



**COCO PALMS
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
AUGUST 19000, 2020
10:15 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
REGULAR BOARD MEETING & PUBLIC HEARING

August 19, 2020

10:15 a.m.

Join by URL for VIDEO ACCESS at: <https://us02web.zoom.us/j/82356213562>

Meeting ID: 823 5621 3562

Dial In Phone Number: 1 929 436 2866

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. May 20, 2020 Special Board Meeting.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 5
 - 2. Receive Public Comments on Fiscal Year 2020/2021 Final Budget
 - 3. Consider Resolution No. 2020-02 – Adopting a Fiscal Year 2020/2021 Final Budget.....Page 6
- H. Old Business
 - 1. Staff Report: As Required
- I. New Business
 - 1. Consider Resolution No. 2020-03 – Ordering and Calling for the 2nd Landowners’ Meeting.....Page 14
 - 2. Consider Resolution No. 2020-04 – Adopting a Fiscal Year 2020/2021 Meeting Schedule.....Page 20
- J. Administrative & Operational Matters
 - 1. Staff Report: As Required
- K. Board Member & Staff Closing Comments
- L. Adjourn

Miami Daily Business Review

July 30, 2020

Miscellaneous Notices

NOTICE OF THE PUBLIC HEARING & REGULAR BOARD MEETING OF COCO PALMS COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Coco Palms Community Development District ("District") will hold a public hearing on August 19, 2020, at 10:15 a.m. in the Offices of Lennar Homes, LLC located at 730 NW 107th Avenue, Miami, Florida 33172 for the purpose of hearing comments and objections on the adoption of the budget of the District for Fiscal Year 2020/2021. A regular board meeting of the District will also be held at that time where the Board may consider agenda items and any other business that may properly come before it.

A copy of the agenda and budget may be obtained from the District's website (www.cocopalmscdd.org) or at the offices of the District Manager, Special District Services, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410 during normal business hours.

It is anticipated that the public hearing and meeting will take place at the location provided above. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-150, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can do so utilizing the following login information:

Join by URL for VIDEO ACCESS at: <https://us02web.zoom.us/j/82356213562>

Meeting ID: 823 5621 3562

Dial In Phone Number: 1 929 436 2866

Participants are strongly encouraged to submit questions and comments to the District Manager's Office at asilva@sdsinc.org or by calling 305-777-0761 by August 14, 2020, at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or Supervisors may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at 305-777-0761 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

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

District Manager

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT

www.cocopalmscdd.org

7/30 8/6 20-19/0000480322M

**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
MAY 20, 2020**

Note: The Coco Palms Community Development District (the “District”) Special Board Meeting was held via telephonic conferencing as a result of the public health emergency that exists in the State of Florida as a consequence of the COVID-19 coronavirus, in light of the guidelines established by the Centers for Disease Control for the protection of all members of the community, and with the authority granted by Executive Orders issued by Governor Ron DeSantis, including Executive Order 20-69 (Emergency Management—COVID-19—Local Government Public Meetings) authorizing the use of communications technology, such as telephonic conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes.

A. CALL TO ORDER

District Manager Armando Silva called the May 20, 2020, Special Board Meeting of the Coco Palms Community Development District to order at 10:15 a.m. via telephonic conferencing.

B. PROOF OF PUBLICATION

Mr. Silva presented proof of publication that notice of the Special Board Meeting had been published in the *Miami Daily Business Review* on May 12, 2020, as legally required.

C. ESTABLISH A QUORUM

Mr. Silva determined that the virtual attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Vice Chairperson Teresa Baluja and Supervisors Vanessa Perez and Carmen Herrera.

Staff in virtual attendance included: District Manager Armando Silva of Special District Services, Inc.; and District Counsel Michael Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Silva requested the addition of the following item to the agenda:

- Administrative and Operational Matters Item: Approval of Agreement for Access to Certain Exempt Information

The Board acknowledged Mr. Silva’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. December 18, 2019, Regular Board Meeting

Mr. Silva presented the December 18, 2019, Regular Board Meeting minutes and asked if there were any comments and/or changes. There being no comments or changes, a **motion** was made by Ms. Baluja,

seconded by Ms. Herrera and unanimously passed to approve the December 18, 2019, Regular Board Meeting minutes, *as presented*.

G. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

H. NEW BUSINESS

1. Consider Resolution No. 2020-01– Adopting a Fiscal Year 2020/2021 Proposed Budget

Resolution No. 2020-01 was presented, entitled:

RESOLUTION NO. 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva read the title into the record and stated that no carryover amount would be required to balance the budget from the fund balance as of 9/30/2020. He further stated that since the overall assessments were not increasing over the 2019/2020 assessments, letters to property owners would not be required. In addition, Mr. Silva stated as part of Resolution No. 2020-01, the Board must set a date for the public hearing to adopt the fiscal year 2020/2021 final budget and assessment roll. Further discussion took place on the proposed budget after which;

A **motion** was made by Ms. Baluja, seconded by Ms. Herrera and passed unanimously to approve and adopt Resolution No. 2020-01, *as presented*; setting the Public Hearing for August 19, 2020, at 10:15 a.m. in the Third Floor Meeting Room of Lennar Homes, LLC located at 730 NW 107th Avenue, Suite 300, Miami, Florida 33172; and further authorizes the publication of the notice of public hearing, as required by law.

2. Consider Amendment to the Aquatic Maintenance Agreement

Mr. Silva informed the Board that Aquatic Systems had been recently bought out by Solitude Lake Management and as a result, the District must amend the original Aquatic Maintenance Agreement to reflect this change. A discussion ensued after which;

A **motion** was made by Ms. Baluja, seconded by Ms. Perez and unanimously passed approving the Amendment to the Aquatic Maintenance Agreement between the District and Solitude Lake Management.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no Staff Report at this time.

2. ADD-ON: Approval of Agreement for Access to Certain Exempt Information

Mr. Pawelczyk advised that the Florida public records laws were recently amended to clarify that certain information pertaining to an exempt individual home address is exempt from public records. He further

explained that the new laws exempt parcel identification numbers from public records. Because the Miami-Dade County Property Appraiser (the “Property Appraiser”) provides assessment roll information to the District, the Property Appraiser has asked the District to enter into this agreement stating that the District take full responsibility for protecting exempt information from the public.

A **motion** was made by Ms. Baluja, seconded by Ms. Herrera and unanimously passed approving the Agreement for Access to Certain Exempt Information between the Miami-Dade County Property Appraiser and the Coco Palms Community Development District.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

It was noted that the next meeting was scheduled for August 19, 2020, unless an emergency were to arise.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Baluja, seconded by Ms. Herrera and passed unanimously to adjourn the Regular Board Meeting at 10:21 a.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

Miami Daily Business Review

July 30, 2020

Miscellaneous Notices

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District Manager

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT

www.cocopalmscdd.org

7/30 8/6 20-19/0000480322M

RESOLUTION NO. 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2020/2021 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS PURSUANT TO CHAPTER 190, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) of the Coco Palms Community Development District (the “District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2020/2021 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 COCO PALMS COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2020/2021 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

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

PASSED, ADOPTED and EFFECTIVE this 19th day of August, 2020.

ATTEST:

**COCO PALMS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Coco Palms
Community Development District

**Final Budget For
Fiscal Year 2020/2021
October 1, 2020 - September 30, 2021**

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FINAL BUDGET
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

| | FISCAL YEAR 2020/2021 BUDGET |
|--|---|
| REVENUES | |
| Administrative Assessments | 84,744 |
| Maintenance Assessments | 66,723 |
| Debt Assessments (2016) | 696,804 |
| Debt Assessments (2019) | 400,000 |
| Other Revenues | 0 |
| Interest Income | 300 |
| TOTAL REVENUES | \$ 1,248,571 |
| EXPENDITURES | |
| Administrative Expenditures | |
| Supervisor Fees | 0 |
| Management | 31,584 |
| Legal | 12,000 |
| Legal - Extraordinary | 0 |
| Assessment Roll | 7,800 |
| Audit Fees | 4,500 |
| Arbitrage Rebate Fee | 1,300 |
| Insurance | 6,500 |
| Legal Advertisements | 1,300 |
| Miscellaneous | 1,400 |
| Postage | 650 |
| Office Supplies | 800 |
| Dues & Subscriptions | 175 |
| Trustee Fees | 7,000 |
| Continuing Disclosure Fee | 2,000 |
| Website Management | 2,000 |
| Administrative Contingency | 950 |
| Total Administrative Expenditures | \$ 79,959 |
| Maintenance Expenditures | |
| Annual Engineer's Report/Inspections | 1,800 |
| Field Operations Management | 1,200 |
| Lawn & Landscape Tract Maintenance | 13,000 |
| Entrance Feature Maintenance | 2,000 |
| Irrigation System Maintenance/Upkeep | 2,000 |
| Roadway/Drainage System Maintenance/Upkeep | 5,600 |
| Common Driveway Maintenance/Upkeep | 14,000 |
| Fountain Maintenance/Upkeep | 5,000 |
| FP&L Power/Utility | 6,000 |
| Lake - Aquatic Maintenance | 4,200 |
| Miscellaneous Maintenance | 7,920 |
| Total Maintenance Expenditures | \$ 62,720 |
| TOTAL EXPENDITURES | \$ 142,679 |
| REVENUES LESS EXPENDITURES | \$ 1,105,892 |
| Bond Payments (2016) | (654,996) |
| Bond Payments (2019) | (376,000) |
| BALANCE | \$ 74,896 |
| County Appraiser & Tax Collector Fee | (24,965) |
| Discounts For Early Payments | (49,931) |
| EXCESS/ (SHORTFALL) | \$ - |
| Carryover Funds From Prior Year | 0 |
| NET EXCESS/ (SHORTFALL) | \$ - |

DETAILED FINAL BUDGET
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

| | FISCAL YEAR 2018/2019 ACTUAL | FISCAL YEAR 2019/2020 BUDGET | FISCAL YEAR 2020/2021 BUDGET | COMMENTS |
|--|------------------------------------|------------------------------------|------------------------------------|--|
| REVENUES | | | | |
| Administrative Assessments | 75,834 | 84,773 | 84,744 | Expenditures Less Interest/.94 |
| Maintenance Assessments | 37,553 | 66,723 | 66,723 | Expenditures Less Carryover/.94 |
| Debt Assessments (2016) | 696,804 | 696,804 | 696,804 | Bond Payments/.94 |
| Debt Assessments (2019) | 0 | 400,000 | 400,000 | Bond Payments/.94 |
| Other Revenues | 16,522 | 0 | 0 | |
| Interest Income | 509 | 240 | 300 | Interest Projected At \$25 Per Month |
| TOTAL REVENUES | \$ 827,222 | \$ 1,248,540 | \$ 1,248,571 | |
| EXPENDITURES | | | | |
| Administrative Expenditures | | | | |
| Supervisor Fees | 0 | 0 | 0 | |
| Management | 30,312 | 30,876 | 31,584 | CPI Adjustment |
| Legal | 12,830 | 12,000 | 12,000 | No Change From 2019/2020 Budget |
| Legal - Extraordinary | 16,311 | 0 | 0 | Fiscal Year 2018/2019 Expenditure |
| Assessment Roll | 7,500 | 7,800 | 7,800 | As Per Contract Plus Expansion Area |
| Audit Fees | 3,400 | 4,400 | 4,500 | \$100 Increase From 2019/2020 Budget |
| Arbitrage Rebate Fee | 650 | 1,300 | 1,300 | No Change From 2019/2020 Budget |
| Insurance | 5,000 | 6,900 | 6,500 | Insurance Estimate |
| Legal Advertisements | 876 | 1,300 | 1,300 | No Change From 2019/2020 Budget |
| Miscellaneous | 242 | 1,500 | 1,400 | \$100 Decrease From 2019/2020 Budget |
| Postage | 315 | 675 | 650 | \$25 Decrease From 2019/2020 Budget |
| Office Supplies | 745 | 800 | 800 | No Change From 2019/2020 Budget |
| Dues & Subscriptions | 175 | 175 | 175 | No Change From 2019/2020 Budget |
| Trustee Fees | 3,500 | 7,000 | 7,000 | No Change From 2019/2020 Budget |
| Continuing Disclosure Fee | 1,000 | 2,000 | 2,000 | No Change From 2019/2020 Budget |
| Website Management | 1,500 | 2,000 | 2,000 | No Change From 2019/2020 Budget |
| Administrative Contingency | 0 | 1,200 | 950 | \$250 Decrease From 2019/2020 Budget |
| Total Administrative Expenditures | \$ 84,356 | \$ 79,926 | \$ 79,959 | |
| Maintenance Expenditures | | | | |
| Annual Engineer's Report/Inspections | 1,250 | 1,800 | 1,800 | No Change From 2019/2020 Budget |
| Field Operations Management | 0 | 1,200 | 1,200 | No Change From 2019/2020 Budget |
| Lawn & Landscape Tract Maintenance | 0 | 5,000 | 13,000 | \$8,000 Increase From 2019/2020 Budget |
| Entrance Feature Maintenance | 0 | 3,600 | 2,000 | \$1,600 Decrease From 2019/2020 Budget |
| Irrigation System Maintenance/Upkeep | 0 | 2,400 | 2,000 | \$400 Decrease From 2019/2020 Budget |
| Roadway/Drainage System Maintenance/Upkeep | 0 | 3,600 | 5,600 | \$2,000 Increase From 2019/2020 Budget |
| Common Driveway Maintenance/Upkeep | 0 | 19,620 | 14,000 | \$5,620 Decrease From 2019/2020 Budget |
| Fountain Maintenance/Upkeep | 0 | 4,000 | 5,000 | \$1,000 Increase From 2019/2020 Budget |
| FP&L Power/Utility | 0 | 6,000 | 6,000 | No Change From 2019/2020 Budget |
| Lake - Aquatic Maintenance | 2,976 | 4,200 | 4,200 | No Change From 2019/2020 Budget |
| Miscellaneous Maintenance | 0 | 11,300 | 7,920 | \$3,380 Decrease From 2019/2020 Budget |
| Total Maintenance Expenditures | \$ 4,226 | \$ 62,720 | \$ 62,720 | |
| TOTAL EXPENDITURES | \$ 88,582 | \$ 142,646 | \$ 142,679 | |
| REVENUES LESS EXPENDITURES | \$ 738,640 | \$ 1,105,894 | \$ 1,105,892 | |
| Bond Payments (2016) | (664,026) | (654,996) | (654,996) | 2021 P & I Payments Less Earned Interest |
| Bond Payments (2019) | 0 | (376,000) | (376,000) | 2021 P & I Payments Less Earned Interest |
| BALANCE | \$ 74,614 | \$ 74,898 | \$ 74,896 | |
| County Appraiser & Tax Collector Fee | (7,794) | (24,966) | (24,965) | Two Percent Of Total Assessment Roll |
| Discounts For Early Payments | (30,273) | (49,932) | (49,931) | Four Percent Of Total Assessment Roll |
| EXCESS/ (SHORTFALL) | \$ 36,547 | \$ - | \$ - | |
| Carryover Funds From Prior Year | 0 | 0 | 0 | Carryover Funds From Prior Year |
| NET EXCESS/ (SHORTFALL) | \$ 36,547 | \$ - | \$ - | |

DETAILED FINAL DEBT SERVICE FUND BUDGET (SERIES 2016)
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

| | FISCAL YEAR 2018/2019 | FISCAL YEAR 2019/2020 | FISCAL YEAR 2020/2021 | |
|-------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------|
| REVENUES | ACTUAL | BUDGET | BUDGET | COMMENTS |
| Interest Income | 14,858 | 500 | 500 | Projected Interest For 2020/2021 |
| NAV Tax Collection | 664,026 | 654,996 | 654,996 | Maximum Debt Service Collection |
| Total Revenues | \$ 678,884 | \$ 655,496 | \$ 655,496 | |
| EXPENDITURES | | | | |
| Principal Payments | 185,000 | 190,000 | 200,000 | Principal Payment Due In 2021 |
| Interest Payments | 471,800 | 461,300 | 453,988 | Interest Payments Due In 2021 |
| Transfer To Construction Fund | 9,763 | 0 | 0 | |
| Bond Redemption | 0 | 4,196 | 1,508 | Estimated Excess Debt Collections |
| Total Expenditures | \$ 666,563 | \$ 655,496 | \$ 655,496 | |
| Excess/ (Shortfall) | \$ 12,321 | \$ - | \$ - | |

Series 2016 Bond Information

| | | | |
|---------------------------|---------------|---------------------------------|------------------------|
| Original Par Amount = | \$10,355,000 | Annual Principal Payments Due = | May 1st |
| Interest Rate = | 3.75% - 5.00% | Annual Interest Payments Due = | May 1st & November 1st |
| Issue Date = | February 2016 | | |
| Maturity Date = | May 2046 | | |
| Par Amount As Of 1/1/20 = | \$9,825,000 | | |

DETAILED FINAL DEBT SERVICE FUND BUDGET (SERIES 2019)
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

| | FISCAL YEAR 2018/2019 | FISCAL YEAR 2019/2020 | FISCAL YEAR 2020/2021 | |
|----------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------|
| REVENUES | ACTUAL | BUDGET | BUDGET | COMMENTS |
| Interest Income | 2,676 | 0 | 100 | Projected Interest For 2020/2021 |
| Bond Proceeds | 275,839 | 0 | 0 | |
| NAV Tax Collection | 0 | 376,000 | 376,000 | Maximum Debt Service Collection |
| Total Revenues | \$ 278,515 | \$ 376,000 | \$ 376,100 | |
| EXPENDITURES | | | | |
| Principal Payments | 0 | 100,000 | 100,000 | Principal Payment Due In 2021 |
| Interest Payments | 87,839 | 275,638 | 272,075 | Interest Payments Due In 2021 |
| Bond Redemption | 0 | 362 | 4,025 | Estimated Excess Debt Collections |
| Total Expenditures | \$ 87,839 | \$ 376,000 | \$ 376,100 | |
| Excess/ (Shortfall) | \$ 190,676 | \$ - | \$ - | |

Series 2019 Bond Information

| | | | |
|---------------------------|---------------|---------------------------------|---------------------------|
| Original Par Amount = | \$5,915,000 | Annual Principal Payments Due = | June 15th |
| Interest Rate = | 3.5% - 5.00% | Annual Interest Payments Due = | June 15th & December 15th |
| Issue Date = | February 2019 | | |
| Maturity Date = | June 2049 | | |
| Par Amount As Of 1/1/20 = | \$5,915,000 | | |

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

| | Fiscal Year 2017/2018 Assessment* | Fiscal Year 2018/2019 Assessment* | Fiscal Year 2019/2020 Assessment* | Fiscal Year 2020/2021 Projected Assessment* |
|--|---|---|---|---|
| <u>Original Units</u> | | | | |
| Administrative For Single Family Units | \$ 100.93 | \$ 100.66 | \$ 82.63 | \$ 82.60 |
| Maintenance For Single Family Units | \$ 50.54 | \$ 50.54 | \$ 65.04 | \$ 65.04 |
| <u>Debt For Single Family Units</u> | <u>\$ 1,053.00</u> | <u>\$ 1,053.00</u> | <u>\$ 1,053.00</u> | <u>\$ 1,053.00</u> |
| Total For Single Family Units | \$ 1,204.47 | \$ 1,204.20 | \$ 1,200.67 | \$ 1,200.64 |
| | | | | |
| Administrative For Townhome Units | \$ 100.93 | \$ 100.66 | \$ 82.63 | \$ 82.60 |
| Maintenance For Townhome Units | \$ 50.54 | \$ 50.54 | \$ 65.04 | \$ 65.04 |
| <u>Debt For Townhomes Units</u> | <u>\$ 948.00</u> | <u>\$ 948.00</u> | <u>\$ 948.00</u> | <u>\$ 948.00</u> |
| Total For Townhomes Units | \$ 1,099.47 | \$ 1,099.20 | \$ 1,095.67 | \$ 1,095.64 |
| | | | | |
| Administrative For Villa Units | \$ 100.93 | \$ 100.66 | \$ 82.63 | \$ 82.60 |
| Maintenance For Villa Units | \$ 50.54 | \$ 50.54 | \$ 65.04 | \$ 65.04 |
| <u>Debt For Villa Units</u> | <u>\$ 843.00</u> | <u>\$ 843.00</u> | <u>\$ 843.00</u> | <u>\$ 843.00</u> |
| Total For Villa Units | \$ 994.47 | \$ 994.20 | \$ 990.67 | \$ 990.64 |
| <u>Expansion Area Units</u> | | | | |
| Administrative For Townhome Units | \$ - | \$ - | \$ 82.63 | \$ 82.60 |
| Maintenance For Townhome Units | \$ - | \$ - | \$ 65.04 | \$ 65.04 |
| <u>Debt For Townhomes Units</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,474.47</u> | <u>\$ 1,474.47</u> |
| Total For Townhomes Units | \$ - | \$ - | \$ 1,622.14 | \$ 1,622.11 |
| | | | | |
| Administrative For Villa Units | \$ - | \$ - | \$ 82.63 | \$ 82.60 |
| Maintenance For Villa Units | \$ - | \$ - | \$ 65.04 | \$ 65.04 |
| <u>Debt For Villa Units</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,369.15</u> | <u>\$ 1,369.15</u> |
| Total For Villa Units | \$ - | \$ - | \$ 1,516.82 | \$ 1,516.79 |

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Note: Some Expansion Unit Landowners Were Direct Billed For 19/20 Assessments, Due To Parcels Not Being Platted by 19/20 Tax Roll Deadline.

If Direct Bills are not paid by June 2020, 19/20 Assessments will be added to 20/21 Assessment.

Community Information:

Original Units

| | |
|---------------------|------------|
| Single Family Units | 181 |
| Townhomes Units | 309 |
| <u>Villa Units</u> | <u>253</u> |
| Total Units | 743 |

Total Units

| | |
|-----------------------------|------------|
| Original Units | 743 |
| <u>Expansion Area Units</u> | <u>283</u> |
| Total Units | 1,026 |

Expansion Area Units

| | |
|--------------------|------------|
| Townhomes Units | 119 |
| <u>Villa Units</u> | <u>164</u> |
| Total Units | 283 |

RESOLUTION NO. 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT ORDERING AND CALLING FOR THE SECOND LANDOWNERS' MEETING AND PUBLIC NOTICE THEREOF FOR THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT'S ELECTION OF MEMBERS TO THE BOARD OF SUPERVISORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Coco Palms Community Development District ("District") was established by Ordinance #15-123 of the Board of County Commissioners of Miami-Dade County, Florida, pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, as outlined in Chapter 190, Section 190.006, *Florida Statutes*, a second landowners' election shall be announced at a public meeting of the Board at least ninety (90) days prior to the date of the landowners' meeting, which meeting shall be held on the first Tuesday in November and for the purpose of electing three (3) supervisors; and

WHEREAS, at such meeting, each landowner shall be entitled to cast one (1) vote per acre (or fraction thereof) or one vote for each platted lot of land owned and located within the District for each person to be elected; and

WHEREAS, the two (2) candidates receiving the highest number of votes shall each serve for a four (4) year term and the one (1) candidate receiving the next largest number of votes shall serve for a two (2) year term; and

WHEREAS, a Notice of the Landowners' Meeting shall be published once a week for two (2) consecutive weeks in a newspaper of general circulation in the area of the District, the last day of such publication to be not fewer than 14 days or more than 28 days before the date of the election.

WHEREAS, attached hereto as Exhibit "A" and made a part hereof are (i) instructions (Election Procedures) on how all landowners may participate in the election, (ii) proxy form that may be utilized by the landowners at such meeting; and (iii) a sample ballot for information purposes.

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

Section 1. The above recitals are hereby adopted.

Section 2. The Landowners' Meeting will be held on November 18, 2020 at 10:15 a.m. at Lennar Homes, LLC in the Suite 300 Meeting Room located at 730 N.W. 107th Avenue, 3rd Floor, Suite 300, Miami, Florida 33172.

Section 3. The instructions, the form of proxy; and sample ballot attached hereto as Exhibit "A" are hereby acknowledged and approved.

Section 4. A Notice of the Landowners' Meeting shall be published as prescribed by law.

PASSED, ADOPTED and EFFECTIVE this 19th day of August, 2020.

ATTEST:

**COCO PALMS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson



SPECIAL DISTRICT (CDD) ELECTION PROCEDURES

1. Landowners' Meeting

In accordance with the provisions of Chapter 190, Florida Statutes, it is required that an initial meeting of the Landowners of the District be held within ninety (90) days following the effective date of the rule or ordinance establishing the District and thereafter every two (2) years during the month of November for the purpose of electing Supervisors. The second election by Landowners shall be held on the first Tuesday in November; thereafter, there shall be an election of supervisors every two (2) years in November on a date established by the Board of Supervisors. The assembled Landowners shall organize by electing a Chairperson, who shall preside over the meeting; and a Secretary shall also be elected for recording purposes.

2. Establishment of Quorum

Any Landowner(s) present or voting by proxy shall constitute a quorum at the meeting of the Landowners.

3. Nomination of Candidates

At the meeting, the Chairperson shall call for nominations from the floor for Candidates for the Board of Supervisors. When there are no further nominations, the Chairperson shall close the floor for nominations. The names of each Candidate and the spelling of their names shall be announced. Nominees need not be present to be nominated.

4. Voting

Each Landowner shall be entitled to cast one (1) vote for each acre (or lot parcel), or any fraction thereof, of land owned by him or her in the District, for each open position on the Board. (For example, if there are three (3) positions open, an owner of one (1) acre or less (or one lot parcel) may cast one (1) vote for each of the three (3) positions. An owner of two (2) acres (or two lot parcels) may cast two (2) votes for each of the three (3) positions. Each Landowner shall be entitled to vote either in person or by a representative present with a lawful written proxy.

5. Registration for Casting Ballots

The registration process for the casting of ballots by Landowners or their representatives holding their proxies shall be as follows:

a) At the Landowners' Meeting and prior to the commencement of the first casting of ballots for a Board of Supervisor position, each Landowner, or their representative if proxies are being sub-mitted in lieu thereof, shall be directed to register their attendance and the total number of votes by acreage (or lot parcels) to which each claims to be entitled, with the elected Secretary of the meeting or the District's Manager.

Corporate Office

The Oaks Center
2501A Burns Rd
Palm Beach Gardens, FL 33410
Direct: 561.630.4922

Contact Information

Toll Free: 877.737.4922
Fax: 561.630.4923
Web: www.sdsinc.org

Miami Branch

Crexent Business Center
6625 Miami Lakes Drive, Ste. 374
Miami Lakes, FL 33014
Direct: 305.407.0715

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- b) At such registration, each Landowner, or their representative with a lawful proxy, shall be provided a numbered ballot for the Board of Supervisor position(s) open for election. A District representative will mark on the ballot the number of votes that such Landowner, or their representative, is registered to cast for each Board of Supervisor position open for election.
 - c) All Landowner proxies shall be collected at the time of registration and retained with the Official Records of the District for subsequent certification or verification, if required.

6. Casting of Ballots

Registration and the issuance of ballots shall cease once the Chairperson calls for the commencement of the casting of ballots for the election of a Board Supervisor(s) and thereafter no additional ballots shall be issued.

The Chairperson will declare that the Landowners, or their representatives, be requested to cast their ballots for the Board Supervisor(s). Once the ballots have been cast, the Chairperson will call for a collection of the ballots.

7. Counting of Ballots

Following the collection of ballots, the Secretary or District Manager shall be responsible for the tabulation of ballots in order to determine the total number of votes cast for each candidate that is seeking election.

At the second and subsequent landowner elections*, the two (2) candidates receiving the highest number of votes will be declared by the Chairperson as elected to the Board of Supervisors for four-year terms. The candidate receiving the next highest number of votes will fill the remaining open position on the Board of Supervisors for a two-year term, as declared by the Chairperson.

*At the final landowner election (*after the 6th or 10th year*), the candidate receiving the highest number of votes will be elected to the Board of Supervisors for a four-year term (two {2} supervisors are elected by General Election).

8. Contesting of Election Results

Following the election and announcement of the votes, the Chairperson shall ask the Landowners present, or those representatives holding proxies for Landowners, whether they wish to contest the election results. If no contests are received, said election results shall thereupon be certified.

If there is a contest, the contest must be addressed to the Chairperson and thereupon the individual casting a ballot that is being contested will be required to provide proof of ownership of the acreage (or lot parcels) for which they voted at the election within five (5) business days of the Landowners' Meeting. The proof of ownership shall be submitted to the District Manager who will thereupon consult with the District's General Counsel and together they will review the material provided and will determine the legality of the contested ballot(s). Once the contests are resolved, the Chairperson shall reconvene the Landowners' Meeting and thereupon certify the election results.

9. Recessing of the Landowners' Meeting

In the event there is a contest of a ballot or of the election, the Landowners' Meeting shall be recessed to a future time, date and location, at which time the election findings on the contest shall be reported in accordance with the procedure above and the newly elected Supervisor(s) shall thereupon take their Oath of Office.

10. Miscellaneous Provisions

- a) Each Landowner shall only be entitled to vote in person or by means of a representative attending in person and holding a lawful written proxy in order to cast said Landowner's votes.
- b) Proxies will not require that proof of acreage ownership be attached. Rather, proof of ownership must be provided timely by the holder of the proxy, if the proxy is contested in accordance with the procedure above.

LANDOWNER PROXY

**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the **Coco Palms Community Development District** to be held on November 18, 2020 at 10:15 a.m. in the Meeting Room located at 730 N.W. 107th Street, Third Floor, Suite 300, Miami, Florida 33172 and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may be considered at said meeting including, but not limited to the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may be legally considered at said meeting.

This proxy is to continue in full force and effect from the hereof until the conclusion of the above noted landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder exercising the voting rights conferred herein.

Print Name of Legal Owner/Entity

Signature of Legal Owner and/or/Authorized Rep

Print Name of Signer

Date

Parcel Description*

of Acres/Units

*Insert in the space above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. [If more space is needed, identification of Parcels owned may be incorporated by reference to an attachment hereto.]

Pursuant to section 190.006(2)(b), *Florida Statutes* (2019), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto.

TOTAL NUMBER OF AUTHORIZED VOTES: _____

Please note that each eligible acre of land or fraction thereof is entitled to only one vote, for example, a husband and wife are together entitled to only one vote per their residence if it is located on one acre or less of real property.

If the Legal Owner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g. bylaws, corporate resolution, etc.)

OFFICIAL BALLOT

BALLOT # _____

**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

ELECTION OF BOARD SUPERVISORS

NOVEMBER 18, 2020

The undersigned certifies that he/she is the owner (___) **or** duly authorized **representative of lawful proxy of an owner** (___) of land (real property) within the **Coco Palms Community Development District**, constituting acre(s)/unit(s)/lot(s) and hereby casts up to the corresponding number of his/her vote(s) for the following candidates to hold the above-named open Board position(s):

Name of Candidate

Number of Votes

{The two (2) candidates receiving the highest number of votes shall each be elected for a four (4) year term of office; of the remaining candidates, the candidate receiving the next highest number of votes shall be elected for a two (2) year term of office.}

Signature: _____

Printed Name: _____

Street Address or Tax Parcel Id Number for your Real Property:

RESOLUTION NO. 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Coco Palms Community Development District (the "District") to establish a regular meeting schedule for fiscal year 2020/2021; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2020/2021 which is attached hereto and made a part hereof as Exhibit "A".

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

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2020/2021 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 19th day of August, 2020.

ATTEST:

**COCO PALMS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the “Board”) of the **Coco Palms Community Development District** (the “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 **10:15 a.m.** on the following dates:

**October 21, 2020
November 18, 2020
December 16, 2020
January 20, 2021
February 17, 2021
March 17, 2021
April 21, 2021
May 19, 2021
June 16, 2021
July 21, 2021
August 18, 2021
September 15, 2021**

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District’s website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT

www.cocopalmscdd.org

PUBLISH: MIAMI DAILY BUSINESS REVIEW XX/XX/20