



**SUMMERVILLE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
SEPTEMBER 24, 2019  
10:45 A.M.**

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

[www.summervillecdd.org](http://www.summervillecdd.org)  
305.777.0761 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT**

Crexent Business Center  
3<sup>rd</sup> Floor Conference Room  
6625 Miami Lakes Drive  
Miami Lakes, Florida 33014  
**REGULAR BOARD MEETING**  
September 24, 2019  
10:45 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Consider Board Member Resignation.....Page 2
- D. Establish Quorum
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
  - 1. June 25, 2019 Regular Board Meeting & Public Hearing.....Page 3
- H. Old Business
  - 1. Update Regarding Community Parking – Caltran Engineering Group, Inc.
  - 2. Update on Landscape Maintenance Agreement Between District and Summerville HOA
  - 3. Staff Report as Required
- I. New Business
  - 1. Consider Bill of Sale and No Lien Affidavit Between ARC Summerville Lots, LLC, D.R. Horton, Inc. and the Summerville Community Development District for Public Improvements within Summerville Villas Phase 2A (Water and Sewer Facilities) - All Documents are a work in progress and final versions will be provided at the scheduled meeting
  - 2. Discussion and Approval to Convey Water and Sewer Facilities to Miami-Dade County
- J. Administrative & Operational Matters
  - 1. Staff Report as Required
  - 2. Discussion Regarding Fall Meeting Schedule
- 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:

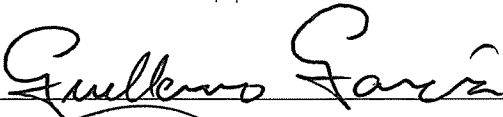
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County,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

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT -  
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE

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

10/12/2018

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  
12 day of OCTOBER, A.D. 2018

(SEAL)  
GUILLERMO GARCIA personally known to me



MARIA I. MESA  
Notary Public - State of Florida  
Commission # FF 935208  
My Commission Expires Mar 4, 2020  
Bonded through National Notary Assn.

**SUMMERVILLE COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2018/2019 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 Craxant Business Center located at 6625 Miami Lakes Drive, Miami Lakes, Florida 33014 at 10:45 a.m. on the following dates:

- October 23, 2018
- November 6, 2018
- November 27, 2018
- February 26, 2019
- March 26, 2019
- April 23, 2019
- May 28, 2019
- June 25, 2019
- July 23, 2019
- September 24, 2019

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 905-777-0761 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 905-777-0761 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 canceled from time to time with no advertised notice.

**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT**

www.summervilleccdd.org  
10/12

18-97/0000352994M

Date: 5/29/19

Board of Supervisors  
Summerville Bay Community Development District  
C/o Special District Services, Inc.,  
6625 Miami Lakes Drive, Suite 374  
Miami Lakes, FL 33014

**Re: Resignation**

Dear Members of the Board,

Please be advised that I am resigning my position as Board Member and Officer on the Board of Supervisors of the **Summerville Community Development District** effective 5/29/19. Also, I would like to take this opportunity to thank the Board for this experience and allowing me to serve the community.

Sincerely,



Michael Caputo

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
JUNE 25, 2019

**A. CALL TO ORDER**

The June 25, 2019, Regular Board Meeting of the Summerville Community Development District was called to order at 11:02 a.m. in the Crexent Business Center 3<sup>rd</sup> 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 October 10, 2018, June 5, 2019 and June 12, 2019, as legally required.

**C. ESTABLISH A QUORUM**

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

Staff in attendance: District Managers Neil Kalin and Nancy Nguyen of Special District Services, Inc.; and General Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. ADDITIONS OR DELETIONS TO THE 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. April 23, 2019, Regular Board Meeting**

Mr. Kalin presented the minutes of the April 23, 2019, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Bell, seconded by Mr. Latchman and passed unanimously to approve the minutes of the April 23, 2019, Regular Board Meeting, *as presented*.

**Note:** *At approximately 11:06 a.m., Mr. Kalin recessed the Regular Board Meeting and simultaneously opened the Public Hearing.*

**G. PUBLIC HEARING**

**1. Proof of Publication**

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
JUNE 25, 2019

Mr. Kalin presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on June 5, 2019, and June 12, 2019, as legally required.

**2. Receive Public Comment on Fiscal Year 2019/2020 Final Budget**

Mr. Kalin opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2019/2020 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. 2019-02 – Adopting a Fiscal Year 2019/2020 Final Budget**

Mr. Kalin presented Resolution No. 2019-02, entitled:

**RESOLUTION NO. 2019-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT  
APPROVING AND ADOPTING A FISCAL YEAR FINAL  
2019/2020 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 2019/2020 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. 2019-02, *as presented*, thereby setting the fiscal year 2019/2020 final budget and non-ad valorem special assessment tax roll (Assessment Levy).

**Note:** *At approximately 11:09 a.m., Mr. Kalin closed the Public Hearing and simultaneously reconvened the Regular Meeting.*

**H. OLD BUSINESS**

**1. Discussion Regarding Community Parking – Traffic Engineer Proposal**

Mr. Kalin distributed to the Board members a proposal for traffic/parking engineering services from Caltran Engineering Group, Inc. (the “Consultant”). The proposal outlined the scope of work with emphasis current parking and parking availability considering existing road/street conditions. Mr. Kalin explained that the Consultant would prepare and deliver to Miami-Dade County (the “County”) a preliminary overview of the need for additional parking (“Additional Parking Project”). Since the streets/roadways within the District are being dedicated to the County, the County would have to approve of such

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
JUNE 25, 2019

a project. Mr. Kalin stated that in the event the County would not approve, in concept, the Additional Parking Project, then, the District would only be required to pay the Consultant approximately \$3,000 of the total \$8,500 per the proposal. A discussion ensued after which;

A **motion** was made by Mr. Bell, seconded by Mr. Latchman and passed unanimously authorizing the District Manager to engage, on behalf of the District, Caltran Engineering Group, Inc. (the “Consultant”) pursuant to the Proposal dated June 24, 2019 in the amount not to exceed \$8,500; and authorizes District Counsel to review and approve the final Proposal; and authorizes the District Manager, on behalf of the Board of Supervisors of the District, to execute the final version of the Proposal.

**2. Update Regarding Debt Service Payment (Principal & Interest) May 1, 2019**

Mr. Kalin advised that the Series 2006 Bond debt service payment in the amount of \$154,437.50 was made on time and in full on May 1, 2019.

**I. NEW BUSINESS**

**1. Consider Landscape Maintenance Agreement Between the District and the Summerville HOA**

Mr. Kalin presented the Landscape and Maintenance Agreement drafted by District Counsel between the District and the Summerville Homeowners Association, Inc., pursuant to considerations at the Board meeting held on April 23, 2019. A discussion ensued after which;

A **motion** was made by Mr. Albertson, seconded by Mr. Latchman and passed unanimously to approve *as amended* (inserted dollar amount of \$15,000) and in substantially final form the Landscape and Maintenance Agreement (the “Agreement”) between the District and the Summerville Homeowners Association, Inc. in the amount of \$15,000 for the 2019/2020 fiscal year; and authorizes the District Manager, on behalf of the District, to execute the final Agreement, as required.

**2. Consider Resolution No. 2019-03 – Adopting a Fiscal Year 2019/2020 Regular Meeting Schedule**

Mr. Kalin presented Resolution No. 2019-03, entitled:

**RESOLUTION NO. 2019-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
JUNE 25, 2019

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. 2019-03, *as presented*, thereby setting the fiscal year 2019/2020 regular meeting schedule and authorizes the publication of the annual meeting schedule, as required by law.

**3. Qualified Elector (Registered Voter) Certification (287) Announcement**

For the record, Mr. Kalin stated that he had received from the Miami-Dade County Supervisor of Elections the certified elector count depicting **287 registered voters** who now reside in the Summerville CDD (“District”) as of April 29, 2019. Since the District has now reached the 250 qualified elector threshold, procedures will be put into place in the spring of 2020 to provide for a final landowners’ meeting (November 2020) and also transition to the General Election process for two (2) Seats.

**4. Discussion Regarding Procedure for Final Landowners’ Meeting**

This item was discussed above in New Business Item **I. 3.**

**J. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Statement of Financial Interests – Disclosure – 2018 Form 1 Filing  
Deadline: July 1, 2019**

The Board was reminded that the deadline for submitting their individual and fully completed **2018 Form 1** to the Supervisor of Elections within the County of residency is July 1, 2019.

**K. BOARD MEMBER & STAFF CLOSING COMMENTS**

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

**L. 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 approximately 11:33 a.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson