



**KEYS COVE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JANUARY 24, 2018
5:30 P.M.**

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

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AGENDA
KEYS COVE
COMMUNITY DEVELOPMENT DISTRICT

Keys Cove Community Clubhouse
1455 SE 27th Street
Homestead, Florida 33035

REGULAR BOARD MEETING

January 24, 2018
5:30 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. October 25, 2017 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Discussion Regarding Fountain Panels
- H. New Business
 - 1. Discussion Regarding HOA Request for Installation of Additional Security Cameras
- I. Administrative Matters
 - 1. Financial Update.....Page 5
- J. Additional Board Member/Staff Comments
- K. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays

Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

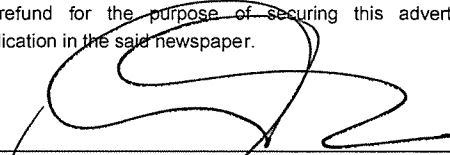
Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that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

KEYS COVE COMMUNITY DEVELOPMENT DISTRICT - FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper in the issues of

10/10/2017

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to and subscribed before me this
10 day of OCTOBER, A.D. 2017



(SEAL)

MARIA MESA personally known to me



**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Keys Cove Community Development District will hold Regular Meetings at 5:30 p.m. in the meeting room area of the Keys Cove Community Clubhouse located at 1455 SE 27th Street, Homestead, Florida 33035, on the following dates:

October 25, 2017
January 24, 2018
April 25, 2018
June 27, 2018
September 26, 2018

The purpose of the meetings is to conduct any business coming before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Meetings 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 786-347-2711 Ext. 2011 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 canceled from time to time without advertised notice.

KEYS COVE COMMUNITY DEVELOPMENT DISTRICT

www.keyscovedd.org
10/10 17-700000264865M

**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 25, 2017**

A. CALL TO ORDER

The October 25, 2017, Regular Board Meeting of the Keys Cove Community Development District was called to order at 5:43 p.m. at the Keys Cove Community Clubhouse located at 1455 SE 27th Street, 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 October 10, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairman Carlos Cabezas, Vice Chairperson Paulette Isaac and Supervisors Mary Wantuck and Daniel Cruz constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Gloria Perez of Special District Services, Inc.; General Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.; and District Engineer Juan Alvarez of Alvarez Engineering.

D. ADDITIONS OR DELETIONS TO 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. June 18, 2017, Public Hearing & Regular Board Meeting

Mrs. Perez presented the minutes of the June 18, 2017, Public Hearing & Regular Board Meeting, asking if there were any corrections or additions.

There being none, a MOTION was then made by Supervisor Wantuck, seconded by Chairman Cabezas and unanimously passed to approve the minutes of the June 18, 2017, Public Hearing & Regular Scheduled Board Meeting, as presented.

G. OLD BUSINESS

1. Discussion Regarding Fountain Panels

A discussion ensued pertaining to the fountain panels and District Counsel provided options for the Board to consider.

**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 25, 2017**

A **MOTION** was made by Vice Chairperson Isaac, seconded by Supervisor Cruz and unanimously passed authorizing District Counsel to send a second demand letter to the vendor requesting that they either remedy and/or reimburse the District for the replacement of the two (2) defective fountain panel(s); and further instructing District management to provide cost estimates for said request to be included with the demand letter.

H. NEW BUSINESS

1. Discussion Regarding the Holiday Lighting Contribution

A **MOTION** was made by Supervisor Wantuck, seconded by Vice Chairperson Isaac and unanimously passed approving and authorizing the budgeted holiday lighting contribution to Shoma Homes at Keys Cove Condominium Association in an amount not to exceed \$5,000, pursuant to receiving an invoice and back-up documentation for District records.

2. Consider Resolution No. 2017-06 – Adopting a Fiscal Year 2016/2017 Amended Budget

Mrs. Perez presented Resolution No. 2017-06, entitled:

RESOLUTION NO. 2017-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
KEYS COVE COMMUNITY DEVELOPMENT DISTRICT
AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL
YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO
CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN
EFFECTIVE DATE.**

Mrs. Perez explained, as is done every year for administrative and statutory requirements, within 60 days of any given fiscal year end, the Board adopts a revised/amended budget for said year. The fiscal year ended on September 30, 2017. This is the reason it is administrative in nature (past year’s budget for past year’s expenses) and will serve as the Board’s final approval/ratification of the District’s expenditures for the past fiscal year.

A **MOTION** was made by Supervisor Wantuck, seconded by Chairman Cabezas and unanimously passed to adopt Resolution No. 2017-06, Adopting/Approving the Amended Fiscal Year 2016-2017 Budget, as presented.

3. Annual Audit – Consider Approval of 2-Year Renewal Option – Grau & Associates

Mr. Perez advised that the Board had selected at the September 10, 2014, Board meeting the firm of Grau & Associates to perform the September 30, 2014, the September 30, 2015, and the September 30, 2016, year end audits of the District with an option to perform the September 30, 2017, and the September 30, 2018, audits.

The fee for the September 30, 2014, audit was \$3,500; the fee for the September 30, 2015, audit was \$3,600; and the fee for the September 30, 2016, audit was \$3,700. The

**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 25, 2017**

proposed fee for the September 30, 2017, audit is \$3,800, which is the budgeted amount for audit fees for Fiscal Year 2017/2018. The proposed fee for the September 30, 2018, audit is \$3,900.

Grau & Associates has been the District auditor for the past twelve years. Management is pleased with the professionalism and competence of the firm's partners and staff; therefore management recommends that the Board approve the renewal option for the Fiscal Year Ending September 30, 2017, and September 30, 2018, audits for Grau & Associates.

A **MOTION** was made by Vice Chairperson Isaac, seconded by Supervisor Wantuck and unanimously passed to approve the 2-year audit renewal option for Grau & Associates for the Fiscal Years ending September 30, 2017, and September 30, 2018; and approval of the proposed fee for the September 30, 2017, audit in the amount of \$3,800, which is the budgeted amount for audit fees and the proposed fee for the September 30, 2018, audit, which is \$3,900; and also thereby authorizing District management to negotiate a lower fee, if possible.

I. ADMINISTRATIVE MATTERS

1. Financial Update

Mrs. Perez presented the Financial Reports through September 2017 and the Assessment Collections, which were provided in the meeting books. Available funds as of September 30, 2017, were \$277,569.86.

J. ADDITIONAL BOARD MEMBER/STAFF COMMENTS

There were no additional Board Member or Staff comments.

K. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Chairperson Cabezas, seconded by Vice Chairperson Isaac to adjourn the Regular Board Meeting at 6:23 p.m. The **MOTION** carried unanimously.

ATTESTED BY:

Secretary/Assistant Secretary

Chairman/Vice-Chair

**KEYS COVE CDD
TAX COLLECTIONS
2017-2018**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Commissions Paid	Discount	Net From Tax Collector	Admin Assessment Income (Before Discounts & Fees)	Maint Assessment Income (Before Discounts & Fees)	Debt Assessment Income (Before Discounts & Fees)	Admin Assessment Income (After Discounts & Fees)	Maint Assessment Income (After Discounts & Fees)	Debt Assessment Income (After Discounts & Fees)	Debt Assessment Paid to Trustee
									\$ 923,541	\$ 79,835	\$ 105,915	\$ 737,791	\$ 79,835	\$ 105,915	\$ 737,791	
									\$ 868,229	\$ 75,145	\$ 99,560	\$ 693,524	\$ 75,145	\$ 99,560	\$ 693,524	\$ 693,524
1	761	Miami-Dade Tax Collector	11/20/17	NAV Taxes	\$ 3,925.24		\$ (37.67)	\$ (157.98)	\$ 3,729.59	\$ 339.09	\$ 450.25	\$ 3,135.90	\$ 322.19	\$ 427.80	\$ 2,979.60	\$ 2,979.60
2	436	Miami-Dade Tax Collector	11/28/17	NAV Taxes	\$ 59,736.60		\$ (573.47)	\$ (2,389.59)	\$ 56,773.54	\$ 5,164.11	\$ 6,850.62	\$ 47,721.87	\$ 4,907.84	\$ 6,510.85	\$ 45,354.85	\$ 45,354.85
3	572	Miami-Dade Tax Collector	12/08/17	NAV Taxes	\$ 217,137.80		\$ (2,084.52)	\$ (8,685.97)	\$ 206,367.31	\$ 18,771.13	\$ 24,901.46	\$ 173,465.21	\$ 17,839.61	\$ 23,666.35	\$ 164,861.35	\$ 164,861.35
4	106	Miami-Dade Tax Collector	12/26/17	NAV Taxes	\$ 306,268.60		\$ (2,942.07)	\$ (12,061.75)	\$ 291,264.78	\$ 26,476.31	\$ 35,123.02	\$ 244,669.27	\$ 25,183.98	\$ 33,401.80	\$ 232,679.00	\$ 232,679.00
5	957	Miami-Dade Tax Collector	01/03/18	NAV Taxes	\$ 35,083.40		\$ (338.89)	\$ (1,194.81)	\$ 33,549.70	\$ 3,032.89	\$ 4,023.38	\$ 28,027.13	\$ 2,901.65	\$ 3,847.35	\$ 26,800.70	\$ 26,800.70
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					\$ 622,151.64	\$ -	\$ (5,976.62)	\$ (24,490.10)	\$ 591,684.92	\$ 53,783.53	\$ 71,348.73	\$ 497,019.38	\$ 51,155.27	\$ 67,854.15	\$ 472,675.50	\$ 472,675.50

Note: \$923,541, \$79,835, \$105,915 and \$737,791 are 2017/2018 Budgeted assessments before discounts and fees.

Note: \$868,229, \$75,145, \$99,560 and \$693,524 are 2017/2018 Budgeted assessments after discounts and fees.

\$ 622,151.64	
\$ -	\$ 591,684.92
\$ (53,783.53)	\$ (51,155.27)
\$ (71,348.73)	\$ (67,854.15)
\$ (497,019.38)	\$ (472,675.50)
\$ -	\$ -