



**SUMMERVILLE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
OCTOBER 22, 2019
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
561.630.4923 Facsimile

AGENDA
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
Crexent Business Center - Third Floor Conference Room
6625 Miami Lakes Drive
Miami Lakes, Florida 33014
REGULAR BOARD MEETING
October 22, 2019
10:45 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. September 24, 2019 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Update on Landscape Maintenance Agreement Between District and Summerville HOA
 - 2. Update Regarding Community Parking – Caltran Engineering Group, Inc.
 - 3. Update Regarding Road Conditions within Phase I
 - 4. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 5
- I. Administrative & Operational Matters
 - 1. Financial Risk Management Policy/Review – 2018/2019 Fiscal Year.....Page 10
 - 2. Staff Report as Required
- J. Board Member and Staff Closing Comments
- K. Adjourn

**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020 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 Crexent Business Center located at 6625 Miami Lakes Drive, Miami Lakes, Florida 33014 at **10:45 a.m.** on the following dates:

October 22, 2019
November 19, 2019
February 25, 2020
March 24, 2020
April 28, 2020
May 26, 2020
June 23, 2020
July 28, 2020
September 22, 2020

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.summervillecdd.org

PUBLISH: MIAMI DAILY BUSINESS REVIEW 10/11/19

**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 24, 2019**

A. CALL TO ORDER

The September 24, 2019, Regular Board Meeting of the Summerville Community Development District was called to order at 10:47 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 October 12, 2018, as legally required.

C. CONSIDER BOARD MEMBER RESIGNATION

Mr. Kalin stated that he was in possession of a resignation letter from Michael Caputo with an effective date of May 29, 2019, and it would be in order for the Board to formally accept the resignation as presented. A discussion ensued after which;

A **motion** was made by Mr. Albertson, seconded by Mr. Latchman and unanimously passed to accept the resignation of Michael Caputo with an effective date of May 29, 2019.

Mr. Kalin advised that there was now a vacancy on the Board (Seat #4 which expires in 11/2020), as a result of the recent resignation. Any qualified persons interested in serving on the District Board of Supervisors may contact the District Manager.

D. ESTABLISH A QUORUM

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

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

E. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

G. APPROVAL OF MINUTES

1. June 25, 2019, Regular Board Meeting and Public Hearing

Mr. Kalin presented the minutes of the June 25, 2019, Regular Board Meeting and Public Hearing 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 approving the minutes of the June 25, 2019, Regular Board Meeting and Public Hearing, *as presented*.

H. OLD BUSINESS

1. Update Regarding Community Parking – Caltran Engineering Group, Inc.

Mr. Kalin explained that Caltran Engineering Group, Inc. was currently working with Miami-Dade County (the “County”) to obtain the required information and verbal approval for the commencement of the tasks in order to construct additional parking spaces within the District. An update on this topic will be provided at an upcoming meeting.

2. Update on Landscape Maintenance Agreement Between District and Summerville HOA

Mr. Kalin advised that he was in receipt of a revised version of the Landscape Maintenance Agreement (the “Agreement”), which had been reviewed by the Summerville HOA. Ms. Wald provided an explanation for the requested changes to the Agreement and stated that she would directly contact Eduardo Valdes, Summerville HOA’s legal counsel, to discuss the proposed changes. A discussion ensued after which the Board requested that the landscape maintenance funds being provided to the Summerville HOA in the amount of \$15,000 per year be disbursed in quarterly installments. An update regarding this topic will be provided at an upcoming meeting.

3. Staff Report, as Required

There was no Staff Report at this time.

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)

Mr. Kalin and Ms. Wald provided an explanation for the Bill of Sale and No Lien Affidavit between ARC Summerville Lots, LLC, D.R. Horton, Inc. and the District and stated that the aforementioned documents pertain to the Water and Sewer Facilities located within the Summerville Villas Phase 2A. A discussion ensued after which;

A **motion** was made by Mr. Latchman, seconded by Mr. Abreu and unanimously passed approving the Bill of Sale and No Lien Affidavit between ARC Summerville Lots, LLC, D.R. Horton, Inc. and the District; subject to the District Engineer’s final approval of all related conveyance documents, the completion of the Water and Sewer Facilities and obtaining a certification letter from Miami-Dade County Department of Economic Resource Management acknowledging their acceptance of the Water and Sewer Facilities within the Summerville Villas Phase 2A.

2. Discussion and Approval to Convey Water and Sewer Facilities to Miami-Dade County

As contemplated in the 2004 Engineer's Report and as part of public infrastructure conveyances, the Board was asked to consider conveying the Summerville Villas Phase 2A Water and Sewer Facilities from the District to the Miami-Dade County Water and Sewer Department (WASD). A discussion ensued after which;

A **motion** was made by Mr. Latchman, seconded by Mr. Albertson and passed unanimously to convey the approved and accepted Water and Sewer Facilities within the Summerville Villas Phase 2A to Miami-Dade County WASD, authorizes applicable ancillary documents and further authorizes District officials to sign the related documents, as required and approved by District Counsel.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

Mr. Abreu requested that the developer inspect the roads within Phase I of the District, as construction vehicles have degraded the asphalt, causing several potholes throughout the District. Mr. Albertson stated he would have a representative from D.R. Horton, Inc. inspect the roads and address any issues accordingly.

2. Discussion Regarding Fall Meeting Schedule

The Board consensus was to hold the October 22, 2019, meeting.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member or Staff closing comments.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Albertson, seconded by Mr. Latchman and unanimously passed to adjourn the Regular Board Meeting at approximately 11:12 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, *FLORIDA STATUTES*; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Summerville Community Development District (the “District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 22nd day of October, 2019.

ATTEST:

**SUMMERVILLE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Summerville
Community Development District

**Amended Final Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

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AMENDED FINAL BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18- 9/29/19
REVENUES			
ADMINISTRATIVE ASSESSMENTS	56,124	56,324	56,324
MAINTENANCE ASSESSMENTS	9,702	9,703	9,703
DEBT ASSESSMENTS	236,263	236,263	236,263
OTHER REVENUES	0	0	0
INTEREST INCOME	180	500	487
TOTAL REVENUES	\$ 302,269	\$ 302,790	\$ 302,777
EXPENDITURES			
ADMINISTRATIVE EXPENDITURES			
SUPERVISOR FEES	0	0	0
PAYROLL TAXES (EMPLOYER)	0	0	0
MANAGEMENT	25,896	25,896	25,896
SECRETARIAL	4,200	4,200	4,200
LEGAL	9,000	8,000	6,073
ASSESSMENT ROLL	7,500	7,500	7,500
AUDIT FEES	3,800	3,400	3,400
INSURANCE	6,500	5,000	5,000
LEGAL ADVERTISING	720	720	553
MISCELLANEOUS	900	600	279
POSTAGE	150	150	145
OFFICE SUPPLIES	400	400	358
DUES & SUBSCRIPTIONS	175	175	175
TRUSTEE FEES	3,000	3,000	3,000
CONTINUING DISCLOSURE FEE	500	500	500
WEBSITE MANAGEMENT	1,500	1,500	1,500
ADMINISTRATIVE CONTINGENCY	1,200	500	0
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 65,441	\$ 61,541	\$ 58,579
MAINTENANCE EXPENDITURES			
OPEN SPACE TRACT MAINTENANCE	4,800	500	0
FIELD OPERATIONS MANAGEMENT	720	720	720
ENGINEERING/ANNUAL REPORT/INSPECTIONS	1,200	2,050	2,050
MAINTENANCE/CONTINGENCY	2,400	9,600	1,125
TOTAL MAINTENANCE EXPENDITURES	\$ 9,120	\$ 12,870	\$ 3,895
TOTAL EXPENDITURES	\$ 74,561	\$ 74,411	\$ 62,474
REVENUES LESS EXPENDITURES	\$ 227,708	\$ 228,379	\$ 240,303
BOND PAYMENTS	(222,088)	(224,824)	(224,824)
BALANCE	\$ 5,620	\$ 3,555	\$ 15,479
COUNTY APPRAISER & TAX COLLECTOR FEE	(6,042)	(2,903)	(2,903)
DISCOUNTS FOR EARLY PAYMENTS	(12,083)	(11,838)	(11,838)
EXCESS/ (SHORTFALL)	\$ (12,505)	\$ (11,186)	\$ 738
CARRYOVER FROM PRIOR YEAR	12,505	12,505	0
Net Excess/ (Shortfall)	\$ -	\$ 1,319	\$ 738

FUND BALANCE AS OF 9/30/18	
FY 2018/2019 ACTIVITY	
FUND BALANCE AS OF 9/30/19	

\$162,918
(\$11,186)
\$151,732

Notes

\$12,505 Of Fund Balance Was Used To Reduce 2018/2019 Assessments.
 \$25,530 Of Fund Balance To Be Used To Reduce 2019/2020 Assessments.

AMENDED FINAL BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET 10/1/17 - 9/30/19	AMENDED FINAL BUDGET 10/1/17 - 9/30/19	YEAR TO DATE ACTUAL 10/1/17- 9/29/19
REVENUES			
Interest Income	100	5,955	5,945
NAV Tax Collection	222,088	224,711	224,711
Total Revenues	\$ 222,188	\$ 230,666	\$ 230,656
EXPENDITURES			
Principal Payments	85,000	85,000	85,000
Extraordinary Principal Payments	0	10,000	10,000
Interest Payments	137,088	139,150	139,150
Transfer To Construction Fund	100	5,500	3,478
Total Expenditures	\$ 222,188	\$ 239,650	\$ 237,628
Excess/ (Shortfall)	\$ -	\$ (8,984)	\$ (6,972)

FUND BALANCE AS OF 9/30/18	\$272,721
FY 2018/2019 ACTIVITY	(\$8,984)
FUND BALANCE AS OF 9/30/19	\$263,737

Notes

Reserve Fund Balance = \$174,662*

Revenue Fund Balance = \$89,075*.

Revenue Fund Balance To Be Used To Make 11/1/2019 Interest Payment Of \$67,100.

* Approximate Amounts

Series 2006 Bond Information

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

Par Amount As Of 9/30/19 = \$2,440,000

FINANCIAL RISK MANAGEMENT POLICY

(Fiscal Year 2018/2019)

Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of good management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

a. Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and

b. Each expenditure from the District’s operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and

c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

d. A designated member of the Board (by an electronic approval procedure) has an opportunity to review the District’s expenditure(s) prior to the payment(s) being released; and

e. The District engages an independent firm, pursuant to Chapter 218.391, Florida Statutes, to audit the prior year’s financial activities (October 1st through September 30th) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30th) the District’s Board of Supervisors reviews, pursuant to Chapter 189.418(5), Florida Statutes, the prior year’s budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.
