



**COCO PALMS
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JULY 19, 2017
10:00 A.M.**

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

305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
730 NW 107th Avenue,
Third Floor, Suite 300 Meeting Room
Miami, Florida 33172
REGULAR BOARD MEETING
July 19, 2017
10:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Resignations (Yadira Monzon & Indira Jimenez) and Appointments
- E. Administer Oath of Office and Review Board Member Duties & Responsibilities
- F. Election of Officers (as required)
 - 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. June 21, 2017 Regular Board Meeting & Public Hearing.....Page 2
 - 2. June 29, 2017 *Reconvened* Regular Board Meeting – (meeting was not held, no minutes)
- J. Old Business
 - 1. Staff Report: As Required
- K. New Business
 - 1. Discussion Regarding Annexation Area (24.96+/- Acres) and Approval of Agreement with Landowner (**Agreement to be provided under separate cover**)
 - 2. Staff Report as Required
- L. Administrative & Operational Matters
 - 1. Staff Report: As Required
- M. Board Member & Staff Closing Comments
- N. Adjourn

MIAMI DAILY BUSINESS REVIEW

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

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:


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

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

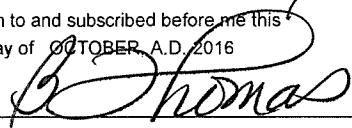
in the XXXX Court,
was published in said newspaper in the issues of

10/03/2016

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

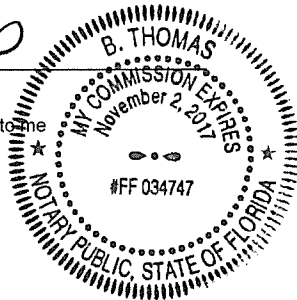


Sworn to and subscribed before me this
3 day of OCTOBER, A.D. 2016



(SEAL)

OCTELMA V. FERBEYRE personally known to me



**COCO PALMS COMMUNITY DEVELOPMENT
DISTRICT FISCAL YEAR 2016/2017
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Coco Palms Community Development District will hold Regular Meetings at Lennar Homes, LLC located at 730 NW 107th Avenue, 3rd Floor, Suite 300 Meeting Room, Miami, Florida 33172 at 11:15 a.m. on the following dates:

- October 19, 2016
- November 16, 2016
- December 21, 2016
- January 18, 2017
- February 15, 2017
- March 15, 2017
- April 19, 2017
- May 17, 2017
- June 21, 2017
- July 19, 2017
- August 16, 2017
- September 20, 2017

The purpose of the meetings is for the Board to consider 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. 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 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors 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 without advertised notice.

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT

www.cocopalmscdd.org
10/3

16-38/0000156988M

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 21, 2017

A. CALL TO ORDER

District Manager Neil Kalin called the June 21, 2017, Regular Board Meeting of the Coco Palms Community Development District to order at 11:12 a.m. in the Suite 300 Meeting Room of 730 NW 107th Avenue, Miami, Florida 33172.

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 3, 2016, June 1, 2017 and June 8, 2017, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Chairperson Carolina Herrera and Supervisors Raisa Krause and Yadira Monzon.

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

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

F. APPROVAL OF MINUTES

1. April 19, 2017, Regular Board Meeting

Mr. Kalin presented the April 19, 2017, Regular Board Meeting minutes and asked if there were any comments and/or changes. There being no changes, a **motion** was made by Ms. Monzon, seconded by Ms. Krause and unanimously passed to approve the April 19, 2017, Regular Board Meeting minutes, as presented.

Note: At approximately 11:19 a.m., Mr. Kalin recessed the Regular Board Meeting and simultaneously opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 21, 2017

Mr. Kalin presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on June 1, 2017, and June 8, 2017, as legally required.

2. Receive Public Comment on the Fiscal Year 2017/2018 Final Budget & Assessments

Mr. Kalin opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2017/2018 budget and non-ad valorem special assessments. There being no public comments, Mr. Kalin closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2017-04 – Adopting a Fiscal Year 2017/2018 Final Budget

Mr. Kalin presented Resolution No. 2017-04, entitled:

RESOLUTION NO. 2017-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
APPROVING AND ADOPTING A FISCAL YEAR 2017/2018 FINAL
BUDGET INCLUDING NON-AD VALOREM SPECIAL
ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Kalin read the title of the resolution into the record and stated that it provides for the adoption of the fiscal year 2017/2018 final budget and non-ad valorem special assessment tax roll. A copy of the tax roll was provided at the meeting. A discussion ensued after which:

A **motion** was made by Ms. Monzon, seconded by Ms. Krause and unanimously passed to approve and adopt Resolution No. 2017-04, *as presented*, thereby setting the Coco Palms Community Development District fiscal year 2017/2018 final budget and approving the non-ad valorem special assessment tax roll.

Note: At approximately 11:22 a.m., Mr. Kalin closed the Public Hearing and simultaneously reconvened the Regular Board Meeting.

H. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2017/2018 Regular Meeting Schedule

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 21, 2017

Mr. Kalin presented Resolution No. 2017-05, entitled:

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2017/2018 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDE AN EFFECTIVE DATE.

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

A **motion** was made by Ms. Monzon, seconded by Ms. Krause and unanimously passed to approve and adopt Resolution No. 2017-05, *as presented*, thereby setting the Coco Palms Community Development District fiscal year 2017/2018 regular meeting schedule and authorizing the publication of said schedule, as required by law.

2. Consider Resolution No. 2017-06 – Amending Resolution No. 2017-01 – Acreage Revision

Mr. Kalin presented Resolution No. 2017-06, entitled:

RESOLUTION NO. 2017-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT AMENDING AND RESTATING RESOLUTION NO. 2017-01, AUTHORIZING THE FILING OF A PETITION WITH MIAMI-DADE COUNTY, FLORIDA TO EXPAND THE BOUNDARIES OF THE DISTRICT, PROVIDING FOR THE CORRECTED EXPANSION AREA ACREAGE; AND PROVIDE AN EFFECTIVE DATE.

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

A **motion** was made by Ms. Monzon, seconded by Ms. Krause and unanimously passed to approve and adopt Resolution No. 2017-06, *as presented*, thereby amending Resolution No. 2017-01 to provide corrected acreage of expansion area.

3. Staff Report, as Required

There was no Staff Report at this time.

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 21, 2017

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Financial Risk Management Policy Review/Update – FY 2016-2017

Mr. Kalin informed the Board Members that as part of best management practices and to satisfy annual audit requirements/procedures, the District Manager (SDS, Inc.) takes certain measures and implements 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; 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, typically the Chairperson (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.

2. Statement of Financial Interests – 2016 Form 1 Filing Deadline: July 3, 2017

The Board was reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2016 Statement of Financial Interests Form 1 (“Form”). It was noted that the deadline for submitting the Form is July 3, 2017.

3. Add-On Item – Discussion Regarding Annexation and Sale of Property

The District, currently in the process of expanding its boundaries (the addition of approximately 24.96 acres), has been requested by the managing member of SFI Palm Tree Farms, LLC, the owner of the parcel being annexed, due to the timing of the petition

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 21, 2017

to expand the boundaries of the District, to consider an agreement between the District and SFI Palm Tree Farms, LLC that should the pending sale of the annexed parcel to the entity Coco Palm 82, LLC not close or fail for other reasons prior to parcel annexation into the District, then there would be a provision for the annexed parcel to be de-annexed from the District. A discussion ensued after which;

A **motion** was made by Ms. Monzon, seconded by Ms. Herrera and unanimously passed authorizing Staff to prepare an agreement and/or resolution between the District and the current owner (SFI Palm Tree Farms, LLC) of the area being annexed that should the sale of the 24.96 acre annexation parcel not close with Coco Palm 82, LLC, that the agreement and/or resolution would provide for the parcel owned by SFI Palm Tree Farms, LLC to be de-annexed from the District's boundaries.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

In consideration of the importance of the above Add-On Item, District Staff recommended that the Board consider recessing the Coco Palms Community Development District Regular Board Meeting and reconvening to a stated date and time. A discussion ensued after which;

A **motion** was made by Ms. Krause, seconded by Ms. Monzon and unanimously passed to *recess* the Coco Palms Community Development District Regular Board Meeting at approximately 11:34 a.m. and to *reconvene* the Regular Board Meeting at 10:00 a.m. on June 29, 2017, at Lennar Homes, LLC in the Suite 300 Meeting Room located at 730 NW 107th Avenue, 3rd Floor, Miami, Florida 33172.

L. ADJOURNMENT

SEE ABOVE ACTION

Note: The recessed Coco Palms Community Development District Regular Meeting of June 21, 2017 to reconvene on June 29, 2017 at 10:00 a.m. was not held; therefore, the meeting of June 21, 2017 has been officially closed.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson