



**SUMMERVILLE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
APRIL 18, 2017
11:30 A.M.**

Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

www.summervillecdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
Grove Professional Building
Suite 100 Meeting Room
2950 S.W. 27th Avenue
Miami, Florida 33133
REGULAR BOARD MEETING
April 18, 2017
11:30 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. November 15, 2016 Regular Board MeetingPage 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget.....Page 6
 - 2. Consider Resolution No. 2017-02 – Authorizing Electronic Approvals and Check Signers.....Page 13
 - 3. Staff Report as Required
- I. Administrative & Operational Matters
 - 1. Reminder: Statement of Financial Interests **2016 Form 1**
 - 2. Discussion Regarding Board Member Contact Information
- J. Board Member & Staff Closing Comments
- K. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared OCTELMA V. FERBEYRE, who on oath says that he or she is the VICE PRESIDENT, 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

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

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

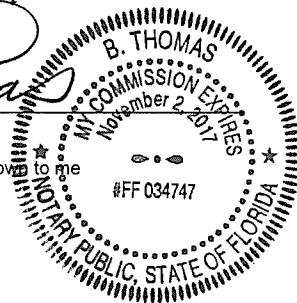
10/03/2016

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

Sworn to and subscribed before me this
3 day of OCTOBER, A.D. 2016

(SEAL)

OCTELMA V. FERBEYRE personally known to me



**SUMMERVILLE COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2016/2017 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Summerville Community Development District will hold Regular Meetings in the Suite 100 Meeting Room on the 1st Floor located in the Grove Professional Building at 2950 SW 27th Avenue, Miami, Florida 33133 at 11:30 a.m. on the following dates:

- October 18, 2016
- November 15, 2016
- December 20, 2016
- January 17, 2017
- February 21, 2017
- March 21, 2017
- April 18, 2017
- May 16, 2017
- June 20, 2017
- July 18, 2017
- September 19, 2017

The purpose of the meetings is to conduct any business coming before the Board. 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 305-777-0761 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, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 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.

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT

www.summervillecdd.org
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16-45/0000156995M

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 15, 2016

A. CALL TO ORDER

District Manager Neil Kalin called the November 15, 2016, Regular Board Meeting of the Summerville Community Development District to order at 11:50 a.m. in the Grove Professional Building, Suite 100 Meeting Room located at 2950 SW 27th Avenue, Miami, Florida 33133.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 3, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

C. SEAT ELECTED BOARD MEMBERS

Mr. Kalin seated elected Board Members Rolando Delgado, Carlos A. Ortega and Otoniel Boudet-Murias and welcomed the incumbent Board members back.

D. ADMINISTER OATH OF OFFICE & REVIEW BOARD MEMBER RESPONSIBILITIES AND DUTIES

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to Rolando Delgado, Carlos A. Ortega and Otoniel Boudet-Murias and reviewed with the Board Members their duties and responsibilities with emphasis on the Sunshine Law, Financial Disclosure, Public Records Law and the Code of Ethics for Public Officials.

E. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Supervisors Carlos Ortega, Otoniel Boudet-Murias and Rolando Delgado constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance: District Manager Neil Kalin and Armando Silva of Special District Services, Inc.; and General Counsel Susan Delegal of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

F. ELECTION OF OFFICERS

Mr. Kalin stated that as a result of today's Landowners' Election and the new terms of office, it would be in order to re-elect officers to the Board. The following names were suggested for election:

- Chairperson – Rolando Delgado
- Vice Chairperson – Eduardo Garcia
- Secretary/Treasurer – Neil Kalin

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 15, 2016

- Assistant Secretaries – Otoniel Boudet-Murias, Carlos A. Ortega, Alfredo Xiques and Gloria Perez

A discussion ensued after which:

A **motion** was made by Mr. Otoniel Boudet-Murias, seconded by Mr. Ortega and unanimously passed to *elect* the officers of the Summerville Community Development District Board of Supervisors, as listed and stated above.

G. CONFIRMATION OF LANDOWNERS' ELECTION RESULTS

Mr. Kalin restated the Summerville Community Development District's Landowners' Election results and requested the Board confirm said results.

A **motion** was made by Mr. Boudet-Murias, seconded by Mr. Ortega and unanimously passed to confirm the election results: Rolando Delgado and Carlos A. Ortega were each elected to 4-year terms of office and their terms shall expire in November 2020; and Otoniel Boudet-Murias was elected to a 2-year term of office and his term of office shall expire in November 2018.

H. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

J. APPROVAL OF MINUTES

1. June 21, 2016, Public Hearing & Regular Board Meeting

Mr. Kalin presented the minutes of the June 21, 2016, Public Hearing & Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Boudet-Murias, seconded by Mr. Delgado and unanimously passed to approve the minutes of the June 21, 2016, Public Hearing & Regular Board Meeting, as presented.

K. OLD BUSINESS

1. Staff Report (As Required)

There was no Staff Report at this time.

L. NEW BUSINESS

1. Consider Resolution No. 2016-06 – Adopting an Amended Fiscal Year 2015/2016 Final Budget

Mr. Kalin presented Resolution No. 2016-06, entitled:

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 15, 2016

RESOLUTION NO. 2016-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2015/2016 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin, District Manager (“DM”), read the title of the resolution into the record and stated that the Operating Fund Balance at the end of the Fiscal Year 2015/2016 was approximately \$159,862; and that the District will carryover approximately \$11,600 of this Fund Balance to balance the Fiscal Year 2016/2017 Operating Fund Budget. Furthermore, the DM stated that the Debt Service Fund had sufficient funds to make the required debt service payment, which was due and paid in full on November 1, 2016, in the amount of \$74,938. A discussion ensued after which:

A **motion** was made by Mr. Boudet-Murias, seconded by Mr. Ortega and unanimously passed to approve and adopt Resolution No. 2016-06, as presented, thereby approving the Amended Final 2015/2016 Fiscal Year Budget.

2. Consider Resolution No. 2016-07 – Authorizing Electronic Approvals & Check Signers

Mr. Kalin presented Resolution No. 2016-07, entitled:

RESOLUTION NO. 2016-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES VIA ELECTRONIC APPROVAL PROCESSES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin presented Resolution No. 2016-07 and provided an explanation and purpose for the document. A discussion ensued after which;

A **motion** was made by Mr. Boudet-Murias, seconded by Mr. Ortega and unanimously passed to approve and adopt Resolution No. 2016-07, as presented; thereby authorizing electronic approvals for expenditures and selecting *Todd Wodraska, Jason Pierman, Tricia Lascasas, Peter Pimentel, Neil Kalin* and *Carlos A. Ortega* to serve as the

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 15, 2016

signatories on the District's checking/operating account. Two (2) signatures on each check will be required and checks will be released after electronic approval(s) has been provided by the Chairperson or the Vice Chairperson in the Chairperson's absence.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Update Regarding November 1, 2016, Debt Service Payment

This matter was previously addressed under New Business Item 1.

N. BOARD MEMBER & STAFF CLOSING OOMMENTS

Mr. Kalin stated that unless an emergency were to arise that the Board would not need to meet again until after January 1, 2017. Holiday Greetings were exchanged by all those present.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Garcia, seconded by Mr. Boudet and unanimously passed to adjourn the Regular Board Meeting at 12:10 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Summerville Community Development District (“District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2017/2018 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 20, 2017 at 11:30 a.m. in the Suite 100 Meeting Room located at 2950 SW 27th Avenue, Miami, Florida 33133, for the purpose of receiving public comments on the Proposed Fiscal Year 2017/2018 Budget.

PASSED, ADOPTED and EFFECTIVE this 18th day of April, 2017.

ATTEST:

**SUMMERVILLE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Summerville
Community Development District

**Proposed Budget For
Fiscal Year 2017/2018
October 1, 2017 - September 30, 2018**

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

PROPOSED BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET
REVENUES	
ADMINISTRATIVE ASSESSMENTS	57,439
MAINTENANCE ASSESSMENTS	8,298
DEBT ASSESSMENTS	236,356
OTHER REVENUES	0
INTEREST INCOME	120
TOTAL REVENUES	\$ 302,213
EXPENDITURES	
MAINTENANCE EXPENDITURES	
MISCELLANEOUS MAINTENANCE	6,000
ENGINEERING/ANNUAL REPORT/INSPECTIONS	1,800
TOTAL MAINTENANCE EXPENDITURES	\$ 7,800
ADMINISTRATIVE EXPENDITURES	
MANAGEMENT	25,368
SECRETARIAL & FIELD OPERATIONS	4,500
LEGAL	9,000
ASSESSMENT ROLL	7,500
AUDIT FEES	3,700
INSURANCE	6,100
LEGAL ADVERTISING	720
MISCELLANEOUS	500
POSTAGE	150
OFFICE SUPPLIES	400
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	3,000
CONTINUING DISCLOSURE FEE	500
WEBSITE MANAGEMENT	1,500
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 63,113
TOTAL EXPENDITURES	\$ 70,913
REVENUES LESS EXPENDITURES	\$ 231,300
BOND PAYMENTS	(222,175)
BALANCE	\$ 9,125
COUNTY APPRAISER & TAX COLLECTOR FEE	(6,042)
DISCOUNTS FOR EARLY PAYMENTS	(12,083)
EXCESS/ (SHORTFALL)	\$ (9,000)
CARRYOVER FROM PRIOR YEAR	9,000
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
ADMINISTRATIVE ASSESSMENTS	53,817	53,619	57,439	Expenditures Less Interest/.94
MAINTENANCE ASSESSMENTS	5,586	6,383	8,298	Expenditures/.94
DEBT ASSESSMENTS	242,887	242,207	236,356	Bond Payments/.94
OTHER REVENUES	0	0	0	
INTEREST INCOME	146	60	120	Projected At \$10 Per Month
TOTAL REVENUES	\$ 302,436	\$ 302,269	\$ 302,213	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
MISCELLANEOUS MAINTENANCE	0	4,500	6,000	\$1,500 Increase From 2016/2017 Budget
ENGINEERING/ANNUAL REPORT/INSPECTIONS	700	1,500	1,800	\$300 Increase From 2016/2017 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 700	\$ 6,000	\$ 7,800	
ADMINISTRATIVE EXPENDITURES				
MANAGEMENT	24,684	24,852	25,368	CPI Adjustment
SECRETARIAL & FIELD OPERATIONS	3,900	4,200	4,500	Secretarial & Field Operations
LEGAL	5,923	9,000	9,000	No Change From 2016/2017 Budget
ASSESSMENT ROLL	7,500	7,500	7,500	As Per Contract
AUDIT FEES	3,600	3,700	3,700	Accepted Amount For 2016/2017 Audit
INSURANCE	5,350	5,885	6,100	Insurance Company Estimate
LEGAL ADVERTISING	287	700	720	\$20 Increase From 2016/2017 Budget
MISCELLANEOUS	365	500	500	No Change From 2016/2017 Budget
POSTAGE	71	150	150	No Change From 2016/2017 Budget
OFFICE SUPPLIES	242	400	400	No Change From 2016/2017 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2016/2017 Budget
TRUSTEE FEES	3,000	3,000	3,000	No Change From 2016/2017 Budget
CONTINUING DISCLOSURE FEE	300	500	500	No Change From 2016/2017 Budget
WEBSITE MANAGEMENT	1,500	1,500	1,500	No Change From 2016/2017 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 56,897	\$ 62,062	\$ 63,113	
TOTAL EXPENDITURES	\$ 57,597	\$ 68,062	\$ 70,913	
REVENUES LESS EXPENDITURES	\$ 244,839	\$ 234,207	\$ 231,300	
BOND PAYMENTS	(230,921)	(227,675)	(222,175)	2018 P&I Payments Less Interest
BALANCE	\$ 13,918	\$ 6,532	\$ 9,125	
COUNTY APPRAISER & TAX COLLECTOR FEE	(2,903)	(6,044)	(6,042)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(11,988)	(12,088)	(12,083)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (973)	\$ (11,600)	\$ (9,000)	
CARRYOVER FROM PRIOR YEAR	0	11,600	9,000	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (973)	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Interest Income	478	50	100	Projected Interest For 2017/2018
NAV Tax Collection	230,920	227,675	222,175	2018 P & I Payments Less Earned Interest
Total Revenues	\$ 231,398	\$ 227,725	\$ 222,275	
EXPENDITURES				
Principal Payments	85,000	80,000	80,000	Principal Payment Due In 2018
Interest Payments	154,275	147,675	142,175	Interest Payments Due In 2018
Transfer To Construction Fund	110	50	100	Transfer To Construction Fund
Total Expenditures	\$ 239,385	\$ 227,725	\$ 222,275	
Excess/ (Shortfall)	\$ (7,987)	\$ -	\$ -	

Series 2006 Bond Information

Original Par Amount =	\$3,335,000	Annual Principal Payments Due =	May 1st
Interest Rate =	5.50%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	January 2006		
Maturity Date =	May 2036		

Summerville Community Development District Assessment Comparison

	Original Projected Assessment Before Discount*	Fiscal Year 2014/2015 Assessment Before Discount*	Fiscal Year 2015/2016 Assessment Before Discount*	Fiscal Year 2016/2017 Assessment Before Discount*	Fiscal Year 2017/2018 Projected Assessment Before Discount*
Administrative	\$ 210.36	\$ 205.83	\$ 201.33	\$ 200.82	\$ 215.13
Maintenance	\$ -	\$ 20.92	\$ 20.92	\$ 23.91	\$ 31.08
Debt	<u>\$ 915.00</u>	<u>\$ 905.64</u>	<u>\$ 909.69</u>	<u>\$ 907.14</u>	<u>\$ 885.23</u>
Total	\$ 1,125.36	\$ 1,132.39	\$ 1,131.94	\$ 1,131.87	\$ 1,131.44

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Total Units	267
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RESOLUTION NO. 2017-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Summerville Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl, Neil Kalin and Carlos A. Ortega to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 18th day of April, 2017.

ATTEST:

**SUMMERVILLE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson