



**SUMMERVILLE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
SEPTEMBER 25, 2018
10:45 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
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AGENDA
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT

Crexent Business Center
3rd Floor Conference Room
6625 Miami Lakes Drive
Miami Lakes, Florida 33014

REGULAR BOARD MEETING

September 25, 2018
10:45 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretaries
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
 - 1. June 26, 2018 Regular Board Meeting & Public Hearing.....Page 2
- H. Old Business
 - 1. Staff Report as Required
- I. New Business
 - 1. Discussion Regarding the Phase 2 Lift Station and Tract Conveyance Request.....Page 9
- J. Administrative & Operational Matters
 - 1. Discussion Regarding Fiscal Year 2018/2019 District Insurance Renewal
 - 2. Reminder: Landowners' Meeting November 6, 2018 – Expiring Terms: Albertson, Latchman & Bell
- K. Board Member & Staff Closing Comments
- L. Adjourn

MIAMI DAILY BUSINESS REVIEW

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

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

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

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

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

10/10/2017

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

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

Diana Herrera

(SEAL)
MARIA MESA personally known to me



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

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Summerville Community Development District (the "District") will hold Regular Meetings in the Third Floor Conference Room of the Crescent Business Center located at 8625 Miami Lakes Drive, 3rd Floor, Miami Lakes, Florida 33014 at 10:45 a.m. on the following dates:

- October 24, 2017
- November 28, 2017
- February 27, 2018
- March 27, 2018
- April 24, 2018
- May 22, 2018
- June 26, 2018
- July 24, 2018
- September 25, 2018

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

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

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 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 with no advertised notice.

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT

www.summervillaccdd.org
10/10

17-65/0000264835M

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 26, 2018

A. CALL TO ORDER

The June 26, 2018, Regular Board Meeting of the Summerville Community Development District was called to order at 11:01 a.m. in the Crexent Business Center 3rd Floor Conference Room located at 6625 Miami Lakes Drive, Miami Lakes, Florida 33014.

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 June 6, 2018, and June 13, 2018, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Chairperson Karl Albertson, Vice Chairperson Ravi Latchman and Supervisor Logan Bell constituted a quorum and it was in order to proceed with the meeting.

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

Also in attendance were: Seth Coleman, Attorney with SRHL, Coral Gables, Florida, Beatriz Martinez, Summerville HOA Vice President and Eradio Abreu, Summerville HOA Board Member.

D. CONSIDER RESIGNATIONS AND APPOINTMENTS

Mr. Kalin stated that he was in possession of a resignation letter dated May 24, 2018, from Joseph A. Guttuso. Mr. Kalin stated that it would be in order to consider the resignation with an effective date of May 24, 2018. A discussion ensued after which;

A **motion** was made by Mr. Bell, seconded by Mr. Albertson and passed unanimously to accept the *resignation* of Joseph A. Guttuso with an effective date of May 24, 2018.

At this time there was no appointment to fill the vacancy as a result of the resignation of Mr. Guttuso.

E. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER DUITES AND RESPONSIBILITIES

See above actions taken.

F. ELECTION OF OFFICERS

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
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Mr. Kalin stated that re-election of officers would take place subsequent to the appointment to fill the current vacancy on the District's Board.

G. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

I. APPROVAL OF MINUTES

1. April 24, 2018, Regular Board Meeting

Mr. Kalin presented the minutes of the April 24, 2018, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Latchman, seconded by Mr. Albertson and passed unanimously to approve the minutes of the April 24, 2018, Regular Board Meeting, *as presented*.

Note: *At approximately 11:04 a.m., Mr. Kalin recessed the Regular Board Meeting and simultaneously opened the Public Hearing.*

J. PUBLIC HEARING

1. Proof of Publication

Mr. Kalin presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on June 6, 2018, and June 13, 2018, as legally required.

2. Receive Public Comment on Fiscal Year 2018/2019 Final Budget

Mr. Kalin opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2018/2019 final budget and non-ad valorem special assessments. There being no public comment, Mr. Kalin closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2018-02 – Adopting a Fiscal Year 2018/2019 Final Budget

Mr. Kalin presented Resolution No. 2018-02, entitled:

RESOLUTION NO. 2018-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
APPROVING AND ADOPTING A FISCAL YEAR FINAL**

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
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**2018/2019 BUDGET INCLUDING NON-AD VALOREM SPECIAL
ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Kalin read the title of the resolution into the record and stated that it provides for approving and adopting the fiscal year 2018/2019 final budget and non-ad valorem special assessment tax roll. For the record copies of the tax roll were made available at the meeting. A discussion ensued after which:

A **motion** was made by Mr. Bell, seconded by Mr. Albertson and passed unanimously to approve and adopt Resolution No. 2018-02, *as presented*, thereby setting the fiscal year 2018/2019 final budget and non-ad valorem special assessment tax roll (Assessment Levy).

Note: *At approximately 11:08 a.m., Mr. Kalin closed the Public Hearing and simultaneously reconvened the Regular Meeting.*

K. OLD BUSINESS

1. Update Regarding Debt Service Payment (Principal & Interest) May 1, 2018

Mr. Kalin advised that the Series 2006 Bond debt service payment in the amount of \$151,912.50 was made on time and in full on May 1, 2018.

L. NEW BUSINESS

1. Consider Resolution No. 2018-03 – Adopting a Fiscal Year 2018/2019 Regular Meeting Schedule

Mr. Kalin presented Resolution No. 2018-03, entitled:

RESOLUTION NO. 2018-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT,
ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL
YEAR 2018/2019 AND SETTING THE TIME AND LOCATION OF
SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE
DATE.**

Mr. Kalin provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Bell, seconded by Mr. Albertson and unanimously passed to approve and adopt Resolution No. 2018-03, *as revised (added the date of November 6, 2018)*, thereby setting the fiscal year 2018/2019 regular meeting schedule and authorizes the publication of the annual meeting schedule, as required by law.

2. Qualified Elector (Registered Voter) Certification (199) Announcement

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For the record, Mr. Kalin stated that he had received from the Miami-Dade County Supervisor of Elections the certified elector count identifying **199 voters** who reside in the Summerville CDD (“District”) as of May 1, 2018. Since the District has not yet reached the 250 qualified elector threshold, it will continue to elect Board Members by the landowner election process.

3. Consider Resolution No. 2018-04 – Ordering and Calling for a Landowners’ Meeting

Mr. Kalin presented Resolution No. 2018-04, entitled:

RESOLUTION NO. 2018-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT ORDERING AND CALLING FOR A LANDOWNERS’ MEETING AND PUBLIC NOTICE THEREOF FOR THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT’S ELECTION OF MEMBERS TO THE BOARD OF SUPERVISORS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin gave an explanation and purpose for the resolution and provided at the meeting the Election Procedures, proxy forms and sample ballots. Furthermore, Mr. Kalin stated that information related to the Landowners’ Election (Terms of office expiring for assigned Seats 1, 2 and 5) will be available in the District’s official records office located at 6625 Miami Lakes Drive, Suite 374, Miami Lakes, Florida 33014. A discussion ensued after which;

A **motion** was made by Mr. Bell, seconded by Mr. Latchman and passed unanimously to approve and adopt Resolution No. 2018-05, *as presented* and sets the Landowners’ Meeting on November 6, 2018, at 10:45 a.m. in the Crexent Business Center Third floor Conference Room located at 6625 Miami Lakes Drive, Miami Lakes, Florida 33014; and authorizes publication of the Landowners’ Meeting as required by law.

4. Consider Resolution No. 2018-05 – Adopting a Revised Florida Statewide Mutual Aid Agreement

Mr. Kalin presented Resolution No. 2018-05, entitled:

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA, APPROVING THE REVISED FLORIDA STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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Mr. Kalin provided an explanation for the document. A discussion ensued after which; A **motion** was made by Mr. Bell, seconded by Mr. Albertson and unanimously passed to approve and adopt Resolution No. 2018-05, *as presented*; thereby accepting the revised Mutual Aid Agreement between the District and the State of Florida.

5. Discussion Regarding Community Gathering – July 28, 2018

The Summerville HOA (the “HOA”) requested permission, from the District, to hold a community function on the date July 28, 2018. The HOA stated that the function is planned to be held on Tract “L”. The consensus of the Board was to allow the function with the condition that the HOA provide insurance certificates demonstrating required insurance coverages. Mr. Seth Coleman, attorney for the HOA and Ms. Martinez, HOA Vice President will work with the District Manager regarding insurance coverages for the proposed community function.

6. Discussion Regarding Request by Summerville HOA to Install Storage Shed

The Summerville HOA (the “HOA”) requested permission from the District to install a storage shed on one of the open space tracts within Phase I. The consensus of the Board was to allow the ‘storage shed’ (the “Shed”) with the following conditions: (i) provide location where the Shed will be placed; (ii) HOA must provide conceptual drawings and/or pictures of the proposed Shed including specifications (size, height, material and etc.); (iii) the HOA must be prepared to obtain required permits to install the Shed; (iv) the HOA must plan to insure the Shed improvement and contents; (v) the HOA will be required to enter into a License Agreement with the District that allows the Shed structure to be placed on District property. The HOA and District Manager will work together on the Shed project and more information on the subject will be provided at an upcoming meeting. Prior to leaving this subject Mr. Albertson recommended, as a courtesy, that adjacent property owners be notified in writing of the Shed improvement installation.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Appointment of Audit Committee/Audit Committee Meeting

a) Selection and Approval of Criteria to Evaluate Audit Services and Announce Request for Proposals from Audit Firms

Mr. Kalin stated that an audit was required for the year ended September 30, 2018, and it would be in order for the Board to appoint an Audit Committee to commence the auditor selection process, pursuant to Chapter 218.391, *Florida Statutes*. A discussion ensued after which;

A **motion** was made by Mr. Albertson, seconded by Mr. Bell and unanimously passed to *appoint* the Board of Supervisors and the District Manager as the District’s Audit Committee.

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At approximately 11:28 a.m., Mr. Kalin recessed the Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee to review and approve criteria for evaluation of audit services (for selection of an auditor) and to authorize the District Manager to solicit proposals via the RFP process.

Mr. Kalin presented the evaluation criteria information and an outline of material for the Request for Proposals for the Summerville Community Development District. A discussion ensued after which:

A **motion** was made by Mr. Bell, seconded by Mr. Latchman and unanimously passed to approve the evaluation criteria for audit services, *as presented*, and instructed the District Manager to proceed, as required, to advertise for requests for proposals for the fiscal years September 30, 2018, 2019, and 2020; and to include in the proposal package a 2-year renewal option for the Fiscal Years 2021 & 2022.

At approximately 11:33 a.m. with there being no further business for the Audit Committee to conduct, the Audit Committee meeting was adjourned and the Regular Board Meeting was simultaneously reconvened.

Mr. Kalin stated that it would now be appropriate for the Board to accept the actions of the Audit Committee, as outlined herein above. A discussion ensued after which;

A **motion** was made by Mr. Bell, seconded by Mr. Albertson and unanimously passed to *accept* the recommendations of the Audit Committee, as outline above.

2. Statement of Financial Interests – Disclosure – 2017 Form 1 Filing Deadline: July 2, 2018

The Board was reminded that the deadline for submitting their individual and fully completed **2017 Form 1** to the Supervisor of Elections within the County of residency is July 2, 2018.

N. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Coleman, on behalf of the HOA, stated that he appreciated the District’s and Developer’s cooperation related to community issues and he encouraged continued communication between the entities. The Developer was asked to repair and replace missing street signs so that the HOA would be able to enforce their parking rules. In addition, the HOA asked the Developer and District to review alternatives for guest parking. The District could possibly review the open space tracts and determine the potential for adding guest parking spaces. With no overflow parking spaces, there are areas adjacent to the streets where vehicles are destroying the grass/sod. The HOA has been in contact with Miami-Dade County and requested “No Parking” signs to be installed in the rights-of ways.

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Mr. Albertson reported that the street lighting installation in the community was slowly progressing.

Mr. Kalin advised, unless an emergency were to arise, the District/Board would not meet again until October or November.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Albertson, seconded by Mr. Bell and unanimously passed to adjourn the Regular Board Meeting at 12:02 p.m.

Secretary/Assistant Secretary

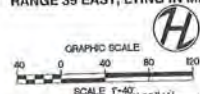
Chairperson/Vice Chairperson

SUMMERVILLE VILLAS

A SUBDIVISION OF PORTION OF SE. 1/4, SECTION 24, TOWNSHIP 56 SOUTH,
RANGE 39 EAST, LYING IN MIAMI-DADE COUNTY, FLORIDA

SHEET 2 OF 2

P.B. 165 PG. 41^B



PREPARED BY
HADONNE
LAND SURVEYORS & ENGINEERS
7855 N.W. 12th Street • Suite 202
Miami, Florida 33128
Phone: 305.266.1188
December 2005

DATE: 2004/09/09 P.L. 1
REVISION: 2005/12/01 P.L. 2
DRAWN: P. HADONNE
CHECKED: P. HADONNE
DATE: 2005/12/01



LIFT STATION TRACT B

SHOWYER'S NOTES:
S = SHOWYER CENTER LINE
S.L. = SHOWYER SECTION LINE
P.F.C.P. = PERMANENT FENCE CORNER POINT
C = CENTER CURVE RADII
L = CENTER CURVE ARC LENGTHS
D = CENTER CURVE DATA
U.E. = UTILITY EASEMENT
D.R. = DRIVEWAY RIGHTS
W.P. = WALKWAY RIGHTS
T.M. = TRAIL RIGHTS
BEARING IS SHOWN AS BASED ON AN ASSUMED MERIDIAN, WHICH IS THE CENTERLINE OF SW 17TH AVENUE BEARING N89°51'08\"/>

NOTICE: THIS PLAT, AS RECORDED BY ITS GRAPHIC FORM, IS THE OFFICIAL REFERENCE OF THE SHOWN LOTS DESCRIBED HEREIN AND WILL BE SO CONSIDERED BY THE SURVEYING AUTHORITY BY ANY OTHER CHANGES OR DIGITAL FORM OF THIS PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

RECORDED DATA:
FILED FOR RECORD THIS 16th DAY OF Aug 2006 AT 2:30 P.M. IN BOOK 165 OF PLATS OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA. THIS PLAT COMPLETES, WITH THE LOTS OF THE STATE OF FLORIDA AND MIAMI-DADE COUNTY, FLORIDA.

SHOWYER SURVEY CENTER OF CENTER CORNER
BY **P. HADONNE** SURVEYOR

S.W. 248th STREET
S 88° 04' 15\"/>