



**KEYS COVE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
MARCH 26, 2025  
5:00 P.M.**

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

[www.keyscovecdd.org](http://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 27<sup>th</sup> Street  
Homestead, Florida 33035  
**REGULAR BOARD MEETING**  
March 26, 2025  
5:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Declare Vacancy to Seat #3
- E. Appointment to Vacant Seat #3 followed by Oath of Office
- F. Declare Vacancy to Seat #4
- G. Appointment to Vacant Seat #4 followed by Oath of Office
- H. Election of Officers
  - Chairman
  - Vice Chairman
  - Secretary/Treasurer
  - Assistant Secretaries
- I. Additions or Deletions to Agenda
- J. Comments from the Public for Items Not on the Agenda
- K. Approval of Minutes
  - 1. October 23, 2024 Regular Board Meeting Minutes.....Page 2
- L. New Business
  - 1. Consider Resolution No. 2025-01 – Approving a Proposed Budget for FY 2025/2026.....Page 6
  - 2. Consider Resolution No. 2025-02 – Registered Agent Change.....Page 13
  - 3. Consider Approval of Stormwater Management Proposal for the Cleaning of Stormwater Drainage Structures.....Page 15
- M. Old Business
- N. Administrative Matters
  - 1. Financial Report.....Page 24
- O. District Counsel Report
  - 1. Stormwater System Legal Requirements Update Memorandum.....Page 28
- P. Additional Board Member/Staff Comments
- Q. Adjourn



The Beaufort Gazette  
 The Belleville News-Democrat  
 Bellingham Herald  
 Centre Daily Times  
 Sun Herald  
 Idaho Statesman  
 Bradenton Herald  
 The Charlotte Observer  
 The State  
 Ledger-Enquirer

Durham | The Herald-Sun  
 Fort Worth Star-Telegram  
 The Fresno Bee  
 The Island Packet  
 The Kansas City Star  
 Lexington Herald-Leader  
 The Telegraph - Macon  
 Merced Sun-Star  
 Miami Herald  
 El Nuevo Herald

The Modesto Bee  
 The Sun News - Myrtle Beach  
 Raleigh News & Observer  
 Rock Hill | The Herald  
 The Sacramento Bee  
 San Luis Obispo Tribune  
 Tacoma | The News Tribune  
 Tri-City Herald  
 The Wichita Eagle  
 The Olympian

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
142044	599474	Print Legal Ad-IPL01978720 - IPL0197872		\$699.96	2	47 L

**Attention:** Laura J. Archer

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

**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT  
 FISCAL YEAR 2024/2025 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 23, 2024**  
**January 22, 2025**  
**March 26, 2025**  
**May 28, 2025**  
**August 27, 2025**

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 ensure 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](http://www.keyscovecdd.org)  
 IPL0197872  
 Oct 10 2024

**PUBLISHED DAILY  
 MIAMI-DADE-FLORIDA**

**STATE OF FLORIDA  
 COUNTY OF MIAMI-DADE**

Before the undersigned authority personally appeared: Mary Castro, who on oath says that he/she is CUSTODIAN OF RECORDS of The Miami Herald, a daily newspaper published at Miami in Miami-Dade County, Florida; that the attached copy of the advertisement that was published was published in said newspaper in the issue (s) of:

Publication: Miami Herald

1 insertion(s) published on:

10/10/24

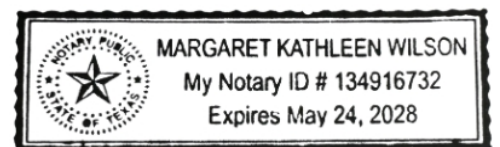
Affiant further says that the said Miami Herald is a newspaper published at Miami, in the said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Dade County, Florida each day and has been entered a second class mail matter at the post office in Miami, in said Miami-Dade County, Florida, for a period of two years next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid or 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(s). The McClatchy Company complies with all legal requirements for publication in chapter 50, Florida Statutes.

*Mary Castro*

Sworn to and subscribed before me this 10th day of October in the year of 2024

*Margaret K. Wilson*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 23, 2024**

**A. CALL TO ORDER**

The October 23, 2024, Regular Board Meeting of the Keys Cove Community Development District (the “District”) was called to order at 5:00 p.m. in the Keys Cove Community Clubhouse located at 1455 SE 27<sup>th</sup> 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 Herald* on October 10, 2024, as part of the District’s Fiscal Year 2024/2025 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairman Carlos Cabezas, Vice Chairman Kenneth Dwayne Bryant and Supervisor Jeffrey Louis 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 Ginger Wald 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 26, 2024, Public Hearing & Regular Board Meeting**

The minutes of the June 26, 2024, Public Hearing & Regular Board Meeting were presented, and the Board was asked if they had any comments or corrections.

There being no corrections, a **MOTION** was made by Supervisor Bryant, seconded by Supervisor Louis and unanimously passed approving the minutes of the June 26, 2024, Public Hearing & Regular Board Meeting, as presented.

**G. NEW BUSINESS**

**1. Consider Resolution No. 2024-05 - Adopting a Fiscal year 2023/2024 Amended Budget**

Mrs. Perez presented Resolution No. 2024-05, entitled:

**RESOLUTION NO. 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2023/2024 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, 2024. 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 Louis, seconded by Supervisor Bryant and unanimously passed adopting Resolution No. 2024-05, adopting a Fiscal Year 2023/2024 Amended Budget, as presented

**2. Consider Resolution No. 2024-06 – Adopting Goals and Objectives**

Mrs. Perez presented Resolution No. 2024-06, entitled:

**RESOLUTION 2024-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Wald provided an overview of the resolution adopting goals and objectives.

A **MOTION** was made by Supervisor Bryant, seconded by Supervisor Louis and unanimously passed adopting Resolution No. 2024-06, as presented.

**3. Update on Landshore Enterprises Lake 2 South Shoreline Erosion Control and Maintenance Project**

Mrs. Perez provided an update on behalf of Mr. Camacho, the District Engineer overseeing the Landshore Enterprises Lake 2 South Shoreline Erosion Control and Maintenance Project:

*“The contractor has deemed the project complete, with the City’s final inspection still pending. Once the permit closeout is confirmed, a final walkthrough will be scheduled, during which any punch list items will be addressed if necessary. Following this, we will proceed with preparing the certificate of completion. The final payment will consist of the release of retainage held for the project.”*

Mrs. Perez added that the Certificate of Completion, including the maintenance plan, had been forwarded to Association Management requesting that the plan be followed to ensure the longevity of the Shoreline Erosion Control and Maintenance Project.

**H. OLD BUSINESS**

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

**I. AUDITOR SELECTION COMMITTEE**

**1. Ranking of Proposals/Consider Selection of an Auditor**

*Mrs. Perez then recessed the Regular Board Meeting and opened a meeting of the Auditor Selection Committee.*

Mrs. Perez noted that the purpose of the Audit Committee Meeting was to rank and recommend, in order of preference, the auditor’s proposals. She explained that Grau & Associates was the only firm that had responded. A discussion ensued after which:

A **MOTION** was made by Supervisor Louis, seconded by Supervisor Bryant and unanimously passed waiving the requirement of a minimum number of proposals and ranking Grau & Associates as Number 1, and for said qualified provider to perform the auditing services.

*There being no further Audit Committee business to conduct, Mrs. Perez adjourned the Audit Committee Meeting and simultaneously reconvened the Regular Board Meeting.*

A discussion ensued after which the Board, acting as the District Board, accepted the recommendation of the Audit Committee as follows:

A **MOTION** was made by Supervisor Bryant, seconded by Supervisor Louis and unanimously passed waiving the requirement of a minimum number of proposals and approving the engagement of the auditing firm of Grau & Associates, a qualified auditing firm, to perform audits for the fiscal years ending September 30, 2024, September 30, 2025, and September 30, 2026, at the following rates:

Audit for the fiscal year that ended September 30, 2024, in the amount of \$3,500;  
Audit for fiscal year ending September 30, 2025, in the amount of \$3,600; and  
Audit for fiscal year ending September 30, 2026, in the amount of \$3,700

and further approving/authorizing District management to negotiate fees for the fiscal years ending 2027 and 2028, as proposed by Grau at \$3,800 and \$3,900, respectively for future extension consideration.

**J. 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, 2024, were \$432,136.56.

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

**2. Accept and Receive 2024 Engineer’s Report**

Mrs. Perez presented the Annual Engineer’s Report, which was provided in the meeting book for the Board’s review. It was noted that the Association was responsible for the road repairs that are mentioned in the report pursuant to a maintenance agreement that is in place and that Mrs. Perez would be forwarding said report to the Association manager. District management will also request that the District Engineer share with the Association the areas of concern.

A **MOTION** was made by Supervisor Louis, seconded by Supervisor Bryant and unanimously passed accepting and receiving the District's 2024 Annual Engineer's Report, as presented.

**K. ADDITIONAL BOARD MEMBER/STAFF COMMENTS**

**1. District Counsel Update on 2024 Florida Legislative Session**

Ms. Wald went over the update on the 2024 Florida Legislative Session with the Board and elaborated on the portion related to the Goals and Objectives (addressed in a previous line item).

**2. District Counsel Supplement to Legislative Session**

Ms. Wald went over the Supplement to the Legislative Update that was presented in the meeting materials, elaborating on the newly required anti-human trafficking laws Affidavit and adding a reminder for the required ethics training that is due prior to the end of this year.

Mrs. Perez noted, pursuant to the Miami-Dade County Supervisor of Elections' website, the following is shown: Incumbents Jeffrey Louis holding Seat #3 and Clarence McNish holding Seat #4, each with terms expiring this upcoming election day, had not qualified for the new term. No one ran for said seats.

**L. ADJOURNMENT**

There being no further business to come before the Board, a **MOTION** was made by Supervisor Louis, seconded by Supervisor Bryant adjourning the Regular Board Meeting at 5:18 p.m. The **MOTION** carried unanimously.

**ATTESTED BY:**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice-Chair

**RESOLUTION NO. 2025-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS COVE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2025/2026; 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 2025/2026 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 2025/2026 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for May 28, 2025 at 5:00 p.m. in the Keys Cove Community Clubhouse, 1455 SE 27<sup>th</sup> Street, Homestead, Florida 33035, for the purpose of receiving public comments on the Proposed Fiscal Year 2025/2026 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 26<sup>th</sup> day of March, 2025.

**ATTEST:**

**KEYS COVE  
COMMUNITY DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_  
Chairman/Vice Chairman



Keys Cove  
Community Development District

**Proposed Budget For  
Fiscal Year 2025/2026  
October 1, 2025 - September 30, 2026**

# **CONTENTS**

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

**PROPOSED BUDGET**  
**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	<b>FISCAL YEAR 2025/2026 BUDGET</b>
<b>REVENUES</b>	
ADMINISTRATIVE ASSESSMENTS	96,532
MAINTENANCE ASSESSMENTS	253,191
DEBT ASSESSMENTS	613,370
OTHER REVENUES	0
INTEREST INCOME	1,800
<b>TOTAL REVENUES</b>	<b>\$ 964,893</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE EXPENDITURES</b>	
MAINTENANCE CONTINGENCY	53,500
STORM DRAINAGE MAINTENANCE	35,000
ROADWAY RESURFACING PROJECT	85,000
MAINTENANCE RESERVE	25,000
FOUNTAIN MAINTENANCE/RESERVE	25,000
HOLIDAY LIGHTING CONTRIBUTION	2,500
ENGINEERING/INSPECTIONS	12,000
LAKE RESTORATION PROJECT	0
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 238,000</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
SUPERVISOR FEES	6,000
EMPLOYER TAXES	480
MANAGEMENT	36,060
REIMBURSABLES (POSTAGE/OFFICE SUPPLIES)	975
LEGAL	13,500
ASSESSMENT ROLL	7,500
AUDIT FEES	3,600
ARBITRAGE REBATE FEE	650
INSURANCE	11,500
LEGAL ADVERTISING	2,750
MISCELLANEOUS	2,500
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	4,500
WEBSITE MANAGEMENT	2,000
CONTINUING DISCLOSURE FEE	350
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 92,540</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 330,540</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 634,353</b>
BOND PAYMENTS	(576,568)
<b>BALANCE</b>	<b>\$ 57,785</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(19,261)
DISCOUNTS FOR EARLY PAYMENTS	(38,524)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
CARRYOVER FROM PRIOR YEAR	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	FISCAL YEAR 2023/2024 ACTUAL	FISCAL YEAR 2024/2025 BUDGET	FISCAL YEAR 2025/2026 BUDGET	COMMENTS
<b>REVENUES</b>				
ADMINISTRATIVE ASSESSMENTS	93,760	97,826	96,532	Expenditures Less Interest & Carryover (25%)/.94
MAINTENANCE ASSESSMENTS	375,001	252,128	253,191	Expenditures Less Carryover (75%)/.94
DEBT ASSESSMENTS	613,377	613,370	613,370	Bond Payments/.94
OTHER REVENUES	0	0	0	
INTEREST INCOME	56,517	1,200	1,800	Interest Projected At \$150 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 1,138,655</b>	<b>\$ 964,524</b>	<b>\$ 964,893</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE EXPENDITURES</b>				
MAINTENANCE CONTINGENCY	0	52,500	53,500	Maintenance Contingency
STORM DRAINAGE MAINTENANCE	3,348	35,000	35,000	For Storm Drainage Maintenance Reserve
ROADWAY RESURFACING PROJECT	0	85,000	85,000	Fourteen Year Project (Seventh Year)
MAINTENANCE RESERVE	0	25,000	25,000	No Change From 2024/2025 Budget
FOUNTAIN MAINTENANCE/RESERVE	11,505	25,000	25,000	For Fountain Maintenance Reserve
HOLIDAY LIGHTING CONTRIBUTION	0	2,500	2,500	No Change From 2024/2025 Budget
ENGINEERING/INSPECTIONS	8,334	12,000	12,000	No Change From 2024/2025 Budget
LAKE RESTORATION PROJECT	523,864	0	0	Reserve For Lake Restoration Project As Of 9/30/24 Was \$373,863.
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 547,051</b>	<b>\$ 237,000</b>	<b>\$ 238,000</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
SUPERVISOR FEES	1,800	6,000	6,000	No Change From 2024/2025 Budget
EMPLOYER TAXES	137	480	480	Projected At 8% Of Supervisor Fees
MANAGEMENT	34,032	35,052	36,060	CPI Adjustment
REIMBURSABLES (POSTAGE/OFFICE SUPPLIES)	371	1,050	975	\$75 Decrease From 2024/2025 Budget
LEGAL	9,422	15,000	13,500	FY 24/25 Expenditure Through Jan 2025 Was \$2,600
ASSESSMENT ROLL	7,500	7,500	7,500	No Change From 2024/2025 Budget
AUDIT FEES	3,800	3,900	3,600	Accepted Amount For 2024/2025 Audit
ARBITRAGE REBATE FEE	650	650	650	No Change From 2024/2025 Budget
INSURANCE	8,147	12,000	11,500	Fiscal Year 2024/2025 Expenditure Was \$8,609
LEGAL ADVERTISING	2,570	2,500	2,750	Costs Have Increased Due To Closing Of The Miami Business Review
MISCELLANEOUS	2,729	2,000	2,500	\$500 Increase From 2024/2025 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2024/2025 Budget
TRUSTEE FEES	4,246	4,500	4,500	No Change From 2024/2025 Budget
WEBSITE MANAGEMENT	2,000	2,000	2,000	No Change From 2024/2025 Budget
CONTINUING DISCLOSURE FEE	350	350	350	No Change From 2024/2025 Budget
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 77,929</b>	<b>\$ 93,157</b>	<b>\$ 92,540</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 624,980</b>	<b>\$ 330,157</b>	<b>\$ 330,540</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 513,675</b>	<b>\$ 634,367</b>	<b>\$ 634,353</b>	
BOND PAYMENTS	(587,720)	(576,568)	(576,568)	2026 Principal & Interest Payments
<b>BALANCE</b>	<b>\$ (74,045)</b>	<b>\$ 57,799</b>	<b>\$ 57,785</b>	
COUNTY APPRAISER & TAX COLLECTOR FEE	(10,459)	(19,266)	(19,261)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(34,622)	(38,533)	(38,524)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (119,126)</b>	<b>\$ -</b>	<b>\$ -</b>	
CARRYOVER FROM PRIOR YEAR	0	0	0	Carryover Balance From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ (119,126)</b>	<b>\$ -</b>	<b>\$ -</b>	

# DETAILED PROPOSED DEBT SERVICE FUND BUDGET

KEYS COVE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2025/2026

OCTOBER 1, 2025 - SEPTEMBER 30, 2026

	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	FISCAL YEAR 2025/2026	
<b>REVENUES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>COMMENTS</b>
Interest Income	23,319	500	1,500	Projected Interest For 2025/2026
NAV Tax Collection	587,720	576,568	576,568	Yearly Maximum Debt Assessment
<b>Total Revenues</b>	<b>\$ 611,039</b>	<b>\$ 577,068</b>	<b>\$ 578,068</b>	
<b>EXPENDITURES</b>				
Principal Payments	424,000	436,000	446,000	Principal Payment Due In 2026
Interest Payments	148,070	131,378	119,912	Interest Payments Due In 2026
Bond Redemption	0	9,690	12,156	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 572,070</b>	<b>\$ 577,068</b>	<b>\$ 578,068</b>	
<b>Excess/Shortfall</b>	<b>\$ 38,969</b>	<b>\$ -</b>	<b>\$ -</b>	

### 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 1/1/2025 =	\$5,271,000		

## Keys Cove Community Development District Assessment Comparison

	Fiscal Year 2021/2022 <u>Assessment*</u>	Fiscal Year 2022/2023 <u>Assessment*</u>	Fiscal Year 2023/2024 <u>Assessment*</u>	Fiscal Year 2024/2025 <u>Assessment*</u>	Fiscal Year 2025/2026 <u>Projected Assessment*</u>
Administrative	\$ 83.65	\$ 85.77	\$ 90.79	\$ 100.44	\$ <b>99.11</b>
Maintenance	\$ 546.86	\$ 544.72	\$ 385.02	\$ 258.86	\$ <b>259.96</b>
<u>Debt</u>	<u>\$ 629.75</u>	<u>\$ 629.75</u>	<u>\$ 629.75</u>	<u>\$ 629.75</u>	<u>\$ <b>629.75</b></u>
<b>Total</b>	<b>\$ 1,260.26</b>	<b>\$ 1,260.24</b>	<b>\$ 1,105.56</b>	<b>\$ 989.05</b>	<b>\$ 988.82</b>

\* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units 974

**RESOLUTION 2025-02**

**A RESOLUTION OF THE KEYS COVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING MICHAEL J. PAWELCZYK AS THE DISTRICT'S REGISTERED AGENT AND DESIGNATING THE OFFICE OF BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A. AS THE REGISTERED OFFICE**

**WHEREAS**, Section 189.014, Florida Statutes requires that the Keys Cove Community Development District (the "District") designate a registered office and a registered agent, and further authorizes the District to change its registered office and registered agent, at the discretion of the District Board of Supervisors (the "Board"); and

**WHEREAS**, the designation of both a registered office and a registered agent is for the purpose of accepting service of process, notice, or demand that is required or permitted by law to be served upon the District; and

**WHEREAS**, the Board has been informed by the office of District Counsel that there is a need to designate a new registered agent for the District; and

**WHEREAS**, the Board seeks designate Michael J. Pawelczyk as the registered agent for the District, and update the business address of the registered office of the District, as necessary.

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

**Section 1.** The foregoing recitals are hereby incorporated as findings of fact of the Board.

**Section 2.** Michael J. Pawelczyk is hereby designated as the registered agent for the District, thereby replacing any previously designated registered agent.

**Section 3.** The registered office of the District is hereby designated as the office at Billing, Cochran, Lyles, Mauro & Ramsey, P.A., 515 East Las Olas Boulevard, Suite 600, Fort Lauderdale, Florida 33301. The registered office is identical to the business address of the registered agent designated in Section 2 of this Resolution.

**Section 4.** Pursuant to the requirements of Section 189.014(2), Florida Statutes, the District's Secretary shall transmit copies of this Resolution to the local governing authority or authorities and to the Florida Department of Economic Opportunity.

**Section 5.** All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

**Section 6.** If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 7.** This Resolution shall be effective immediately upon adoption.

**PASSED AND ADOPTED THIS** 26<sup>th</sup> **DAY OF** March,  
**2025.**

**KEYS COVE  
COMMUNITY DEVELOPMENT DISTRICT**

**ATTEST:**

\_\_\_\_\_

Print name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_

Print name: \_\_\_\_\_  
Chair/Vice-Chair, Board of Supervisors

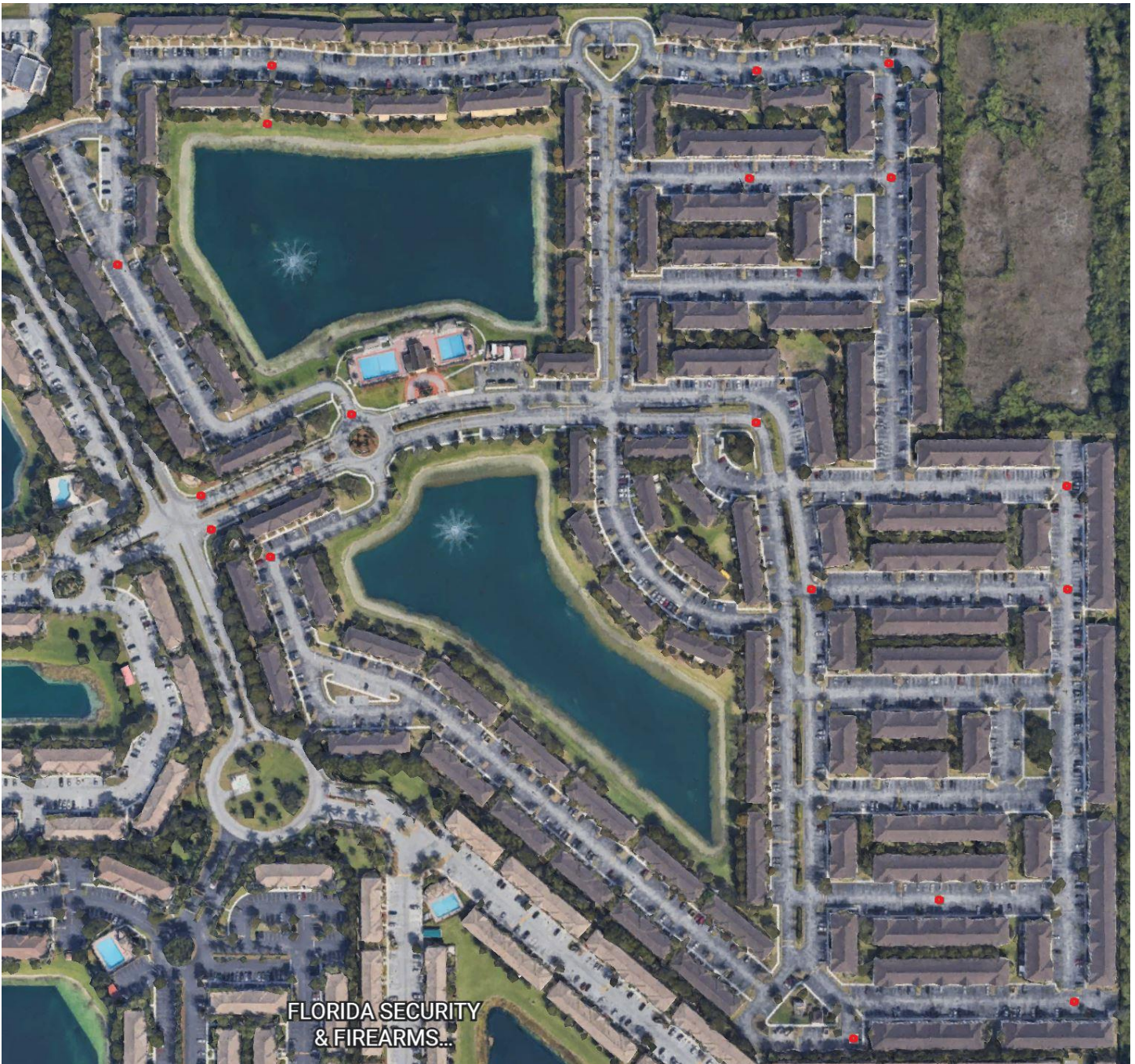


## Keys Cove CDD Storm Drainage System Maintenance

Americlean	Raptor Vac Systems	Top Dog
<p>Issue and qualify the Class V Permit with Miami-Dade County DERM, and submit any required reports.</p> <p>Perform the regular cleaning/maintenance of the Storm Drainage System, including (but not limited to), Catch Basins/Structures cleaning, Linear Foot Pipelines cleaning, and Baffles removal &amp; replacement (all on "as needed" basis).</p> <p><i>For the first service, a total of nineteen (19) structures needs to be cleaned (as a result of the recently performed inspection).</i></p>		
<p>Structure Cleaning (Per Unit):</p> <p style="text-align: center;"><b>\$100.00</b></p> <p><i>*A minimum of 10 structures per visit will be charged.</i></p>	<p>Structure Cleaning (Per Unit):</p> <p style="text-align: center;"><b>\$110.00</b></p>	<p>Structure Cleaning (Per Unit):</p> <p style="text-align: center;"><b>\$110.00</b></p> <p><i>*A minimum of 20 structures per visit will be charged.</i></p>
<p>Based on the most recent inspection, performed by the Field Operations Manager, the initial work implies the cleaning of 19 structures, which accorded to the price above will be an expense for the District of:</p> <p style="text-align: center;"><b>\$1,900.00</b></p>	<p>Based on the most recent inspection, performed by the Field Operations Manager, the initial work implies the cleaning of 19 structures, which accorded to the price above will be an expense for the District of:</p> <p style="text-align: center;"><b>\$2,090.00</b></p>	<p>Based on the most recent inspection, performed by the Field Operations Manager, the initial work implies the cleaning of 19 structures, which accorded to the price above will be an expense for the District of:</p> <p style="text-align: center;"><b>\$2,200.00</b></p>

<b>Americlean</b>	<b>Raptor Vac Systems</b>	<b>Top Dog</b>
<p>Pipeline Cleaning (Per Linear Foot):</p> <p><b>\$3.00</b></p>	<p>Pipeline Cleaning (Per Linear Foot):</p> <p><b>\$1.00 to \$2.75</b></p> <p>Prices may vary between these 2 numbers, depending on the wide of the pipeline and the level of obstruction on it.</p> <p><i>*Refer to the vendor proposal's price sheet for specific details.</i></p>	<p>Pipeline Cleaning (Per Linear Foot):</p> <p><b>\$1.25</b></p>
<p>Based on the most recent inspection, performed by the Field Operations Manager, no Pipes/Lines are recommended for cleaning at this time.</p>		
<p>Baffle Replacement (If applicable):</p> <p><b>\$575.00</b></p>	<p>Baffle Replacement (If applicable):</p> <p><b>\$500.00</b></p> <p>Baffle Removal/Reinstall (If applicable):</p> <p><b>\$150.00</b></p>	<p>Baffle Replacement (If applicable):</p> <p><b>Market Price</b></p> <p>Baffle Removal/Reinstall (If applicable):</p> <p><b>\$75.00</b></p>

<b>Americlean</b>	<b>Raptor Vac Systems</b>	<b>Top Dog</b>
<p>Class V Permit Processing:</p> <p style="text-align: center;"><b>\$3,500.00</b></p> <p>Including DERM Initial Permit Fee.</p>	<p>Class V Permit Processing:</p> <p style="text-align: center;"><b>\$0.00</b></p> <p>Does NOT include DERM Permit Fee, to be payable directly to DERM.</p>	<p>Class V Permit Processing:</p> <p style="text-align: center;"><b>\$1,525.00</b></p> <p>Does NOT include DERM Permit Fee, to be payable directly to DERM.</p>
<p>Class V Permit Reports to DERM (for the length of the Class V Permit):</p> <p style="text-align: center;"><b>\$1,000.00</b></p>	<p>Class V Permit Reports to DERM (for the length of the Class V Permit):</p> <p style="text-align: center;"><b>\$0.00</b></p>	<p>Class V Permit Reports to DERM (for the length of the Class V Permit):</p> <p style="text-align: center;"><b>\$0.00</b></p> <p>Reporting price is included in their "Administrative Fee" this vendor charges for the Permit Processing (previous row).</p>
<p style="text-align: center;"><i>Any other expenses or payments to DERM, or any other Governmental Agency, resulting as a consequence of the Class V Permit process, are to be payable by the District to the respective Government Agency.</i></p>		
<p style="text-align: center;"><i>Other companies, such as Flotech, were asked to provide a quote for this project, but they declined.</i></p>		



Keys Cove CDD – Storm Drainage Structures to be Cleaned.

Map Locations (**Red Dots**) for reference only. Detailed Plans provided to vendors.



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

March 11, 2025

**Keys Cove**  
1455 SE 27 St  
Homestead, FL 33035  
**ATTN: Ronald Galvis**

**STORM DRAIN CLEANING**

**Drainage Structures**

Vacuum pump truck to remove debris from each drain and pit.  
Pressure jet clean drains pit walls and bottom.  
Sewer jet cleans laterals.

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:

<b>Total Cost for Storm Drain System Cleaning (Per Drain):</b>	<b>\$ 100.00</b>
*(100.00 per unit – with a minimum charge of \$1,000.00 [10 Units] per visit)	
<b>Total Cost for Storm Pipe Cleaning (Per Linear Foot):</b>	<b>\$ 3.00</b>
<b>Total Cost for Baffle Replacement (Per Unit):</b>	<b>\$ 575.00</b>
<b>Total Cost for 365 Day Permit*:</b>	<b>\$ 3,500.00</b>
<b>Total Cost for Reporting:</b>	<b>\$ 1,000.00</b>

With payment to be made at: Terms: 30% Upon Acceptance and 70% Upon Completion.

\*Includes initial permit fee. Additional feed incurred will be billed additionally if required.

Exclusions: professional divers, dewatering, pipe plugging, confined space manhole entry, MOT Permitting, Major MOT Set-up's, Hydrant meter access, Repairs, Root removal, soft digging, lift station cleaning/inspection, Cured in Place Pipe, laser profiling, major dewatering, de-watering bags, trash pumps, additional permit fees as required by DERM

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 30 days.**



# PROPOSAL

Tel 786-694-0709

E-mail: operations@raptorvac.com

## STORMWATER DRAIN MAINTENANCE

<b>PROPOSAL SUBMITTED TO:</b> Keys Cove CDD % SDS, Inc.	<b>PROJECT NAME:</b> Keys Cove CDD
<b>BUSINESS ADDRESS:</b> 2501A Burns Road, Palm Beach Gardens, FL	<b>PROJECT LOCATION:</b> 2525 SE 15th Pl, Homestead, FL 33035
<b>CONTACT:</b> Management	<b>DATE:</b> March 4, 2025

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:** All labor, equipment and materials to complete work in accordance with pricing in Price Sheet.

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

\$ \_\_\_\_\_

**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

<b>Raptor Vac-Systems</b>			
<b>Price Sheet</b>			
<b>Keys Cove Community Development District</b>			
<b>Improvement/Item Type</b>	<b>Unit Price</b>		
Catch Basin/Manhole Cleaning	\$110.00		
Baffle Removal/Reinstall	\$150.00		
Pneumatic plug Install/Removal (12" to 24" plug included, larger sizes, same install rate plus rental price).	\$150.00		
Baffle Replacement (New one, Install Included)	\$500.00		
3" Water Pump and Hoses (Daily)	\$250.00		
Truck Load (Disposal tickets to be provided)	\$250.00		
Mobilization (Daily)	\$400.00		
Dewatering Storm Drain Filter	\$150.00		
Support Pick Up Truck (Daily)	\$100.00		
6" Vacuum Hose for Open Space Area Structures (Daily)	\$200.00		
<b>Pipeline Improvements Cleaning</b>		<b>Price per Linear Foot</b>	
<b>Description</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>
12" Pipe Cleaning	\$1.00	\$1.25	\$1.50
15" Pipe Cleaning	\$1.00	\$1.50	\$2.50
18" Pipe Cleaning	\$1.00	\$1.75	\$2.75
<b>Pipeline Improvement CCTV Inspection</b>		<b>Price per Linear Foot</b>	
All size(s) Pipeline	\$1.15		
Mobilization (Daily)	\$250.00		
<b>Permitting</b>		<b>Price</b>	
Class V Permit Running	\$0.00		
Class V Permit Cost	Refer to Miami Dade County Pricing		
Quarterly Reports Completion and Submission	\$0.00		
Note: All Miami Dade County Costs to be paid by District. Submittal and processing to be conducted by Raptor Vac as courtesy to District.			



# ESTIMATE

**TOP DOG SEWER AND DRAIN CLENING LLC**  
 2645 Executive Park Drive STE 523  
 Weston, Florida 33331  
 United States

7866633581

**Bill to**  
 Keys Cove CDD c/o SDS  
 Ronald Galvis  
 (786)503-1633  
 rGalvis@sdsinc.org

**Ship to**  
 KC KEYS COVE  
 2525 SE 15th pl  
 homestead, Florida 33035  
 United States

**Estimate Number:** 50  
**Customer Ref:** Keys Cove  
**Estimate Date:** February 26, 2025  
**Valid Until:** May 28, 2025

**Grand Total (USD):** \$2,011.25

Items	Quantity	Price	Amount
<p><b>Storm Drain Cleaning</b>            Estimate to bring an industrial vacuum truck and clean the storm drains. Top Dog will remove all the dirt and debris from the storm drains. After removing the debris we will wash the walls and lid of the catch basin.</p> <p>\$110 is for any amount over 20 basins. If 20 or under each basin will be \$275</p> <p>Please Note: After the system is cleaned, Top Dog Sewer And Drain cannot guarantee that the ground will percolate rain water in heavy rains and down pours. The ground will still need time to soak in the water. Also if there are roots in the lines, there is not guarantee on the storm drain cleaning, basin.</p>	1	\$110.00	\$110.00
<p><b>Storm Drain Line Jetting</b>            Estimate to jet the lines of the storm drains per linear foot to clear the line of dirt and debris. This is a price per linear foot that needs to be hydro-jetted.</p>	1	\$1.25	\$1.25
<p><b>Extended Hose</b>            Estimate to bring another vehicle carrying extended hose, if there are any drains more than 20 feet away from where the truck can park on asphalt.</p>	1	\$300.00	\$300.00
<p><b>Administration Fee</b>            This fee to fill out submit and receive the Class V permit. This fee also covers the price of submitting the report to the city after the basins are cleaned. This does not include any permit fees for the county.</p>	1	\$1,525.00	\$1,525.00
<p><b>Baffle removal</b>            Estimate to remove and reinstall baffles. This is just the estimate for the labor to remove or reinstall the baffle. This estimate does not include the price of the baffle itself.</p>	1	\$75.00	\$75.00





Keys Cove  
Community Development District

**Financial Report For  
February 2025**

**Keys Cove Community Development District**  
**Budget vs. Actual**  
**October 2024 through February 2025**

	<u>Oct '24 - Feb 25</u>	<u>24/25 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
363.100 · Admin Assessment Income	79,252.69	97,826.00	-18,573.31	81.01%
363.101 · Maint Assessment Income	204,249.00	252,128.00	-47,879.00	81.01%
363.810 · Debt Assessment	496,894.95	613,370.00	-116,475.05	81.01%
363.820 · Debt Assessment-Paid To Trustee	-473,137.50	-576,568.00	103,430.50	82.06%
363.830 · Assessment Fees	-7,505.89	-19,266.00	11,760.11	38.96%
363.831 · Assessment Discounts	-29,807.54	-38,533.00	8,725.46	77.36%
369.401 · Interest Income	17,200.76	1,200.00	16,000.76	1,433.4%
<b>Total Income</b>	<u>287,146.47</u>	<u>330,157.00</u>	<u>-43,010.53</u>	<u>86.97%</u>
<b>Gross Profit</b>	287,146.47	330,157.00	-43,010.53	86.97%
<b>Expense</b>				
511.122 · Payroll Expense	120.75	480.00	-359.25	25.16%
511.131 · Supervisor Fees	600.00	6,000.00	-5,400.00	10.0%
511.301 · Maintenance/Contingency	0.00	52,500.00	-52,500.00	0.0%
511.302 · Storm Drainage Maintenance	0.00	35,000.00	-35,000.00	0.0%
511.303 · Roadway Resurfacing Project	0.00	85,000.00	-85,000.00	0.0%
511.304 · Maintenance Reserve	0.00	25,000.00	-25,000.00	0.0%
511.307 · Fountain Maintenance	585.00	25,000.00	-24,415.00	2.34%
511.308 · Holiday Lighting	0.00	2,500.00	-2,500.00	0.0%
511.310 · Engineering	2,318.75	12,000.00	-9,681.25	19.32%
511.311 · Management Fees	14,605.00	35,052.00	-20,447.00	41.67%
511.315 · Legal Fees	2,600.00	15,000.00	-12,400.00	17.33%
511.318 · Assessment/Tax Roll	0.00	7,500.00	-7,500.00	0.0%
511.320 · Audit Fees	0.00	3,900.00	-3,900.00	0.0%
511.330 · Arbitrage Rebate Fee	0.00	650.00	-650.00	0.0%
511.450 · Insurance	8,609.00	12,000.00	-3,391.00	71.74%
511.480 · Legal Advertisements	699.96	2,500.00	-1,800.04	28.0%
511.512 · Miscellaneous	1,112.32	2,000.00	-887.68	55.62%
511.515 · Reimbursables	106.55	1,050.00	-943.45	10.15%
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%
511.738 · South Lake Restoration Project	35,013.90	0.00	35,013.90	100.0%
511.750 · Website Management	833.30	2,000.00	-1,166.70	41.67%
<b>Total Expense</b>	<u>71,625.78</u>	<u>330,157.00</u>	<u>-258,531.22</u>	<u>21.69%</u>
<b>Net Income</b>	<u><u>215,520.69</u></u>	<u><u>0.00</u></u>	<u><u>215,520.69</u></u>	<u><u>100.0%</u></u>

**KEYS COVE COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
FEBRUARY 2025**

	Annual Budget 10/1/24 - 9/30/25	Actual Feb-25	Year To Date Actual 10/1/24 - 2/28/25
<b>REVENUES</b>			
ADMINISTRATIVE ASSESSMENTS	97,826	4,218	79,253
MAINTENANCE ASSESSMENTS	252,128	10,872	204,249
DEBT ASSESSMENTS	613,370	26,449	496,895
OTHER REVENUES	0	0	0
INTEREST INCOME	1,200	3,257	17,201
<b>Total Revenues</b>	<b>\$ 964,524</b>	<b>\$ 44,796</b>	<b>\$ 797,598</b>
<b>EXPENDITURES</b>			
<b>MAINTENANCE EXPENDITURES</b>			
MAINTENANCE CONTINGENCY	52,500	0	0
STORM DRAINAGE MAINTENANCE	35,000	0	0
ROADWAY RESURFACING PROJECT	85,000	0	0
MAINTENANCE RESERVE	25,000	0	0
FOUNTAIN MAINTENANCE	25,000	0	585
HOLIDAY CONTRIBUTION	2,500	0	0
ENGINEERING/INSPECTIONS	12,000	0	2,319
SOUTH LAKE RESTORATION PROJECT	0	0	35,014
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 237,000</b>	<b>\$ -</b>	<b>\$ 37,918</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
SUPERVISOR FEES	6,000	0	600
EMPLOYER TAXES	480	0	121
MANAGEMENT	35,052	2,921	14,605
REIMBURSABLES (POSTAGE/OFFICE SUPPLIES)	1,050	6	107
LEGAL	15,000	0	2,600
ASSESSMENT ROLL	7,500	0	0
AUDIT FEES	3,900	0	0
ARBITRAGE REBATE FEE	650	0	0
INSURANCE	12,000	0	8,609
LEGAL ADVERTISING	2,500	0	700
MISCELLANEOUS	2,000	216	1,112
DUES & SUBSCRIPTIONS	175	0	175
TRUSTEE FEES	4,500	0	4,246
WEBSITE MANAGEMENT	2,000	167	833
CONTINUING DISCLOSURE FEE	350	0	0
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 93,157</b>	<b>\$ 3,310</b>	<b>\$ 33,708</b>
<b>Total Expenditures</b>	<b>\$ 330,157</b>	<b>\$ 3,310</b>	<b>\$ 71,626</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 634,367</b>	<b>\$ 41,486</b>	<b>\$ 725,972</b>
BOND PAYMENTS	(576,568)	(25,661)	(473,137)
<b>BALANCE</b>	<b>\$ 57,799</b>	<b>\$ 15,825</b>	<b>\$ 252,835</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(19,266)	(375)	(7,506)
DISCOUNTS FOR EARLY PAYMENTS	(38,533)	(831)	(29,808)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 14,619</b>	<b>\$ 215,521</b>
CARRYOVER FROM PRIOR YEAR	0	0	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 14,619</b>	<b>\$ 215,521</b>

Bank Balance As Of 2/28/25	\$ 1,822,075.85
Accounts Payable As Of 2/28/25	\$ 82,907.38
Accounts Receivable As Of 2/28/25	\$ -
Maintenance Reserve As Of 2/28/25	\$ 175,000.00
Reserve For Storm Drainage Maintenance As Of 2/28/25	\$ 140,665.00
Reserve For Roadway Resurfacing Project As Of 2/28/25	\$ 235,530.00
Reserve For Improvements (Restoration Project) As Of 2/28/25	\$ 297,310.00
Available Funds As Of 2/28/25	\$ 890,663.47

**KEYS COVE CDD  
TAX COLLECTIONS  
2024-2025**

#	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
									\$ 963,334	\$ 97,829	\$ 252,129	\$ 613,376	\$ 97,829	\$ 252,129	\$ 613,376	
									\$ 906,725	\$ 93,157	\$ 237,000	\$ 576,568	\$ 93,157	\$ 237,000	\$ 576,568	\$ 576,568
1	1	Miami-Dade Tax Collector	12/09/24	NAV Taxes	\$ 425,291.50		\$ (4,082.80)	\$ (17,010.82)	\$ 404,197.88	\$ 43,189.20	\$ 111,309.80	\$ 270,792.50	\$ 41,046.93	\$ 105,788.85	\$ 257,362.10	\$ 257,362.10
2	2	Miami-Dade Tax Collector	11/26/24	NAV Taxes	\$ 225,503.40		\$ (2,164.84)	\$ (9,019.68)	\$ 214,318.88	\$ 22,900.32	\$ 59,020.08	\$ 143,583.00	\$ 21,764.03	\$ 56,093.05	\$ 136,461.80	\$ 136,461.80
3	3	Miami-Dade Tax Collector	12/31/24	NAV Taxes	\$ 49,452.50		\$ (476.41)	\$ (1,809.87)	\$ 47,166.22	\$ 5,022.00	\$ 12,943.00	\$ 31,487.50	\$ 4,789.67	\$ 12,344.70	\$ 30,031.85	\$ 30,031.85
4	4	Miami-Dade Tax Collector	01/31/25	NAV Taxes	\$ 38,609.14		\$ (374.75)	\$ (1,136.41)	\$ 37,097.98	\$ 3,922.69	\$ 10,104.00	\$ 24,582.45	\$ 3,769.08	\$ 9,708.55	\$ 23,620.35	\$ 23,620.35
5	5	Miami-Dade Tax Collector	02/28/25	NAV Taxes	\$ 41,540.10		\$ (407.09)	\$ (830.76)	\$ 40,302.25	\$ 4,218.48	\$ 10,872.12	\$ 26,449.50	\$ 4,092.70	\$ 10,548.15	\$ 25,661.40	\$ 25,661.40
6									\$ -							\$ -
7									\$ -							\$ -
8									\$ -							\$ -
9									\$ -							\$ -
10									\$ -							\$ -
11									\$ -							\$ -
12									\$ -							\$ -
13									\$ -							\$ -
14									\$ -							\$ -
15									\$ -							\$ -
16									\$ -							\$ -
					\$ 780,396.64	\$ -	\$ (7,505.89)	\$ (29,807.54)	\$ 743,083.21	\$ 79,252.69	\$ 204,249.00	\$ 496,894.95	\$ 75,462.41	\$ 194,483.30	\$ 473,137.50	\$ 473,137.50

**Assessment Roll**

Admin: \$97,828.56  
 Maint: \$252,129.64  
 Debt: \$613,376.50  
 Total \$963,334.70

**Collections**

81.01%

Note: \$963,334, \$97,829, \$252,129 and \$613,376 are 2024/2025 Budgeted assessments before discounts and fees.

Note: \$906,725, \$93,157, \$237,000 and \$576,568 are 2024/2025 Budgeted assessments after discounts and fees.

\$ 780,396.64	
\$ -	\$ 743,083.21
\$ (79,252.69)	\$ (75,462.41)
\$ (204,249.00)	\$ (194,483.30)
\$ (496,894.95)	\$ (473,137.50)
\$ -	\$ -

## MEMORANDUM

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.  
District Counsel

DATE: February 10, 2025

RE: Stormwater system legal requirements update

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As district counsel, throughout the year we continuously monitor state legislation and municipal and county ordinances that may be applicable to the governance and operation of our special district clients. Below is a summary of the current stormwater system requirements for Miami-Dade County, Florida (which include requirements imposed statewide by the Florida legislature, requirements for systems within the jurisdiction of the South Florida Water Management District (SFWMD), and requirements exclusive to Miami-Dade County imposed by county ordinances). We suggest that you review the legal requirements with the district engineer of each special district to ensure that appropriate inspections, reporting and funding for the applicable stormwater management system are in place.

### **2021 Requirements for Districts with Stormwater Systems:**

In 2021, the Florida legislature created Section 403.9302, Florida Statutes, which required that local governments, including special districts, develop a 20-year needs analysis of the stormwater management system. This required each special district to provide a report no later than June 30, 2022, to the county in which the special district was located providing the following:

- (1) Description of stormwater management program or system and its facilities and projects;
- (2) Number of current and projected residents served in 5-year increments;
- (3) Current and projected service area for stormwater management program and system;
- (4) Current and projected costs of providing services in 5-year increments;
- (5) Estimated remaining useful life of facility or its major components;
- (6) Recent 5-year history of annual contributions and capital expenditures for maintenance or expansion; and
- (7) Special district's plan to fund the maintenance or expansion of the facility or its major components.

Each county was required to compile and submit a cumulative report to the state. Thereafter, the state issued a comprehensive report on its findings. Unless a further change in state legislation occurs, each special district must submit this stormwater management needs report again on **June 30, 2027**.

**New Requirements for Districts with Stormwater Systems:**  
**Chapter 2024-275, Laws of Florida**

During this past legislative session, the state enacted Chapter 2024-275, effective June 28, 2024, known as the Florida Stormwater Ratification Bill, which codified several significant changes to the Environmental Resource Permit Handbook promulgated by the Florida Department of Environment Protection (FDEP) (the “FDEP Handbook”).

**Operation and Maintenance Plan:**

As it relates to stormwater management systems, the FDEP Handbook requires that an applicant for construction, alteration or operation of a stormwater management system shall provide a written operation and maintenance plan (“O&M Plan”) at the time of application. The O&M Plan shall provide the following:

- (1) List and details of all stormwater system components, including location, type, how systems connect, etc.;
- (2) List and description of maintenance and inspection tasks for the system and its components (specific procedures provided);
- (3) Regular inspection and maintenance schedules;
- (4) Inspection checklists;
- (5) Copies of or references to pertinent sections of covenants, conditions, restrictions or other documents, permits approvals, and agreements that govern operation and maintenance of the stormwater system; and
- (6) Permitted or as-built plans of the stormwater system.

The O&M Plan must also include a list of after-hours telephone numbers for key maintenance personnel in case of emergencies and information necessary for reviewing copies of maintenance and inspection records. This O&M Plan must be maintained by the operation and maintenance entity, and if a third party performs the operation and maintenance, the permittee remains responsible for all the requirements.

**Additional Inspections and Reports – Florida Requirements:**

The new legislation also requires additional inspections and reports from districts with stormwater infrastructure. The FDEP Handbook provides that the applicant may propose a maximum frequency of inspections for a stormwater system of **5 years**, but FDEP may determine that the stormwater system requires a greater minimum frequency of inspections and includes a chart of the type of system and the inspection frequency for that system, which could require yearly inspections. The stormwater management system inspections conducted on or after **June 28, 2025**, require a qualified inspector to conduct the inspection and submit the reports. FDEP also has adopted additional requirements for each regional water management district, including the South Florida Water Management District (SFWMD). These additional requirements, including the inspection checklist, are available on SFWMD’s website ([www.sfwmd.gov](http://www.sfwmd.gov)), which provides for the reporting requirements and signature of the inspector. The inspection report shall be submitted within **30 days** of the date of the inspection.

### Transfer of Permits for Stormwater Management Systems:

Based on this new legislation and the requirements for permit applications, prior to the acceptance of the transfer of any permit for the stormwater management system, the district manager should obtain the O&M Plan from the developer and confirm that the above requirements have been met. Additionally, the district manager will need to budget for the required inspections and reporting by a qualified inspector.

### **New Requirements for Districts located in Miami-Dade County**

#### Additional Inspections and Reports – Miami-Dade County Requirements:

In Miami-Dade County, the County Commission enacted an ordinance imposing new stormwater management reporting and inspection requirements which commence **3 years** after adoption of the ordinance (**September 4, 2027**). These new ordinance amendments require owners and operators of stormwater management systems that connect to or drain into a public right-of-way drainage infrastructure to certify the stormwater system and submit an asset inventory of the stormwater system and structures, inspections/maintenance records, and maintenance standard operating procedures to the County. After the first certification, the stormwater management system will need to be certified every **10 years thereafter**, unless the County determines an earlier recertification is required.

If the requirements above apply to the special district, the district manager should discuss with the district engineer the anticipated costs of certifying the stormwater system, including the asset inventory of the structures, maintenance standard operating procedures and maintenance report formats to comply with the new County requirements.

#### Miami-Dade County Class V Dewatering Permits:

Additionally, the Miami-Dade County Commission amended the code of ordinances to require **Class V permits** for dewatering operations associated with the cleaning and maintenance of stormwater management systems. Dewater means to discharge either on- or off-site water from an excavation, underground structure, or depressed lands, which includes the cleaning of stormwater infrastructure systems in the special districts. Presently, a special district, or its contractor, will need to apply for and obtain a permit from Miami-Dade County Department of Environmental Resource Management (DERM) prior to the stormwater cleaning. Previously, the special district did not have to obtain a permit from DERM to perform stormwater structure cleaning. There are multiple costs involved, which vary depending upon the length of time of the permit. According to the information provided by DERM, the fee for a one-year permit is \$2,150, as provided on the permit application form. The permit must be issued before work commences, otherwise there will be fines equal to double the permit cost imposed by Miami-Dade County. It is imperative that the permit be issued, and that this requirement is included in the agreement with a contractor. There are also other requirements that the contractor will need to adhere to as a part of the cleaning of the stormwater system under the permit, including, but not limited to, a description of the portion of the infrastructure to be cleaned, the equipment to be used for cleaning,



the standard operating procedure for the cleaning, details and specifications of required pre-treatment system if discharged into same stormwater infrastructure, information on how the filtrate will be collected, transported, and disposed of, details for the authorized facility where the solid content of the truck will be transported, visual inspection of the drainage structure and content for signs of contamination, and proper use of the equipment.

### **Recommendation**

Taking all of these current and new requirements into account, it would benefit the special district for the district engineer to review the current stormwater management systems, including having the district engineer make a determination of: whether mapping is required to identify the location of the stormwater infrastructure, the current condition of the infrastructure, the required maintenance of the system, a maintenance plan, the estimate for the future needs of the stormwater system as a whole and the estimated costs for the regular maintenance (including permit costs) and future capital costs.