



**KEYS COVE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 22, 2023
5:00 P.M.**

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

www.keyscovecdd.org
786.347.2711 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
KEYS COVE
COMMUNITY DEVELOPMENT DISTRICT
Keys Cove Community Clubhouse
1455 SE 27th Street
Homestead, Florida 33035
REGULAR BOARD MEETING
March 22, 2023
5:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Welcome & Seat Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Election of Officers
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. October 26, 2022 Regular Board Meeting Minutes.....Page 2
- J. Old Business
- K. New Business
 - 1. Consider Approval of Allstate Resource Management Renewal Proposal.....Page 5
 - 2. Ratify and Approve Allstate Resource Management Fountain Proposal.....Page 7
 - 3. Consider Approval of District Counsel Request for Adjustment to Fee Structure.....Page 8
 - 4. Consider Approval of District Engineer Request for Adjustment to Fee Structure.....Page 10
 - 5. Consider Approval of Storm Drainage Cleaning Proposals.....Page 12
 - 6. Update on the Status of the Landshore Enterprises, North Lake, Shoreline Erosion Control and Maintenance Project
 - 7. Consider Approval of Landshore Enterprises, North Lake CO #1.....Page 17
 - 8. Consider Approval of Landshore Enterprises, South Lake Project Proposal.....Page 19
 - 9. Consider Approval of Resolution No. 2023-01 – Approving a Proposed Budget for FY 2023/2024.....Page 20
- L. Administrative Matters
 - 1. Financial Update.....Page 27
- M. Additional Board Member/Staff Comments
- N. 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 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

10/17/2022

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

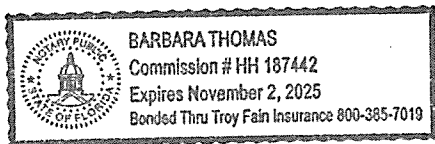


Sworn to and subscribed before me this 17 day of OCTOBER, A.D. 2022



(SEAL)

MARIA MESA personally known to me



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

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Keys Cove Community Development District will hold Regular Meetings at 5:00 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 26, 2022
- January 25, 2023
- March 22, 2023
- May 24, 2023
- August 23, 2023

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 five (5) days 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 cancelled from time to time without advertised notice.

KEYS COVE COMMUNITY DEVELOPMENT DISTRICT

www.keyscovecdd.org
10/17

22-45/0000625748M

**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 26, 2022**

A. CALL TO ORDER

The October 26, 2022, Regular Board Meeting of the Keys Cove Community Development District (the “District”) was called to order at 5:01 p.m. in 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 17, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairman Carlos Cabezas (via phone), Vice Chairperson Mary Wantuck and Supervisors Jeffrey Louis, Kenneth Dwayne Bryant and Clarence McNish 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.; and General Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

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 29, 2022, Public Hearing & Regular Board Meeting

Mrs. Perez presented the minutes of the June 29, 2022, Public Hearing & Regular Board Meeting, asking if there were any corrections or additions.

A MOTION was made by Supervisor Louis, seconded by Supervisor McNish and passed unanimously approving the June 29, 2022, Public Hearing & Regular Board Meeting minutes, as presented.

G. OLD BUSINESS

There were no Old Business items to come before the Board.

H. NEW BUSINESS

1. Consider Allstate Resource Management 2023 Additional Increase Notice for Budgeting Purposes

Mrs. Perez reminded the Board that a previously approved 5% increase became effective in February 2022, changing the payment from \$350 to \$367.50. The Maintenance Service Agreement was originated at a cost of \$350 quarterly for an annual total of \$1,400 and a 5% increase would be an additional \$17.50 quarterly or \$70 annually, which totals \$1,470 for said lake fountain maintenance services.

Allstate Resource Management is now notifying the District that an additional 5% to 10% increase be considered for 2023, due to price increases. No action was taken by the Board this was for notification purposes.

2. Consider Ratification of Landshore Enterprises Bond Invoice

A **MOTION** was made by Supervisor Wantuck, seconded by Supervisor Bryant and passed unanimously ratifying the Landshore Enterprises Bond Invoice, as presented.

3. Update on Status of Landshore Enterprises' North Lake Lake Bank Erosion Control and Repairs Project

An update was provided regarding the Landshore Enterprises' North Lake Lake Bank Erosion Control and Repairs Project, which is going through the permitting process.

4. Consider Auditor Renewal

Mrs. Perez advised the Board that during the October 23, 2019, Board Meeting, the firm of Grau & Associates was selected to perform the 9-30- 2019, 9-30-2020 and 9-30-2021 year end audits with an option to perform the 9-30-2022 and 9-30-23 audits.

The fee for the 9-30-2019 audit was \$3,400; the fee for the 9-30-2020 audit was \$3,500; and the fee for the 9-30-2021 audit was \$3,600. The proposed fee for the 9-30-2022 audit is \$3,700, which is the budgeted amount for fiscal year 2022/2023. The proposed fee for the 9-30-2023 audit is \$3,800.

Management is pleased with the professionalism and competence of the Grau & Associate partners and staff; therefore, management recommends that the Board approve the renewal option for the fiscal year ending 9-30-2022 and 9-30-2023 audits with Grau & Associates.

A **MOTION** was made by Supervisor Wantuck, seconded by Supervisor Bryant and unanimously passed approving the 2-year audit renewal option with Grau & Associates for the fiscal years ending 9-30-2022 and 9-30-2023; further approving the proposed fees for the 9-30-2022 audit in the amount of \$3,700, and the proposed fee for the 9-30-2023 audit in the amount of \$3,800; and further authorizing District management to attempt to negotiate a lower cost, if possible.

5. Consider Resolution No. 2022-04 – Adopting a Fiscal Year 2021/2022 Final Budget

Mrs. Perez presented Resolution No. 2022-04, entitled:

RESOLUTION NO. 2022-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE
COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND
ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET**

**(“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA
STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Mrs. Perez explained, as 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, 2022. 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 Supervisor Bryant and unanimously passed adopting Resolution No. 2022-04, adopting a Fiscal Year 2021/2022 Amended Budget.

I. ADMINISTRATIVE MATTERS

1. Financial Update

Mrs. Perez presented the financials in the meeting book and briefly reviewed them with the Board, pointing out that available funds as of September 30, 2022, were \$981,273.42.

A **MOTION** was made by Supervisor Wantuck, seconded by Supervisor McNish and passed unanimously ratifying and approving the financials, as presented.

2. Accept and Receive 20-Year Stormwater Needs Analysis

Mrs. Perez noted that this agenda item was added and provided a handout of the Annual Engineer’s Report for the Board’s review.

A **MOTION** was made by Supervisor Wantuck, seconded by Supervisor McNish and unanimously passed accepting and receiving the District’s 20-Year Stormwater Needs Analysis, as presented.

J. ADDITIONAL BOARD MEMBER/STAFF COMMENTS

Supervisor Cabezas pointed out on Page 31 of the meeting book regarding the Stormwater Needs Analysis, that the report refers to Shoma Homes Keys Cove instead of the District.

K. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Supervisor Cabezas, seconded by Supervisor McNish adjourning the Regular Board Meeting at 5:13 p.m. The **MOTION** carried unanimously.

ATTESTED BY:

Secretary/Assistant Secretary

Chairman/Vice-Chair

FOUNTAIN MAINTENANCE AGREEMENT

This agreement, dated January 1, 2023, is made between ALLSTATE RESOURCE MANAGEMENT, INC. (ARMI) and CUSTOMER:

Keys Cove Community Development District
c/o Special District Services, Inc.
2501A Burns Road
Palm Beach Gardens, Florida 33410

Both Customer and ARMI agree to the following terms and conditions:

1. ARMI will provide fountain maintenance services on behalf of the customer in accordance with the terms and conditions of this agreement at the following aquatic site(s):

Two (2) floating fountain displays located at Keys Cove in Dade County, Florida.

2. Customer agrees to pay ARMI the following amount(s) during the term of this agreement for these specific fountain maintenance services:

Fountain Maintenance (see addendum)	\$ 385.00 / quarterly
• Four (4) visits per year	
• Sales tax is additional, where applicable	

Management Reporting	Included
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3. Schedule of payment: Payable in equal quarterly installments upon completion of service.
4. The offer contained in this agreement is valid for thirty (30) days only and must be returned to our offices for acceptance within that period.
5. ARMI agrees to use only products that have been shown to present a wide margin of safety for Florida fish and wildlife.

6. This agreement may be terminated by either party with thirty (30) days written notice. Notification must be sent by certified mail, return receipt requested, to ALLSTATE RESOURCE MANAGEMENT, INC., 6900 S.W. 21st Court, Building #9, Davie, Florida 33317. CUSTOMER agrees to pay for all services rendered by ARMI to date of termination of contract. ARMI reserves the right, under special circumstances, to initiate surcharges relating to extraordinary price increases of water treatment products.

7. This agreement will be automatically extended for successive 3 (three) year terms at the end of the initial or any extended term, unless terminated by either party with thirty (30) days written notice.

8. Addendums:

Your fountain maintenance program includes quarterly (four per year) cleaning of the fountain float, pump screens, lights and display heads. No parts or special repairs are included in our service. Upon customer's request, extra services will be performed and invoiced separately on a "time and materials" basis.

9. Proof of insurance included.

10. This agreement constitutes the entire agreement of ARMI and the CUSTOMER. No oral or written alterations of the terms contained herein shall be deemed valid unless made in writing and accepted by an authorized agent of both ARMI and CUSTOMER.

ALLSTATE RESOURCE MANAGEMENT, INC.

CUSTOMER

DATE



ESTIMATE

Keys Cove CDD
 c/o Special District Services, Inc.
 2501A Burns Road
 Palm Beach Gardens, Florida 33410

DATE: 12/2/22 TERMS: 50% Deposit
 Balance Due on Completion DELIVERY: 4 - 6 weeks from date of acceptance

North Fountain		
<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1	Titan Fountain Pump and Motor Assembly <ul style="list-style-type: none"> • 10-Horsepower, 230-volt, 1-Phase • Warranty: 3-year Parts, 1-Year Labor 	\$10,295.00
1	10-HP Motor Control Box	\$1,845.00
	Delivery, Installation and Materials	\$1,400.00
Estimated Total:		\$13,540.00

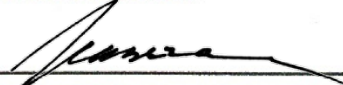
Note: The condition of the cables and other submersed components is unknown and will be evaluated when the unit is dismantled. Any necessary additional repairs will be quoted separately.

THIS OFFER IS GOOD FOR THIRTY (30) DAYS FROM DATE OF QUOTATION.

ALLSTATE RESOURCE MANAGEMENT, INC.

CUSTOMER ACCEPTANCE - The above prices, specifications and conditions are satisfactory and are hereby accepted and the signer acknowledges that they are authorized to execute this document.

By: _____

By:  _____

Dated: 12/07/2022 _____

Carlos Cabezas
 Chairperson,
 Keys Cove CDD

LAW OFFICES

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.

ESTABLISHED 1977

DENNIS E. LYLES
JOHN W. MAURO
KENNETH W. MORGAN, JR.
RICHARD T. WOULFE
CAROL J. HEALY GLASGOW
MICHAEL J. PAWELCZYK
ANDREW A. RIEF
MANUEL R. COMRAS
GINGER E. WALD
JEFFERY R. LAWLEY
SCOTT C. COCHRAN
SHAWN B. MCKAMEY
ALINE O. MARCANTONIO
JOHN C. WEBBER

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(954) 764-7279 FAX

PGA NATIONAL OFFICE CENTER
300 AVENUE OF THE CHAMPIONS, SUITE 270
PALM BEACH GARDENS, FLORIDA 33418
(561) 659-5970
(561) 659-6173 FAX

WWW.BILLINGCOCHRAN.COM

PLEASE REPLY TO: FORT LAUDERDALE

CHRISTINE A. BROWN
GREGORY F. GEORGE
BRAD J. KIMBER

OF COUNSEL

CLARK J. COCHRAN, JR.
SUSAN F. DELEGAL
SHIRLEY A. DELUNA
GERALD L. KNIGHT
BRUCE M. RAMSEY

STEVEN F. BILLING (1947-1998)
HAYWARD D. GAY (1943-2007)

February 6, 2023

VIA E-MAIL ONLY– gperez@sdsinc.org

Ms. Gloria Perez
District Manager
Special District Services, Inc.
Kendall Office Center
8785 SW 165th Avenue, #200
Miami, FL 33193

**Re: Adjustment to District Counsel Fee Structure
Keys Cove Community Development District
Our File: 597.04126**

Dear Gloria:

This firm's current fee structure has been in place since 2017. Although we are certainly mindful of the necessity to keep increases in the District's expenses, including the cost of legal services, to a minimum, it has become necessary for us to adjust our hourly rates effective October 1, 2023, as follows:

- Attorneys/Partners: \$275.00 per hour
- Attorneys/Associates: \$225.00 per hour

This hourly fee structure will be adjusted on a periodic basis in connection with the District's budget process no later than every third Fiscal Year to reflect changes in the Consumer Price Index published by the U. S. Department of Labor. The CPI has reflected a 20.7% increase since the year 2017 and we have not raised our fees during that time.

Ms. Gloria Perez
February 6, 2023
Page 2

Naturally, should you have any questions or require any further information in support of this adjustment you should feel free to contact me at your convenience. As I think you are aware, we very much appreciate the opportunity to serve as District Counsel as well as your courtesy and cooperation with regard to the necessity of what we believe to be both infrequent and reasonable adjustments to our schedule of professional fees.

Very truly yours,



Ginger E. Wald
For the Firm

GEW/jmp



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 Community Development District
Attn: District Manager Gloria Perez
Special District Services, Inc.
2501 Burns Road
Palm Beach Gardens, FL 33410

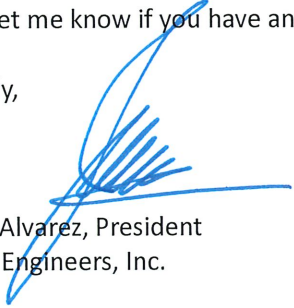
Reference: Keys Cove Community Development District
Alvarez Engineers Personnel Billing Rates
Via: Email Only: gperez@sdsinc.org

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.

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 CDD			
Current 2006 Rates		Proposed 2023 Rates	
Principal	\$ 170.00	Principal	\$ 220.00
Chief Engineer			
Senior Engineer	\$ 140.00	Senior Engineer	\$ 185.00
Senior Project Engineer			
Project Manager	\$ 125.00	Engineer 2	\$ 160.00
Project Engineer	\$ 105.00	Engineer 1	\$ 140.00
		Electrical Engineer	\$ 135.00
Engineer	\$ 100.00	Engineer Intern	\$ 130.00
Engineer Intern	\$ 90.00		
CADD	\$ 75.00	Senior Designer	\$ 110.00
		CADD/Computer Technician	\$ 100.00
		Senior Engineering Technician	\$ 95.00
Engineering Technician	\$ 73.00	Engineering Technician	\$ 90.00
Secretary/Clerical	\$ 40.00	Senior Administrative	\$ 95.00
		Administrative	\$ 60.00

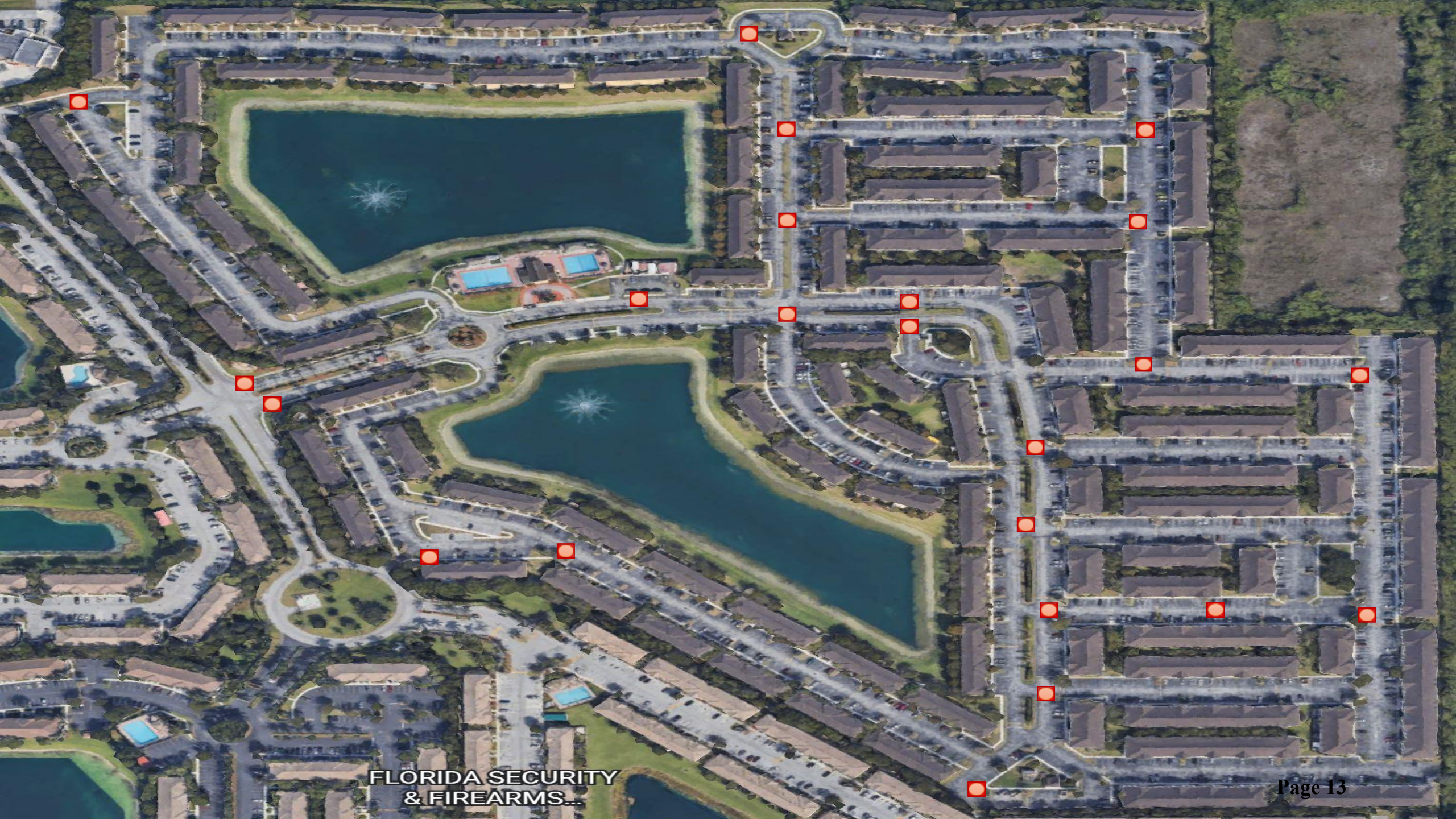
Staff Classification

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

Keys Cove CDD – Storm Drainage Cleaning		
Americlean	Express Drain and Sewer	Raptor Vac Systems
Perform the cleaning of the 23 storm drainage structures/catch basins (As per inspection performed by Field Operations in February 2023).		
Total Cost: \$2,760.00	Total Cost: \$3,760.00	Total Cost: \$2,300.00





PO Box 560951 Miami, FL 33256 Phone (305) 270-3233 Fax (305) 259-4214

February 2, 2023

Keys Cove District
c/o Special District Service, Inc.
2501A Burns Road
Palm Beach Gardens, FL 33410
Attn: Ronald Galvis

STORM DRAIN CLEANING

(23) Catch Basins

Scope of Work:

Vacuum pump truck to remove debris from each drain and pit.
Pressure jet clean drains pit walls and bottom.
Remove debris from area.

All work is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Total cost for (23) Catch Basins: \$ 2,760.00

With payment to be made at: Terms: Net 90 days.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Sincerely submitted,

Oscar Vincas

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payments will be made as outlined above.

Signature: _____ Date: _____

Note: Proposal may be withdrawn by us if not accepted within 90 days.



Express Drain and Sewer

2501 Burns Rd, A
Palm Beach Gardens, FL 33410

☎ (786) 503-1633
✉ rgalvis@sdsinc.org

ESTIMATE	#3448
ESTIMATE DATE	Feb 13, 2023
TOTAL	\$3,760.00

SERVICE ADDRESS

1455 SE 27th St
Homestead, FL 33035

CONTACT US

5801 Mayo St
Hollywood, FL 33023

☎ (954) 763-2520
✉ accounting@expressservicesfl.com

ESTIMATE

Services	qty	unit price	amount
STORM DRAINS - Storm Drain Cleaning - (First 2 Drains) - NEW	1.0	\$625.00	\$625.00
STORM DRAINS - Storm Drain Cleaning - (21-30) Each additional drain, after the first 2, will cost \$135 if the total number of drains is between 21-30.	21.0	\$135.00	\$2,835.00
Flex Hose Additional Truck	1.0	\$300.00	\$300.00

Services subtotal: \$3,760.00

Subtotal **\$3,760.00**

Total \$3,760.00



PROPOSAL

4122 NE 22nd Court, Homestead, FL 33033
Tel 786-694-0709
E-mail: operations@raptorvac.com
www.raptorvac.com

STORM DRAIN MAINTENANCE

PROPOSAL SUBMITTED TO: Keys Cove CDD % SDS, Inc.	PROJECT NAME: Keys Cove
BUSINESS ADDRESS: 2510A Burns Road, Palm Beach Gardens, FL 33410	PROJECT LOCATION: 1455 SE 27th St
TELEPHONE: 561-630-4922	DATE: February 2, 2023

We hereby propose to furnish all labor and equipment to complete the work outlined in this proposal in accordance with the Scope of Work listed below.

SCOPE OF WORK: Vac-con combination sewer cleaner truck to vacuum sediment and debris out of 23 structures located as shown in map provided by management, wash walls, grate and frame. Disposal at Miami Dade County treatment plant.

COST: We propose to conduct this work in accordance with the above Scope of Work for the sum of \$2,300.00

Two Thousand Three Hundred Dollars and 00/100 Cents

TERMS: Net 30

ACCEPTANCE: Client hereby accepts and agrees to the terms, Scope of Work, and all other conditions and specifications hereinabove. Raptor Vac Systems is authorized to perform the work. Payment shall be made in accordance with the provisions contained hereinabove.

Accepted by:

Authorized Representative's Signature

Date of Acceptance



Landshore® Enterprises, LLC

*Streambank & Shoreline protection/stabilization/reclamation
Environmental Engineering, Erosion Control, Construction Management
d/b/a Erosion Restoration, LLC*

March 15, 2023

Keys Cove Community Development District
c/o: Special District Services, Inc.
Attn: Gloria Perez, District Manager
2501 A Burns Rd.
Palm Beach Gardens, FL 33410

Subject: **Change Order No. 1 – Keys Cove Community Development District**

Proposed Change Order No. 1 Details:

North Lake - Phase I:

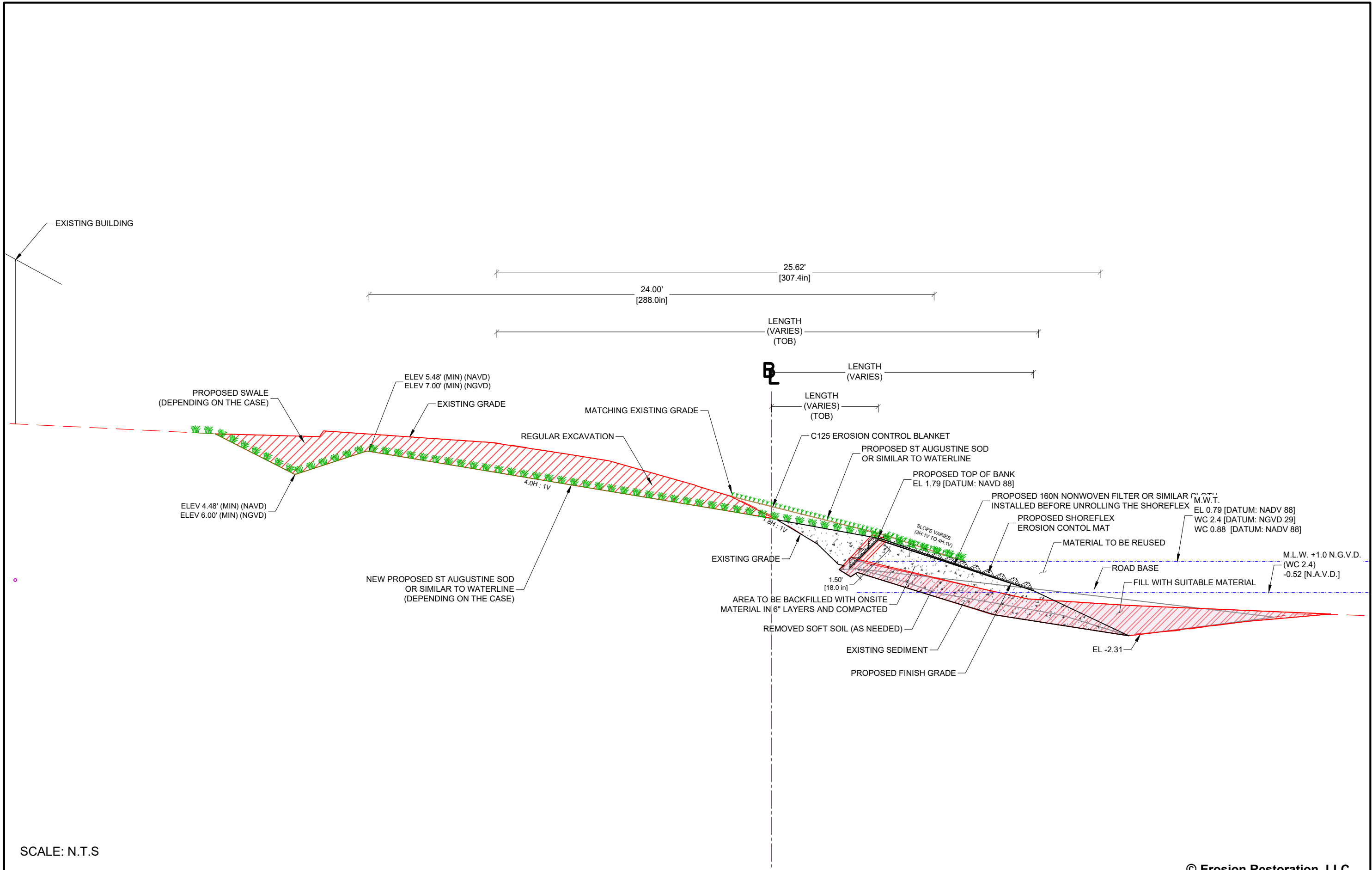
Landshore Enterprises, LLC (Landshore®) was contracted by Keys Cove Community Development District (“CDD”) for design-build services on the shoreline stabilization of the two lakes within the CDD. The initial design was approved by the CDD and submitted to the governmental agencies having jurisdiction. The construction project was divided into two phases.

As part of the Miami-Dade County reviewal of the project, their Division of Environmental Resource Management (DERM) requested to raise the existing top of banks to minimum Miami-Dade County Flood Criteria elevation. Since the additional work to raise the top of bank is outside of the originally proposed and accepted scope, an additional \$79,987.00 is needed.

Original Contract:	\$243,193.00
Change Order No. 1	79,987.00
New Contract amount	\$323,180.00

Sincerely,

Miguel Reto
Project Engineer
Landshore Enterprises, LLC

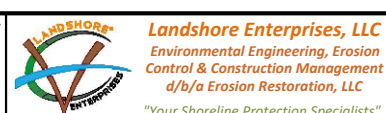


SCALE: N.T.S

© Erosion Restoration, LLC.

REVISIONS		
DATE	BY	DESCRIPTION

Erosion and Sedimentation Control Plan for
Lake 1 N Keys Cove
Community Development District



118 Shamrock Blvd.,
Venice, FL 34293
Office: 941-303-5238
Fax: 941-218-6113
E-mail: info@landshore.com

BY: _____
PIETER M. LOMBARD, P.E.
FL LIC. No. 66596
ENGINEER OF RECORD

SHOREFLEX DETAILS
(SWALE DESIGN)

PROJECT NO. 2021-036	SHEET 13	OF 20
DRAWN BY: NV	DATE: 09/17/2021	SCALE: N.T.S.

**CONSIDER APPROVAL OF LANDSHORE
ENTERPRISES, SOUTH LAKE PROJECT
PROPOSAL**

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Keys Cove 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 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 May 24, 2023 at 5:00 p.m. in the Keys Cove Community Clubhouse, 1455 SE 27th Street, Homestead, Florida 33035, for the purpose of receiving public comments on the Proposed Fiscal Year 2023/2024 Budget.

PASSED, ADOPTED and EFFECTIVE this 22nd day of March, 2023.

ATTEST:

**KEYS COVE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Keys Cove
Community Development District

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

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

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
ADMINISTRATIVE ASSESSMENTS	88,422
MAINTENANCE ASSESSMENTS	375,000
DEBT ASSESSMENTS	613,370
OTHER REVENUES	0
INTEREST INCOME	480
TOTAL REVENUES	\$ 1,077,272
EXPENDITURES	
MAINTENANCE EXPENDITURES	
MAINTENANCE CONTINGENCY	55,000
STORM DRAINAGE MAINTENANCE	30,000
ROADWAY RESURFACING PROJECT	60,000
MAINTENANCE RESERVE	25,000
FOUNTAIN MAINTENANCE/RESERVE	18,000
HOLIDAY LIGHTING CONTRIBUTION	2,500
ENGINEERING/INSPECTIONS	12,000
LAKE BANK EROSION PROJECT	150,000
TOTAL MAINTENANCE EXPENDITURES	\$ 352,500
ADMINISTRATIVE EXPENDITURES	
SUPERVISOR FEES	6,000
EMPLOYER TAXES	480
MANAGEMENT	34,032
REIMBURSABLES (POSTAGE/OFFICE SUPPLIES)	1,050
LEGAL	12,000
ASSESSMENT ROLL	7,500
AUDIT FEES	3,800
ARBITRAGE REBATE FEE	650
INSURANCE	8,310
LEGAL ADVERTISING	750
MISCELLANEOUS	2,000
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	4,500
WEBSITE MANAGEMENT	2,000
CONTINUING DISCLOSURE FEE	350
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 83,597
TOTAL EXPENDITURES	\$ 436,097
REVENUES LESS EXPENDITURES	\$ 641,175
BOND PAYMENTS	(576,568)
BALANCE	\$ 64,607
COUNTY APPRAISER & TAX COLLECTOR FEE	(21,535)
DISCOUNTS FOR EARLY PAYMENTS	(43,072)
EXCESS/ (SHORTFALL)	\$ -
CARRYOVER FROM PRIOR YEAR	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
KEYS COVE 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	84,431	83,535	88,422	Expenditures Less Interest & Carryover (25%)/.94
MAINTENANCE ASSESSMENTS	532,637	530,549	375,000	Expenditures Less Carryover (75%)/.94
DEBT ASSESSMENTS	613,377	613,370	613,370	Bond Payments/.94
OTHER REVENUES	0	0	0	
INTEREST INCOME	2,436	360	480	Interest Projected At \$40 Per Month
TOTAL REVENUES	\$ 1,232,881	\$ 1,227,814	\$ 1,077,272	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
MAINTENANCE CONTINGENCY	0	28,830	55,000	Maintenance Contingency
STORM DRAINAGE MAINTENANCE	5,540	20,520	30,000	For Storm Drainage Maintenance Reserve
ROADWAY RESURFACING PROJECT	0	35,715	60,000	Fourteen Year Project (Sixth Year)
MAINTENANCE RESERVE	0	25,000	25,000	No Change From 2022/2023 Budget
FOUNTAIN MAINTENANCE/RESERVE	1,585	10,000	18,000	No Change From 2022/2023 Budget
HOLIDAY LIGHTING CONTRIBUTION	0	2,500	2,500	No Change From 2022/2023 Budget
ENGINEERING/INSPECTIONS	7,166	7,500	12,000	\$4,500 Increase From 2022/2023 Budget
LAKE BANK EROSION PROJECT	24,543	368,651	150,000	As Of 3/1/23 - Erosion Reserve Balance Is \$425,900
TOTAL MAINTENANCE EXPENDITURES	\$ 38,834	\$ 498,716	\$ 352,500	
ADMINISTRATIVE EXPENDITURES				
SUPERVISOR FEES	3,400	5,000	6,000	\$1,000 Increase From 2022/2023 Budget
EMPLOYER TAXES	260	400	480	Projected At 8% Of Supervisor Fees
MANAGEMENT	32,088	33,048	34,032	CPI Adjustment (Capped At 3%)
REIMBURSABLES (POSTAGE/OFFICE SUPPLIES)	869	1,050	1,050	No Change From 2022/2023 Budget
LEGAL	10,760	10,500	12,000	\$1,500 Increase From 2022/2023 Budget
ASSESSMENT ROLL	7,500	7,500	7,500	No Change From 2022/2023 Budget
AUDIT FEES	3,600	3,700	3,800	Accepted Amount For 2022/2023 Audit
ARBITRAGE REBATE FEE	650	650	650	No Change From 2022/2023 Budget
INSURANCE	6,925	8,310	8,310	Fiscal Year 2022/2023 Expenditure Was \$7,475
LEGAL ADVERTISING	433	750	750	No Change From 2022/2023 Budget
MISCELLANEOUS	1,732	950	2,000	\$1,050 Increase From 2022/2023 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2022/2023 Budget
TRUSTEE FEES	4,031	4,500	4,500	No Change From 2022/2023 Budget
WEBSITE MANAGEMENT	2,000	2,000	2,000	No Change From 2022/2023 Budget
CONTINUING DISCLOSURE FEE	350	350	350	No Change From 2022/2023 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 74,773	\$ 78,883	\$ 83,597	
TOTAL EXPENDITURES	\$ 113,607	\$ 577,599	\$ 436,097	
REVENUES LESS EXPENDITURES	\$ 1,119,274	\$ 650,215	\$ 641,175	
BOND PAYMENTS	(586,954)	(576,568)	(576,568)	2024 Principal & Interest Payments
BALANCE	\$ 532,320	\$ 73,647	\$ 64,607	
COUNTY APPRAISER & TAX COLLECTOR FEE	(11,893)	(24,549)	(21,535)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(41,015)	(49,098)	(43,072)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 479,412	\$ -	\$ -	
CARRYOVER FROM PRIOR YEAR	0	0	0	Carryover Balance From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 479,412	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET

KEYS COVE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024

OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	
	2021/2022	2022/2023	2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	1,072	25	100	Projected Interest For 2023/2024
NAV Tax Collection	586,954	576,568	576,568	Yearly Maximum Debt Assessment
Total Revenues	\$ 588,026	\$ 576,593	\$ 576,668	
EXPENDITURES				
Principal Payments	399,000	411,000	424,000	Principal Payment Due In 2024
Interest Payments	169,130	153,413	142,558	Interest Payments Due In 2024
Bond Redemption	0	12,180	10,110	Estimated Excess Debt Collections
Total Expenditures	\$ 568,130	\$ 576,593	\$ 576,668	
Excess/Shortfall	\$ 19,896	\$ -	\$ -	

Series 2019 Bond Refunding Information

Original Par Amount =	\$7,322,000	Annual Principal Payments Due:	May 1st
Interest Rate=	2.60%	Annual Interest Payments Due :	May 1st & November 1st
Issue Date:	December 2019		
Maturity Date:	May 2035		
Par Amount As Of 1/1/2023 =	\$6,106,000		

Keys Cove
Community Development District

**Financial Report For
February 2023**

Keys Cove Community Development District
Budget vs. Actual
October 2022 through February 2023

	<u>Oct '22 - Feb 23</u>	<u>22/23 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
363.100 · Admin Assessment Income	68,992.15	83,535.00	-14,542.85	82.59%
363.101 · Maint Assessment Income	438,104.24	530,549.00	-92,444.76	82.58%
363.810 · Debt Assessment	506,498.70	613,370.00	-106,871.30	82.58%
363.820 · Debt Assessment-Paid To Trustee	-482,150.65	-576,568.00	94,417.35	83.62%
363.830 · Assessment Fees	-9,746.05	-24,549.00	14,802.95	39.7%
363.831 · Assessment Discounts	-38,979.72	-49,098.00	10,118.28	79.39%
369.401 · Interest Income	9,561.72	360.00	9,201.72	2,656.03%
Total Income	<u>492,280.39</u>	<u>577,599.00</u>	<u>-85,318.61</u>	<u>85.23%</u>
Expense				
511.122 · Payroll Expense	61.20	400.00	-338.80	15.3%
511.131 · Supervisor Fees	800.00	5,000.00	-4,200.00	16.0%
511.301 · Maintenance/Contingency	0.00	28,830.00	-28,830.00	0.0%
511.302 · Storm Drainage Maintenance	0.00	20,520.00	-20,520.00	0.0%
511.303 · Roadway Resurfacing Project	0.00	35,715.00	-35,715.00	0.0%
511.304 · Maintenance Reserve	0.00	25,000.00	-25,000.00	0.0%
511.307 · Fountain Maintenance	735.00	10,000.00	-9,265.00	7.35%
511.308 · Holiday Lighting	0.00	2,500.00	-2,500.00	0.0%
511.310 · Engineering	22.50	7,500.00	-7,477.50	0.3%
511.311 · Management Fees	13,770.00	33,048.00	-19,278.00	41.67%
511.315 · Legal Fees	2,490.00	10,500.00	-8,010.00	23.71%
511.318 · Assessment/Tax Roll	0.00	7,500.00	-7,500.00	0.0%
511.320 · Audit Fees	0.00	3,700.00	-3,700.00	0.0%
511.330 · Arbitrage Rebate Fee	0.00	650.00	-650.00	0.0%
511.450 · Insurance	7,475.00	8,310.00	-835.00	89.95%
511.480 · Legal Advertisements	103.68	750.00	-646.32	13.82%
511.511 · Bank Service Charges	560.57	0.00	560.57	100.0%
511.512 · Miscellaneous	104.17	950.00	-845.83	10.97%
511.513 · Reimbursables	118.73	1,050.00	-931.27	11.31%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.733 · Trustee Fees	4,246.25	4,500.00	-253.75	94.36%
511.734 · Continuing Disclosure Fee	0.00	350.00	-350.00	0.0%
511.737 · North & South Lake Erosion Proj	0.00	368,651.00	-368,651.00	0.0%
511.750 · Website Management	833.30	2,000.00	-1,166.70	41.67%
Total Expense	<u>31,495.40</u>	<u>577,599.00</u>	<u>-546,103.60</u>	<u>5.45%</u>
Net Income	<u>460,784.99</u>	<u>0.00</u>	<u>460,784.99</u>	<u>100.0%</u>

**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
FEBRUARY 2023**

	Annual Budget 10/1/22 - 9/30/23	Actual Feb-23	Year To Date Actual 10/1/22 - 2/28/23
REVENUES			
ADMINISTRATIVE ASSESSMENTS	83,535	6,698	68,992
MAINTENANCE ASSESSMENTS	530,549	42,524	438,104
DEBT ASSESSMENTS	613,370	49,163	506,499
OTHER REVENUES	0	0	0
INTEREST INCOME	360	2,230	9,562
Total Revenues	\$ 1,227,814	\$ 100,615	\$ 1,023,157
EXPENDITURES			
MAINTENANCE EXPENDITURES			
MAINTENANCE CONTINGENCY	28,830	0	0
STORM DRAINAGE MAINTENANCE	20,520	0	0
ROADWAY RESURFACING PROJECT	35,715	0	0
MAINTENANCE RESERVE	25,000	0	0
FOUNTAIN MAINTENANCE	10,000	0	735
HOLIDAY CONTRIBUTION	2,500	0	0
ENGINEERING/INSPECTIONS	7,500	0	23
NORTH & SOUTH LAKE EROSION PROJECT	368,651	0	0
TOTAL MAINTENANCE EXPENDITURES	\$ 498,716	\$ -	\$ 758
ADMINISTRATIVE EXPENDITURES			
SUPERVISOR FEES	5,000	0	800
EMPLOYER TAXES	400	0	61
MANAGEMENT	33,048	2,754	13,770
REIMBURSABLES (POSTAGE/OFFICE SUPPLIES)	1,050	2	119
LEGAL	10,500	0	2,490
ASSESSMENT ROLL	7,500	0	0
AUDIT FEES	3,700	0	0
ARBITRAGE REBATE FEE	650	0	0
INSURANCE	8,310	0	7,475
LEGAL ADVERTISING	750	0	104
MISCELLANEOUS	950	131	664
DUES & SUBSCRIPTIONS	175	0	175
TRUSTEE FEES	4,500	0	4,246
WEBSITE MANAGEMENT	2,000	166	833
CONTINUING DISCLOSURE FEE	350	0	0
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 78,883	\$ 3,053	\$ 30,737
Total Expenditures	\$ 577,599	\$ 3,053	\$ 31,495
REVENUES LESS EXPENDITURES	\$ 650,215	\$ 97,562	\$ 991,662
BOND PAYMENTS	(576,568)	(47,453)	(482,151)
BALANCE	\$ 73,647	\$ 50,109	\$ 509,511
COUNTY APPRAISER & TAX COLLECTOR FEE	(24,549)	(959)	(9,746)
DISCOUNTS FOR EARLY PAYMENTS	(49,098)	(2,462)	(38,980)
EXCESS/ (SHORTFALL)	\$ -	\$ 46,688	\$ 460,785
CARRYOVER FROM PRIOR YEAR	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 46,688	\$ 460,785

Bank Balance As Of 2/28/23	\$ 1,744,635.38
Accounts Payable As Of 2/28/23	\$ 51,888.56
Accounts Receivable As Of 2/28/23	\$ -
Reserve For Storm Drainage Maintenance As Of 2/28/23	\$ 95,795.00
Reserve For Roadway Resurfacing Project As Of 2/28/23	\$ 139,815.00
Reserve For Emergency/Improvements (Erosion Project) As Of 2/28/23	\$ 425,900.00
Available Funds As Of 2/28/23	\$ 1,031,236.82

**KEYS COVE CDD
TAX COLLECTIONS
2022-2023**

#	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
									\$ 1,227,454	\$ 83,535	\$ 530,549	\$ 613,370	\$ 83,535	\$ 530,549	\$ 613,370	
									\$ 1,154,167	\$ 78,883	\$ 498,716	\$ 576,568	\$ 78,883	\$ 498,716	\$ 576,568	\$ 576,568
1	1	Miami-Dade Tax Collector	01/03/23	NAV Taxes	\$ 160,327.28		\$ (1,538.41)	\$ (6,485.88)	\$ 152,302.99	\$ 10,918.28	\$ 69,293.45	\$ 80,115.55	\$ 10,371.74	\$ 65,825.35	\$ 76,105.90	\$ 76,105.90
2	2	Miami-Dade Tax Collector	01/03/23	NAV Taxes	\$ 128,544.48		\$ (1,234.03)	\$ (5,141.82)	\$ 122,168.63	\$ 8,748.54	\$ 55,561.44	\$ 64,234.50	\$ 8,314.53	\$ 52,805.60	\$ 61,048.50	\$ 61,048.50
3	3	Miami-Dade Tax Collector	01/03/23	NAV Taxes	\$ 589,792.32		\$ (5,661.91)	\$ (23,591.98)	\$ 560,538.43	\$ 40,140.36	\$ 254,928.96	\$ 294,723.00	\$ 38,148.43	\$ 242,285.20	\$ 280,104.80	\$ 280,104.80
4	4	Miami-Dade Tax Collector	01/03/23	NAV Taxes	\$ 36,546.96		\$ (352.48)	\$ (1,298.09)	\$ 34,896.39	\$ 2,487.33	\$ 15,796.88	\$ 18,262.75	\$ 2,374.89	\$ 15,083.50	\$ 17,438.00	\$ 17,438.00
5	5	Miami-Dade Tax Collector	02/06/23	NAV Taxes	\$ 44,193.73		\$ (429.04)	\$ (1,289.94)	\$ 42,474.75	\$ 3,009.53	\$ 19,100.55	\$ 22,083.65	\$ 2,892.35	\$ 18,357.65	\$ 21,224.75	\$ 21,224.75
6	6	Miami-Dade Tax Collector	02/21/23	NAV Taxes	\$ 54,190.32		\$ (530.18)	\$ (1,172.01)	\$ 52,488.13	\$ 3,688.11	\$ 23,422.96	\$ 27,079.25	\$ 3,572.13	\$ 22,687.30	\$ 26,228.70	\$ 26,228.70
7	Int - 1	Miami-Dade Tax Collector	03/01/23	NAV Taxes		\$ 613.50			\$ 613.50	\$ 613.50			\$ 613.50			\$ -
8									\$ -							\$ -
9									\$ -							\$ -
10									\$ -							\$ -
11									\$ -							\$ -
12									\$ -							\$ -
13									\$ -							\$ -
14									\$ -							\$ -
15									\$ -							\$ -
16									\$ -							\$ -
					\$ 1,013,595.09	\$ 613.50	\$ (9,746.05)	\$ (38,979.72)	\$ 965,482.82	\$ 69,605.65	\$ 438,104.24	\$ 506,498.70	\$ 66,287.57	\$ 417,044.60	\$ 482,150.65	\$ 482,150.65

Total Assessment Roll = 1,227,473.76

Debt Assessments
On Roll = 613,376.50

Note: \$1,227,454, \$83,535, \$530,549 and \$613,370 are 2022/2023 Budgeted assessments before discounts and fees.

Note: \$1,154,167, \$78,883, \$498,716 and \$576,568 are 2022/2023 Budgeted assessments after discounts and fees.

\$ 1,013,595.09	
\$ 613.50	\$ 965,482.82
\$ (69,605.65)	\$ (66,287.57)
\$ (438,104.24)	\$ (417,044.60)
\$ (506,498.70)	\$ (482,150.65)
\$ -	\$ -