



**SUMMERVILLE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 6, 2024
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

REGULAR BOARD MEETING

March 6, 2024

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 & 4)
- E. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- F. Election of Officers
 - Chair
 - Vice Chair
 - 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. September 6, 2023 Regular Board Meeting.....Page 2
- J. Old Business
 - 1. Discussion Regarding FPL Light Outages
- K. New Business
 - 1. Discussion Regarding Sidewalk Maintenance Responsibility.....Page 6
 - 2. Discussion Regarding Landscape Responsibility
 - 3. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 7
 - 4. Consider Resolution No. 2024-02 – Adopting an Electronic Signature Policy.....Page 14
 - 5. Discussion Regarding Required Ethics Training Memorandum.....Page 17
- L. Administrative & Operational Matters
 - 1. Qualifying Period Announcement: Noon, June 10, 2024 – Noon, June 14, 2024 (Seats 1, 3, & 4)
- M. Board Member and Staff Closing Comments
- N. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

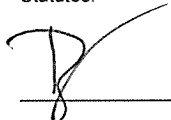
Before the undersigned authority personally appeared ROSANA SALGADO, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

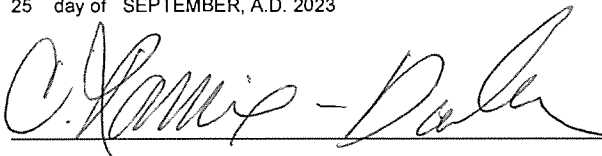
in the XXXX Court,
was published in a newspaper by print in the issues of Miami
Daily Business Review f/k/a Miami Review on

09/25/2023

Affiant further says that the newspaper complies with all
legal requirements for publication in chapter 50, Florida
Statutes.

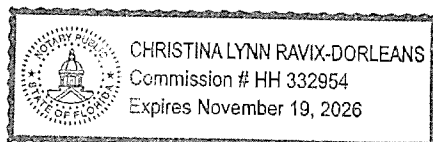


Sworn to and subscribed before me this
25 day of SEPTEMBER, A.D. 2023



(SEAL)

ROSANA SALGADO personally known to me



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
9/25

23-36/0000685116M

**SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 6, 2023**

A. CALL TO ORDER

The September 6, 2023, Regular Board Meeting of the Summerville Community Development District (the “District”) was called to order at 9:00 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 Special 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 Chairwoman Barbara Tomas, Vice Chairman Bryan Rosales and Supervisor Larry Gordon 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 Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO THE AGENDA

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

New Business, Item 2: Discussion Regarding Landscaping

The Board acknowledged Ms. Nguyen’s request.

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. August 2, 2023, Special Board Meeting & Public Hearing

Ms. Nguyen presented the minutes of the August 2, 2023, Special Board Meeting and Public Hearing and asked if there were any changes.

There being no changes, a **motion** was made by Ms. Tomas, seconded by Mr. Rosales and passed unanimously approving the minutes of the August 2, 2023, Special Board Meeting and Public Hearing, *as presented*.

G. OLD BUSINESS

1. Update Regarding Park Rules Signage

Ms. Nguyen explained that the Park Rule signage size was changed to better accommodate the language to be printed on them. She reminded the Board that they set a not to exceed amount of \$1,695 for the signs and installation labor. Ms. Nguyen further explained that she was currently seeking a company to install the signs. More information will be provided as she receives it.

2. Update Regarding Sidewalk Pressure Cleaning

Ms. Nguyen stated that the pressure cleaning of the sidewalks and curbs would commence on October 9th and should be completed on October 11th. Ms. Nguyen stated that the HOA Manager had been made aware of this schedule.

H. NEW BUSINESS

1. Consider Resolution No. 2023-08 – Adopting a Fiscal Year 2022/2023 Amended Budget

Ms. Nguyen presented Resolution No. 2023-08, entitled:

RESOLUTION NO. 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, *FLORIDA STATUTES*; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document. She indicated that there was an operating fund balance of approximately \$105,000 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Mr. Rosales, seconded by Ms. Tomas and unanimously passed adopting Resolution No. 2023-08, as presented, thereby setting the amended/revised budget for the 2022/2023 fiscal year.

2. Discussion Regarding Landscaping

Ms. Nguyen explained that she had been contacted by the HOA Manager regarding tree trimming. Ms. Nguyen stated that as part of the Landscape Maintenance Agreement between the District and the HOA, the tree trimming should fall under the purview of the HOA. Ms. Nguyen reminded the Board that in the past, the HOA had requested that the District assume the responsibility of certain landscape maintenance projects due to the HOA’s financial status. Ms. Nguyen explained that she was waiting to receive communication from the HOA to confirm if they will handle the tree trimming this year. Mr. Rosales, who is also the President of the HOA, stated that he would discuss the tree trimming project with the HOA Manager and will also review the HOA’s finances. The Board consensus was for the District to address the tree trimming project if confirmation is not received from the HOA **within two (2) weeks**. A discussion ensued, after which:

A **motion** was made by Mr. Rosales, seconded by Ms. Tomas and unanimously approved setting a not to exceed amount of \$4,500 for the trimming of the Summerville Community Development District trees.

I. AUDITOR COMMITTEE

1. Ranking of Proposals & Consider Selection of an Auditor

Ms. Nguyen reminded the Board that during the last Board Meeting, the Board was appointed as the Audit Committee.

Ms. Nguyen recessed the Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee at approximately 9:33 a.m. The purpose of the Audit Committee meeting is to rank and recommend, in order of preference, no fewer than three (3) audit firms to perform the required auditing services for three (3) fiscal years commencing with the 2022/2023 audit and to include a 2-year renewal option.

Ms. Nguyen explained that only one (1) audit firm had responded to the legal advertisement requesting proposals to perform annual audits for fiscal years ending 9/30/2023, 9/30/2024, 9/30/2025 and to include a 2-year renewal option for fiscal years ending 9/30/2026 and 9/30/2027.

Ms. Nguyen informed the Board that they had two options. They could either waive the three (3) audit proposer rule or they could start the request for proposals process again. The Audit Committee consensus was to waive the 3 audit proposer rule. Consequently, Ms. Nguyen asked the Audit Committee to waive the 3 audit proposer rule and to also rank the firm of Grau & Associates as #1, the only qualified and responsible firm. A discussion ensued, after which:

A **motion** was made by Mr. Rosales, seconded by Ms. Tomas and unanimously passed waiving the three (3) audit proposer rule and ranking the firm of Grau & Associates, deemed to be most qualified to perform the auditing services, as #1.

There being no further Audit Committee business to conduct, a **motion** was made by Ms. Tomas, seconded by Mr. Rosales and unanimously passed adjourning the Audit Committee Meeting and simultaneously reconvening the Regular Board Meeting at approximately 9:36 a.m.

A **motion** was made by Ms. Tomas, seconded by Mr. Rosales and unanimously passed authorizing the District Manager to engage the firm of Grau & Associates, a qualified and responsible auditing firm proposer, to perform audits for the three (3) fiscal years ending 2023, 2024 and 2025; and the fees for the fiscal years will be \$3,400, \$3,500 and \$3,600, respectively; and to provide in the engagement a 2-year renewal option for the fiscal years 2026 and 2027; and the fees for the option years, subject to fee adjustments for inflation, will be \$3,700 and \$3,800, respectively.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no staff report at this time.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no further comments from Board Members or District Staff.

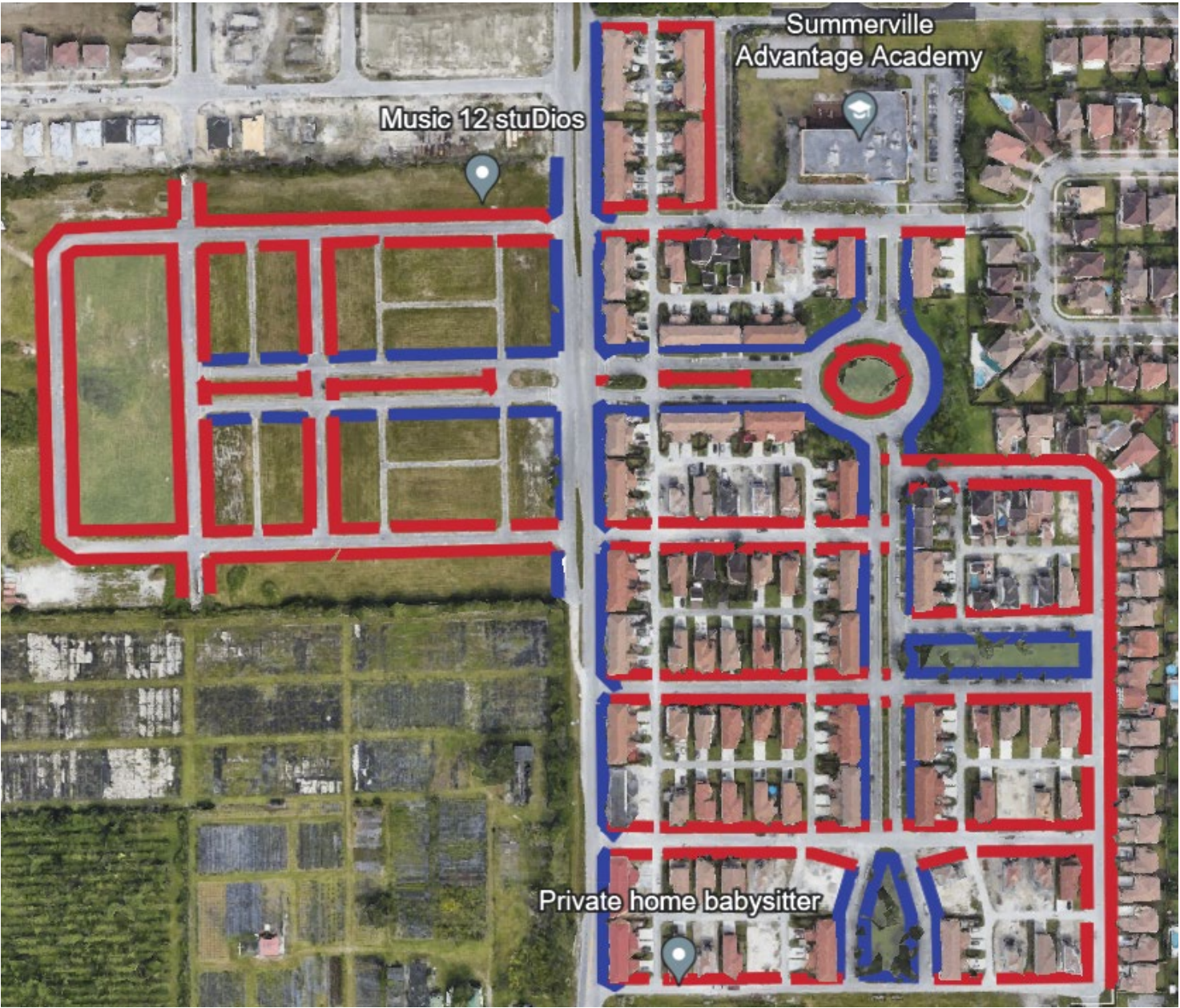
L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Tomas, seconded by Mr. Rosales and unanimously passed adjourning the Regular Board Meeting at approximately 9:44 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

SUMMERVILLE SIDEWALK OWNERSHIP



BLUE: Summerville Community Development District

RED: County

RESOLUTION NO. 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2024/2025 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2024/2025 attached hereto as Exhibit “A” is approved and adopted by the Board.

Section 2. A Public Hearing is hereby scheduled for June 5, 2024 at 9:00 a.m. in the Kendall Executive Center Second Floor Conference Room located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

PASSED, ADOPTED and EFFECTIVE this 6th day of March, 2024.

ATTEST:

**SUMMERVILLE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Summerville
Community Development District

**Proposed Budget For
Fiscal Year 2024/2025
October 1, 2024 - September 30, 2025**

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

PROPOSED BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
ADMINISTRATIVE ASSESSMENTS	79,753
MAINTENANCE ASSESSMENTS	81,721
DEBT ASSESSMENTS	197,090
OTHER REVENUES	0
INTEREST INCOME	420
TOTAL REVENUES	\$ 358,984
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	29,880
SECRETARIAL	4,200
LEGAL	10,000
ASSESSMENT ROLL	7,500
AUDIT FEES	3,500
INSURANCE	7,200
LEGAL ADVERTISING	2,000
MISCELLANEOUS	800
POSTAGE	275
OFFICE SUPPLIES	425
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	3,500
CONTINUING DISCLOSURE FEE	350
WEBSITE MANAGEMENT	2,000
ADMINISTRATIVE CONTINGENCY	600
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 77,788
TOTAL EXPENDITURES	\$ 154,606
REVENUES LESS EXPENDITURES	\$ 204,378
BOND PAYMENTS	(185,265)
BALANCE	\$ 19,113
COUNTY APPRAISER & TAX COLLECTOR FEE	(7,171)
DISCOUNTS FOR EARLY PAYMENTS	(14,342)
EXCESS/ (SHORTFALL)	\$ (2,400)
CARRYOVER FROM PRIOR YEAR	2,400
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
ADMINISTRATIVE ASSESSMENTS	80,120	79,887	79,753	Expenditures Less Interest & Carryover/.94
MAINTENANCE ASSESSMENTS	83,011	81,721	81,721	Expenditures/.94
DEBT ASSESSMENTS	197,625	197,090	197,090	Bond Payments/.94
OTHER REVENUES	0	0	0	
INTEREST INCOME	5,967	180	420	Projected At \$35 Per Month
TOTAL REVENUES	\$ 366,723	\$ 358,878	\$ 358,984	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
FIELD OPERATIONS MANAGEMENT	720	720	720	No Change From 2023/2024 Budget
ENGINEERING/ANNUAL REPORT/INSPECTIONS	1,060	2,400	2,400	No Change From 2023/2024 Budget
HOA CONTRIBUTION (STREET LIGHTS)	29,793	16,200	16,200	No Change From 2023/2024 Budget
PRESSURE CLEANING	0	12,000	12,000	No Change From 2023/2024 Budget
SIDEWALKS (MILLING & REPLACEMENT)	0	15,150	15,150	No Change From 2023/2024 Budget
HOA CONTRIBUTION (LANDSCAPE & PALM FERT.)	0	17,793	17,793	No Change From 2023/2024 Budget
MAINTENANCE CONTINGENCY	10,375	12,555	12,555	No Change From 2023/2024 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 41,948	\$ 76,818	\$ 76,818	
ADMINISTRATIVE EXPENDITURES				
SUPERVISOR FEES	2,200	5,000	5,000	Supervisor Fees
PAYROLL TAXES (EMPLOYER)	103	383	383	Supervisor Fees * 7.65%
MANAGEMENT	28,176	29,016	29,880	CPI Adjustment (Capped At 3%)
SECRETARIAL	4,200	4,200	4,200	No Change From 2023/2024 Budget
LEGAL	9,616	10,000	10,000	No Change From 2023/2024 Budget
ASSESSMENT ROLL	7,500	7,500	7,500	As Per Contract
AUDIT FEES	3,800	3,900	3,500	Accepted Amount For 2023/2024 Audit
INSURANCE	6,134	6,450	7,200	Fiscal Year 2023/2024 Expenditure Was \$6,594
LEGAL ADVERTISING	591	750	2,000	Costs Will Increase Due To Closing Of The Miami Business Review
MISCELLANEOUS	735	800	800	No Change From 2023/2024 Budget
POSTAGE	499	250	275	\$25 Increase From 2023/2024 Budget
OFFICE SUPPLIES	474	400	425	\$25 Increase From 2023/2024 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2023/2024 Budget
TRUSTEE FEES	3,500	3,500	3,500	No Change From 2023/2024 Budget
CONTINUING DISCLOSURE FEE	350	350	350	No Change From 2023/2024 Budget
WEBSITE MANAGEMENT	2,000	2,000	2,000	No Change From 2023/2024 Budget
ADMINISTRATIVE CONTINGENCY	0	600	600	No Change From 2023/2024 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 70,053	\$ 75,274	\$ 77,788	
TOTAL EXPENDITURES	\$ 112,001	\$ 152,092	\$ 154,606	
REVENUES LESS EXPENDITURES	\$ 254,722	\$ 206,786	\$ 204,378	
BOND PAYMENTS	(188,184)	(185,265)	(185,265)	2025 P&I Payments Less Interest
BALANCE	\$ 66,538	\$ 21,521	\$ 19,113	
COUNTY APPRAISER & TAX COLLECTOR FEE	(3,468)	(7,173)	(7,171)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(13,730)	(14,348)	(14,342)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 49,340	\$ -	\$ (2,400)	
CARRYOVER FROM PRIOR YEAR	0	0	2,400	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 49,340	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	5,244	100	500	Projected Interest For 2024/2025
NAV Tax Collection	188,184	185,265	185,265	Maximum Debt Service Collection
Total Revenues	\$ 193,428	\$ 185,365	\$ 185,765	
EXPENDITURES				
Principal Payments	116,000	118,000	121,000	Principal Payment Due In 2025
Interest Payments	71,005	65,755	62,170	Interest Payments Due In 2025
Bond Redemption	0	1,610	2,595	Estimated Excess Debt Collections
Total Expenditures	\$ 187,005	\$ 185,365	\$ 185,765	
Excess/ (Shortfall)	\$ 6,423	\$ -	\$ -	

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 1/1/24 = \$1,851,000

Summerville Community Development District Assessment Comparison

	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Assessment Before Discount*	Fiscal Year 2024/2025 Projected Assessment Before Discount*
Administrative	\$ 198.02	\$ 295.84	\$ 299.21	\$ 298.71
Maintenance	\$ 194.93	\$ 310.06	\$ 306.08	\$ 306.08
Debt	\$ 738.17	\$ 738.17	\$ 738.17	\$ 738.17
Total	\$ 1,131.12	\$ 1,344.07	\$ 1,343.46	\$ 1,342.96

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units 267

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the Summerville Community Development District (the “District”), is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “Act”), created by Ordinance No. 04-147 of the City Commission of Miami, Florida enacted on July 2, 2004; and

WHEREAS, the Board of Supervisors of the District regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

WHEREAS, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

WHEREAS, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

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

Section 1. The foregoing recitals are hereby incorporated as findings of fact of the District Board of Supervisors.

Section 2. The Board of Supervisors of the Summerville Community Development District hereby establishes and adopts the “Electronic Signature Policy,” as follows:

ELECTRONIC SIGNATURE POLICY

PURPOSE: The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, “Electronic Signature Act”.

DEFINITIONS:

Electronic means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

Electronic record means a record created, generated, sent, communicated, received, or stored by electronic means.

Electronic signature means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

Electronic transaction means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

Record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

POLICY: This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District’s right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by applicable policies, laws or regulations.

PROCEDURE: When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.

2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

3. The District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.

5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.

6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.

Section 3. The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.

Section 4. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

Section 5. If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6. The Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 6th day of March 2024.

**SUMMERVILLE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair

MEMORANDUM

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
District Counsel

DATE: January 19, 2024

RE: Required Ethics Training and Financial Disclosure

Ethics Training

This memorandum serves as a reminder that beginning January 1, 2024, elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts are required to complete four (4) hours of ethics training annually. The training must address, at a minimum, s. 8, Art. II of the Florida Constitution (ethics for public officers and financial disclosure), the Code of Ethics for Public Officers and Employees, and the Florida Public Records Law and Open Meetings laws.

Deadlines & Recordkeeping

The deadline to complete training for this calendar year is December 31, 2024. There is no requirement to submit proof that you have completed the training. However, the Florida Commission on Ethics recommends that Supervisors maintain a record of all completed trainings, including the date and time of completion. This documentation may be useful if Supervisors are ever required to provide evidence of training completion. The training is a calendar year requirement and corresponds to the form year. Therefore, Supervisors will report their 2024 training when filling out their Form 1 for the 2025 year.

Links to Online Training

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#). This presentation is audio only and is offered by the Office of the Attorney General. This presentation covers public records and Florida public records law. The presentation can be accessed for free. Completing this presentation will satisfy 2 of the 4 hours of required ethics training.

[State Ethics Laws for Constitutional Officers & Elected Municipal Officers](#). This training is presented by the Florida Commission on Ethics. The training is an overview of Florida's Ethics Code (Part III, Chapter 112, and Article II, Section 8, Florida Constitution) geared toward Constitutional Officers and Elected Municipal Officers. Topics covered include gifts, voting conflict, misuse of office, prohibited business relationships, conflicting employment relationships, revolving door, and Amendment 12. This presentation can be accessed for free. Completing this training will satisfy 2 of the 4 hours of required ethics training.

[State-Mandated Continuing Education in Ethics.](#) This class is presented by the Florida League of Cities. The class covers Chapter 112 of Florida's Ethics Code (2 Hours) and Florida Public Records and Public Meetings Law (2 Hours). To take this class, you must register for it, however there is no registration fee. Completing this class will meet your ethics training requirement.

["4-Hour Ethics Course"](#). The "4-Hour Ethics Course" is available online and presented by the Florida Institute of Government. There are three sessions. Session 1 covers Florida's Public Records Laws (1 hour), session 2 covers Florida Government in the Sunshine Law (1 hour), and session 3 covers Florida's Ethics Laws (2 hours). The registration fee is \$79. Completing this entire course will meet your ethics training requirement.

[Sunshine Law, Public Records and Ethics for Public Officers and Public Employees 2023.](#) This seminar is offered by the Florida Bar. This seminar covers sunshine law and public records; true stories of excess corruption in the ethics world; navigating Florida public records law, privacy, ethics and social media; complaints, misuse, anti-nepotism and voting; ethics during and after public service: conflicting contractual relationships & revolving door restrictions; gifts bribes, honoraria, and expenditures. The cost for this seminar is \$280. Completing this entire seminar will meet your ethics training requirement. Those Supervisors or Officers who are members of the Florida Bar may wish to purchase this option as Continuing Legal Education Credits can be earned.

We will notify you directly or through the District Manager's office if and when other training opportunities become available.

Form 1 or Form 6

Section 8, Article II of the Florida Constitution requires constitutional officers and certain elected public officials to file a Form 6. In the last session, the legislature expanded the requirements to include *elected members of municipalities*. Independent special district officials remain exempt from the requirement to file a Form 6. Elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts (including community development districts) are required to file Form 1.

For this year's filing requirement, a completed Form 1 must be submitted prior to July 1, 2024 using the Electronic Filing System of the Florida Commission on Ethics, which can be accessed via the link at [Login - Electronic Financial Disclosure Management System \(floridaethics.gov\).](#) You will no longer be able to file your completed Form 1 through your local Supervisor of Elections office.

If you have any questions or need additional information about ethics training requirements or financial disclosure, please do not hesitate to contact our office.