



**SUMMERVILLE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
SPECIAL BOARD MEETING
& PUBLIC HEARING
AUGUST 2, 2023
9:00 A.M.**

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

www.summervillecdd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
Kendall Executive Center
8785 SW 165th Avenue, Suite 200
Miami, Florida 33193
Call-In: 877-402-9753 Access ID: 8338134
SPECIAL BOARD MEETING & PUBLIC HEARING
August 2, 2023
9:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Appointment of Supervisors to Vacant Seats (Seats 2 and 4)
- E. Administer Oath of Office and Review New Board Member Duties
- F. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. May 3, 2023 Regular Board Meeting.....Page 2
- J. Public Hearing
 - 1. Proof of Publication.....Page 7
 - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
 - 3. Consider Resolution No. 2023-05 - Adopting a Fiscal Year 2023/2024 Final Budget.....Page 8
- K. Old Business
 - 1. Discussion Regarding Park Rules Signage.....Page 15
- L. New Business
 - 1. Discussion Regarding Sidewalk Pressure Cleaning.....Page 16
 - 2. Consider Resolution No. 2023-06 – Records Retention Policy Adoption.....Page 17
 - 3. Consider Resolution No. 2023-07 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 21
 - 4. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 23
- M. Administrative & Operational Matters
 - 1. Update Regarding Statement of Financial Interests 2022 Form 1
- N. Board Member and Staff Closing Comments
- O. Adjourn

Miscellaneous Notices

Published in Miami Daily Business Review on July 20, 2023

Location

Miami-Dade County, Florida

Notice Text

NOTICE OF PUBLIC HEARING AND SPECIAL BOARD MEETING OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Summerville Community Development District (the "District") will hold a Public Hearing and Special Board Meeting on August 2, 2023, at 9:00 a.m., or as soon thereafter as the meeting can be heard, in the Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193.

The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2023/2024 Proposed Final Budget and Non-Ad Valorem Assessment Roll. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, during normal business hours. The purpose of the Special Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Board members will 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.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at 786-247-2700 ext. 2027 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Special Board Meeting, 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 their own expense and which record includes the testimony and evidence on which the appeal is based.

Meetings may be cancelled from time to time without advertised notice.

Summerville Community Development District

www.summervillecdd.org

7/13-20 23-02/0000672306M

**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MAY 3, 2023**

A. CALL TO ORDER

The May 3, 2023, Regular Board Meeting of the Summerville Community Development District (the “District”) was called to order at 9:02 a.m. in the Kendall Executive Center located at 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 23, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, *as legally required*.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Vice Chairwoman Barbara Tomas and Supervisors Larry Gordon and Bryan Rosales constituted a quorum and it was in order to proceed with the meeting.

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

D. CONSIDER RESIGNATION (LAZARO GONZALEZ/SEAT 4; EFFECTIVE 2/2/23)

Ms. Nguyen stated that she was in possession of a resignation letter from Lazaro Gonzalez with an effective date of February 2, 2023, and it would be in order for the Board of Supervisors (the “Board”) to consider.

A **motion** was made by Mr. Rosales, seconded by Mr. Gordon and unanimously passed accepting the resignation of Lazaro Gonzalez, effective February 2, 2023.

Ms. Nguyen stated that there was now a vacancy in Seat #4 which term expires in November 2024. Ms. Nguyen reminded the Board that there was also a vacancy in Seat #2 which term expires in November 2026.

E. APPOINTMENT OF SUPERVISORS TO VACANT SEATS (SEATS 2 & 4)

This item was not needed at this time.

F. ADMINISTER OATH OF OFFICE AND REVIEW NEW BOARD MEMBER DUTIES AND RESPONSIBILITIES

This item was not needed at this time.

G. ELECTION OF OFFICERS

As a result of the changes to the Board of the District, Ms. Nguyen recommended that re-election of the District's Officers take place.

A **motion** was made by Mr. Rosales, seconded by Mr. Gordon and unanimously passed electing Ms. Tomas as Chairwoman.

A **motion** was made by Ms. Tomas, seconded by Mr. Rosales and unanimously passed electing Mr. Rosales as Vice Chairman.

Ms. Nguyen provided the following slate of names for election:

- Secretary/Treasurer – Nancy Nguyen
- Assistant Secretaries – Larry Gordon, Armando Silva and Gloria Perez

A **motion** was made by Mr. Rosales, seconded by Ms. Tomas and passed unanimously electing District's Officers, as listed above.

The Board elections are as follows:

- Chairwoman – Barbara Tomas
- Vice Chairman – Bryan Rosales
- Secretary/Treasurer – Nancy Nguyen
- Assistant Secretaries – Larry Gordon, Armando Silva and Gloria Perez

H. ADDITIONS OR DELETIONS TO THE AGENDA

Ms. Nguyen advised that she would like to add the following item to the agenda:

- Administrative & Operational Matters, Item 2. Consider Resolution No. 2023-04 – Authorizing Electronic Approval & Check Signers

The Board acknowledged Ms. Nguyen's request.

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. February 1, 2023, Regular Board Meeting & Public Hearing

Ms. Nguyen presented the minutes of the February 1, 2023, Regular Board Meeting and Public Hearing and asked if there were any changes.

There being no changes, a **motion** was made by Mr. Rosales, seconded by Mr. Gordon and passed unanimously approving the minutes of the February 1, 2023, Regular Board Meeting and Public Hearing, *as presented*.

K. OLD BUSINESS

1. Approval of Engineering Agreement

Ms. Nguyen presented an Engineering Agreement and reminded the Board that during the February 1, 2023, meeting they had approved an adjustment to the engineering fee structure. Ms. Nguyen stated that due to the changes in the fee structure, it would be in order to have an Agreement in place. Ms. Nguyen stated that District Counsel had already reviewed this Agreement.

A **motion** was made by Mr. Rosales, seconded by Mr. Gordon and unanimously passed approving the Engineering Agreement.

L. NEW BUSINESS

1. Consider Resolution No. 2023-03 – Adopting a fiscal Year 2023/2024 Proposed Budget

Ms. Nguyen presented Resolution No. 2023-03, entitled:

RESOLUTION NO. 2023-03

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 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen explained that she was contacted by the HOA Manager and Mr. Tomas regarding an increase in HOA contributions from the District. As such, Ms. Nguyen provided two (2) Proposed Budget scenarios. Scenario 2 provides for an increase to the HOA contribution for landscaping budget line in the amount of approximately \$15,960 (30% of HOA landscaping contract), as well as an increase in the HOA contribution for the street lights in the amount of \$4,200. Ms. Nguyen stated that these changes would require an increase in assessments in the amount of approximately \$80. Board members were reminded that whether the HOA of the District pay for the landscaping, the funds are still coming from the homeowners. Ms. Nguyen presented Scenario 1 and stated that this scenario will keep the contribution amount for landscaping the same and does not require an assessment increase. Ms. Nguyen stated that as part of Resolution No. 2023-03, the Board must set a date for the public hearing to adopt the fiscal year 2023/2024 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Ms. Tomas, seconded by Mr. Rosales and unanimously passed to approve and adopt Resolution No. 2023-03 Scenario 1, *as amended* (combining the Lawn Maintenance/Irrigation/Open Tracts and Maintenance Contingency budget lines and moving \$4,200 from this budget line to the HOA Contribution (Street Lights) budget line), setting the public hearing to adopt the fiscal year 2023/2024 final budget and assessments for August 2, 2023, at 9:00 a.m. in the Kendall Executive Center located at 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193; and further authorizes publication/notice of the budget public hearing, as required by law.

2. Discussion Regarding Sidewalk Trip Hazards

Ms. Nguyen informed the Board that she had received several calls regarding trip hazards throughout the community. Ms. Nguyen stated that an inspection of the sidewalks was conducted and there were nineteen (19) trip hazards on District owned sidewalks and over seventy (70) trip hazards on county

owned sidewalks. Ms. Nguyen stated that in an effort to avoid any liability for the District, she engaged Raptor Vac-Systems, Inc. to mill the 19 trip hazards on District owned sidewalks in the amount of \$90 per location (an increase of approximately \$1 per location as compared to last year).

A **motion** was made by Mr. Rosales, seconded by Mr. Gordon and unanimously passed ratifying the District Managers' actions and further authorizing District Counsel to prepare an Agreement, and for the District Manager to execute such Agreement.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Statement of Financial Interest 2022 Form 1 – Filing Deadline: July 1, 2023

The Board Members were reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2022 Statement of Financial Interests Form 1. The deadline for submittal is July 1, 2023.

2. ADD-ON: Consider Resolution No. 2023-04 Authorizing Electronic Approvals & Check Signers

Resolution No. 2023-04 was presented, entitled:

RESOLUTION NO. 2023-04

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.

Ms. Nguyen advised that due to the Board of Supervisors changes, it would be in order to designate a new District Official as an authorized electronic approver and re-elect authorized District Staff as electronic approvers and check signers. The following slate of names were suggested:

- Todd Wodraska
- Jason Pierman
- Patricia LasCasas
- Nancy Nguyen
- Barbara Tomas

A **motion** was made by Mr. Rosales, seconded by Mr. Gordon and unanimously passed approving and adopting Resolution No. 2023-04, designating the authorized electronic approvers and check signers, as listed above.

N. BOARD MEMBER & STAFF CLOSING COMMENTS

The Board inquired as to whose responsibility it was to trim the trees in the community. Ms. Nguyen stated that technically, it was the HOA's responsibility; however, in the previous year, the HOA requested that the District be responsible for the trimming of District owned trees. A discussion ensued, after which;

A **motion** was made by Mr. Rosales, seconded by Ms. Tomas and unanimously passed authorizing the District Manager to have the trees and palm trees trimmed for a not to exceed amount that is within the fiscal year 2022/2023 budget.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Rosales, seconded by Ms. Tomas and unanimously passed adjourning the Regular Board Meeting at approximately 9:38 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

Miscellaneous Notices

Published in Miami Daily Business Review on July 20, 2023

Location

Miami-Dade County, Florida

Notice Text

NOTICE OF PUBLIC HEARING AND SPECIAL BOARD MEETING OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT

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The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2023/2024 Proposed Final Budget and Non-Ad Valorem Assessment Roll. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, during normal business hours. The purpose of the Special Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

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If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Special Board Meeting, 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 their own expense and which record includes the testimony and evidence on which the appeal is based.

Meetings may be cancelled from time to time without advertised notice.

Summerville Community Development District

www.summervillecdd.org

7/13-20 23-02/0000672306M

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR FINAL 2023/2024 BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Summerville Community Development District (the “District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

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

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted by the Board, and the assessments set forth therein shall be levied.

Section 2. The 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 2nd day of August, 2023

ATTEST:

**SUMMERVILLE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chair/Vice Chair

Summerville Community Development District

**Final Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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- III DETAILED FINAL DEBT SERVICE FUND BUDGET**
- IV ASSESSMENT COMPARISON**

FINAL BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
ADMINISTRATIVE ASSESSMENTS	79,887
MAINTENANCE ASSESSMENTS	81,721
DEBT ASSESSMENTS	197,090
OTHER REVENUES	0
INTEREST INCOME	180
TOTAL REVENUES	\$ 358,878
EXPENDITURES	
MAINTENANCE EXPENDITURES	
FIELD OPERATIONS MANAGEMENT	720
ENGINEERING/ANNUAL REPORT/INSPECTIONS	2,400
HOA CONTRIBUTION (STREET LIGHTS)	16,200
PRESSURE CLEANING	12,000
SIDEWALKS (MILLING & REPLACEMENT)	15,150
HOA CONTRIBUTION (LANDSCAPE & PALM FERT.)	17,793
MAINTENANCE CONTINGENCY	12,555
TOTAL MAINTENANCE EXPENDITURES	\$ 76,818
ADMINISTRATIVE EXPENDITURES	
SUPERVISOR FEES	5,000
PAYROLL TAXES (EMPLOYER)	383
MANAGEMENT	29,016
SECRETARIAL	4,200
LEGAL	10,000
ASSESSMENT ROLL	7,500
AUDIT FEES	3,900
INSURANCE	6,450
LEGAL ADVERTISING	750
MISCELLANEOUS	800
POSTAGE	250
OFFICE SUPPLIES	400
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	3,500
CONTINUING DISCLOSURE FEE	350
WEBSITE MANAGEMENT	2,000
ADMINISTRATIVE CONTINGENCY	600
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 75,274
TOTAL EXPENDITURES	\$ 152,092
REVENUES LESS EXPENDITURES	\$ 206,786
BOND PAYMENTS	(185,265)
BALANCE	\$ 21,521
COUNTY APPRAISER & TAX COLLECTOR FEE	(7,173)
DISCOUNTS FOR EARLY PAYMENTS	(14,348)
EXCESS/ (SHORTFALL)	\$ -
CARRYOVER FROM PRIOR YEAR	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
ADMINISTRATIVE ASSESSMENTS	52,991	78,988	79,887	Expenditures Less Interest & Carryover/.94
MAINTENANCE ASSESSMENTS	51,862	82,785	81,721	Expenditures/.94
DEBT ASSESSMENTS	196,393	197,090	197,090	Bond Payments/.94
OTHER REVENUES	0	0	0	
INTEREST INCOME	16	180	180	Projected At \$15 Per Month
TOTAL REVENUES	\$ 301,262	\$ 359,043	\$ 358,878	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
FIELD OPERATIONS MANAGEMENT	720	720	720	No Change From 2022/2023 Budget
ENGINEERING/ANNUAL REPORT/INSPECTIONS	1,125	2,400	2,400	No Change From 2022/2023 Budget
HOA CONTRIBUTION (STREET LIGHTS)	0	12,000	16,200	\$4,200 Increase From 2022/2023 Budget
PRESSURE CLEANING	9,754	12,000	12,000	No Change From 2022/2023 Budget
SIDEWALKS (MILLING & REPLACEMENT)	0	15,150	15,150	No Change From 2022/2023 Budget
HOA CONTRIBUTION (LANDSCAPE & PALM FERT.)	18,000	15,000	17,793	\$2,793 Increase From 2022/2023 Budget
MAINTENANCE CONTINGENCY	33,869	20,548	12,555	Maintenance Contingency
TOTAL MAINTENANCE EXPENDITURES	\$ 63,468	\$ 77,818	\$ 76,818	
ADMINISTRATIVE EXPENDITURES				
SUPERVISOR FEES	0	5,000	5,000	Supervisor Fees
PAYROLL TAXES (EMPLOYER)	0	383	383	Supervisor Fees * 7.65%
MANAGEMENT	27,360	28,176	29,016	CPI Adjustment (Capped At 3%)
SECRETARIAL	4,200	4,200	4,200	No Change From 2022/2023 Budget
LEGAL	9,095	10,000	10,000	No Change From 2022/2023 Budget
ASSESSMENT ROLL	7,500	7,500	7,500	As Per Contract
AUDIT FEES	3,700	3,800	3,900	\$100 Increase From 2022/2023 Budget
INSURANCE	5,706	6,250	6,450	Insurance Estimate
LEGAL ADVERTISING	380	820	750	\$70 Decrease From 2022/2023 Budget
MISCELLANEOUS	757	800	800	No Change From 2022/2023 Budget
POSTAGE	219	250	250	No Change From 2022/2023 Budget
OFFICE SUPPLIES	405	375	400	\$25 Increase From 2022/2023 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2022/2023 Budget
TRUSTEE FEES	3,500	3,000	3,500	\$500 Increase From 2022/2023 Budget
CONTINUING DISCLOSURE FEE	350	500	350	\$150 Decrease From 2022/2023 Budget
WEBSITE MANAGEMENT	2,000	2,000	2,000	No Change From 2022/2023 Budget
ADMINISTRATIVE CONTINGENCY	0	1,200	600	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 65,347	\$ 74,429	\$ 75,274	
TOTAL EXPENDITURES	\$ 128,815	\$ 152,247	\$ 152,092	
REVENUES LESS EXPENDITURES	\$ 172,447	\$ 206,796	\$ 206,786	
BOND PAYMENTS	(186,968)	(185,265)	(185,265)	2024 P&I Payments Less Interest
BALANCE	\$ (14,521)	\$ 21,531	\$ 21,521	
COUNTY APPRAISER & TAX COLLECTOR FEE	(2,897)	(7,177)	(7,173)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(11,550)	(14,354)	(14,348)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (28,968)	\$ -	\$ -	
CARRYOVER FROM PRIOR YEAR	0	0	0	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (28,968)	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	399	25	100	Projected Interest For 2023/2024
NAV Tax Collection	186,968	185,265	185,265	Maximum Debt Service Collection
Total Revenues	\$ 187,367	\$ 185,290	\$ 185,365	
EXPENDITURES				
Principal Payments	109,000	116,000	118,000	Principal Payment Due In 2024
Interest Payments	74,275	69,265	65,755	Interest Payments Due In 2024
Bond Redemption	0	25	1,610	Estimated Excess Debt Collections
Total Expenditures	\$ 183,275	\$ 185,290	\$ 185,365	
Excess/ (Shortfall)	\$ 4,092	\$ -	\$ -	

Series 2020 Bond Refunding Information

Original Par Amount =	\$2,193,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.0% - 4.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	December 2020		
Maturity Date =	May 2036		

Par Amount As Of 1/1/23 = \$1,967,000

Summerville Community Development District Assessment Comparison

	Fiscal Year 2020/2021 Assessment Before Discount*	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Projected Assessment Before Discount*
Administrative	\$ 156.85	\$ 198.02	\$ 295.84	\$ 299.21
Maintenance	\$ 91.33	\$ 194.93	\$ 310.06	\$ 306.08
<u>Debt</u>	<u>\$ 883.10</u>	<u>\$ 738.17</u>	<u>\$ 738.17</u>	<u>\$ 738.17</u>
Total	\$ 1,131.28	\$ 1,131.12	\$ 1,344.07	\$ 1,343.46

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units 267

PARK RULES

PARK HOURS: SUNRISE TO SUNSET

RULES AND REGULATIONS APPLICABLE TO PARKS AND OPEN SPACES:

- ON-LEASH PETS PERMITTED IN PARK
- REMOVAL OR DAMAGE TO NATURAL RESOURCES IS PROHIBITED
- LITTERING & DUMPING OF ANY KIND IS PROHIBITED
- FIREWORKS AND FIRE ARE PROHIBITED
- ALCOHOLIC BEVERAGES ARE PROHIBITED
- SMOKING AND VAPING ARE PROHIBITED
- SKATEBOARDS, BICYCLES, SCOOTERS, ETC. ARE PROHIBITED
- MOTORIZED VEHICLES ARE PROHIBITED
- CAUSING A NUISANCE IS PROHIBITED
- SOLICITING IS PROHIBITED
- GLASS CONTAINERS ARE PROHIBITED
- FIREARMS AND OTHER WEAPONS ARE PROHIBITED
- OBSCENE LANGUAGE IS PROHIBITED
- GAMBLING IS PROHIBITED
- AMPLIFIED SOUNDS, WHICH MAY BE CONSIDERED A NUISANCE ARE PROHIBITED
- BOUNCE HOUSES, TENTS, TARPS, OR OTHER SIMILAR DEVICES ARE PROHIBITED
- PRIVATE PARTIES ARE PROHIBITED WITHOUT WRITTEN PERMISSION FROM THE DISTRICT

ALL PERSONS USING THE PARKS AND OPEN SPACES ARE EXPECTED TO CONDUCT THEMSELVES IN A RESPONSIBLE, COURTEOUS AND SAFE MANNER IN COMPLIANCE WITH ALL APPLICABLE RULES OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") AND MIAMI-DADE COUNTY.

RULES AND REGULATIONS ENFORCED IN ACCORDANCE WITH THE DISTRICT PARK AND OPEN SPACE RULES. VIOLATION OF ONE OR MORE OF THESE RULES MAY RESULT IN EXPULSION FROM THE PARK AND OPEN SPACES.

THE DISTRICT IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO ANY PRIVATE PROPERTY USED OR STORED IN PARKS AND OPEN SPACES.

ANY PERSON WHO IN ANY MANNER MAKES USE OF PARKS AND OPEN SPACES OR ANY DISTRICT EQUIPMENT OR OTHER STRUCTURES WITHIN PARKS AND OPEN SPACES DOES SO AT THEIR OWN RISK.

EVERY PERSON SHALL BE LIABLE FOR ANY PROPERTY DAMAGE AND/OR PERSONAL INJURY AT PARKS AND OPEN SPACES, CAUSED BY SUCH PERSON.

FOR A COMPLETE LIST OF RULES AND REGULATIONS, PLEASE VISIT WWW.SUMMERVILLECDD.ORG

13476 SW 22nd Street
Miramar, FL 33027
Thepressurecleaningman@gmail.com
www.thepressurecleaningman.com
Cell: (954)328-8964
License Dade County No. 14BS00064
License Broward County No. 11-RP-17299-X
Office number (954)995-2356



The Pressure Cleaning Man inc.

Estimate

For: Summerville CDD
rquiroga@sdsinc.org

Estimate No: 1945
Date: 07/20/2023

Description	Amount
Pressure cleaning of	\$5,460.50
1. Sidewalks approximately 10921 linear feet	
Pressure cleaning of	\$1,093.00
1. Sidewalks approximately 2,886 linear feet	
Pressure cleaning of	\$3,200.00
- Curbs and gutters 16,394LF	

Subtotal	\$9,753.50
Total	\$9,753.50

Total	\$9,753.50
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Notes

Pricing may change if job specifications/materials change.

Pressure washing ground work does NOT remove any gum, rust stains, tire marks, or oil stains unless specified otherwise in estimate content.
The above mention require to be treated with special chemicals/techniques.

RESOLUTION 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Summerville Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

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

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records

Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 2nd day of August, 2023.

ATTEST:

**SUMMERVILLE COMMUNITY
DEVELOPMENT DISTRICT**

Print name: _____
Secretary / Assistant Secretary

Print name: _____
Chair / Vice Chair

Exhibit A: Amendments to General Records Schedules Established by the Division

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

RESOLUTION NO. 2023-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Summerville Community Development District (the "District") to establish a regular meeting schedule for fiscal year 2023/2024; and

WHEREAS, the Board of Supervisors (the "Board") of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted by the Board.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized by the Board to be published.

PASSED, ADOPTED and EFFECTIVE this 2nd day of August, 2023.

ATTEST:

**SUMMERVILLE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chair/Vice Chair

**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 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 Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193 at **9:00 a.m.** on the following dates:

**October 4, 2023
November 1, 2023
February 7, 2024
March 6, 2024
April 3, 2024
May 1, 2024
June 5, 2024
September 4, 2024**

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 nnguyen@sdsinc.org 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 nnguyen@sdsinc.org 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 9/22/23

**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel (10 Points).*

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience (10 Points).*

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work (10 Points).*

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services (10 Points).*

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price (10 Points).*

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022/2023, 2023/2024 and 2024/2025
With Two Year Option (2025/2026 and 2026/2027)
Miami-Dade County, Florida**

**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than September 7, 2023 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. REJECTION OF PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit two (2) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Summerville Community Development District” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

SECTION 15. REJECTION OF ALL PROPOSALS. The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.