*: Revenue Fund Balance = \$78,442.  
Prepayment Fund Balance = \$2,329.  
Interest Account Balance To Be Used To Make 11/1/2023 Interest Payment Of \$54,250.  
\* Approximate Amounts

**Series 2022 Bond Refunding Information**

Original Par Amount =	\$3,264,000	Annual Principal Payments Due =
Interest Rate =	3.63%	May 1st
Issue Date =	May 2022	Annual Interest Payments Due =
Maturity Date =	May 2036	May 1st & November 1st
Par Amount As Of 9/30/23 =	\$2,989,000	