



**COCO PALMS
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JUNE 15, 2022
10:15 A.M.**

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

786.313.3661 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
5505 Blue Lagoon Drive
Miami, Florida 33216
REGULAR BOARD MEETING
June 15, 2022
10:15 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. October 20, 2021 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report: As Required
- H. New Business
 - 1. Consider Resolution No. 2022-01 – Adopting a Fiscal Year 2022/2023 Proposed Budget.....Page 5
 - 2. Consider Resolution No. 2022-02 – Calling for Final Landowners Election.....Page 13
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn



Miscellaneous Notices

Published in Miami Daily Business Review on June 3, 2022

Location

Miami-Dade County, Florida

Notice Text

COCO PALMS COMMUNITY
DEVELOPMENT DISTRICT
REVISED 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 5505 Blue Lagoon Drive, Miami, Florida 33216 at 10:15 a.m. on the following dates:

June 15, 2022

September 21, 2022

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 786-313-3661 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 786-313-3661 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

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**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 20, 2021**

A. CALL TO ORDER

District Manager Armando Silva called the October 20, 2021, Regular Board Meeting of the Coco Palms Community Development District (the “District”) to order at 10:23 a.m. in the Meeting Room at Lennar Homes, LLC, located at 730 NW 107th Avenue, Third Floor, Suite 300, Miami, Florida 33172

B. PROOF OF PUBLICATION

Mr. Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 6, 2021, as part of the District’s Fiscal Year 2021/2022 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Silva determined that the attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Chairperson Corissa Nguyen and Supervisors Carmen Orozco and Monica Encinas.

Staff in 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

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. July 21, 2021, Regular Board Meeting and Public Hearing

Mr. Silva presented the July 21, 2021, Regular Board Meeting and Public Hearing minutes and asked if there were any comments and/or changes.

There being no comments or changes, a **motion** was made by Ms. Nguyen, seconded by Ms. Orozco and unanimously passed approving the July 21, 2021, Regular Board Meeting and Public Hearing 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. 2021-08 – Adopting a Fiscal Year 2020/2021 Amended Budget

Mr. Silva presented Resolution No. 2021-08, entitled:

RESOLUTION NO. 2021-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2020/2021 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva read the title of the resolution into the record and provided an explanation for the document. He further stated that the Operating Fund as of September 30, 2021, had a positive balance. A discussion ensued after which;

A **motion** was made by Ms. Orozco, seconded by Ms. Nguyen and unanimously passed to approve and adopt Resolution No. 2021-08, *as presented*, thereby setting the amended/revised final budget for the 2020/2021 fiscal year.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Consider Approval of Audit Renewal – Grau & Associates

Mr. Silva announced that he was recessing the Regular Board Meeting and simultaneously calling to order at approximately 10:30 a.m. the meeting of the **Audit Committee**. The purpose of the **Audit Committee** meeting was to rank and recommend, in order of preference, no fewer than three (3) firms to perform the required auditing services for three (3) fiscal years commencing with the September 30, 2021, audit and to include a two (2) year renewal option. Since there was only one (1) proposal submitted, the Audit Committee can waive the requirement of receiving proposals from “no fewer than three (3) firms”. Mr. Silva, previously appointed to the **Audit Committee**, provided to the other **Audit Committee** members a recommendation to rank Grau & Associates as number 1 and to proceed to engage Grau & Associates. Copies of the proposal from Grau & Associates was provided at the meeting. A discussion ensued after which;

A **motion** was made by Ms. Nguyen, seconded by Ms. Encinas and unanimously passed waiving the requirement to receive proposals from no fewer than three (3) firms and to rank the firm of Grau & Associates as number 1.

There being no further **Audit Committee** business to conduct, Mr. Silva adjourned the **Audit Committee** meeting at approximately 10:35 a.m. and simultaneously reconvened the Regular Board Meeting. A discussion ensued after which;

A **motion** was made by Ms. Nguyen, seconded by Ms. Orozco and unanimously passed to engage the auditing firm of Grau & Associates, the highest ranked and qualified auditing firm, to perform audits for the three (3) fiscal years 2020/2021, 2021/2022 and 2022/2023; and the fees for each fiscal year

will be \$4,600, \$4,800 and \$5,000, respectively; and to provide in the engagement a two (2) year renewal option for the fiscal years 2023/2024 audit and 2024/2025 audit.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member or Staff closing comments.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Nguyen, seconded by Ms. Orozco and passed unanimously to adjourn the Regular Board Meeting at approximately 10:40 a.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2022-01

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 2022/2023 AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) of the Coco Palms 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 2022/2023 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2022 at 10:15 a.m. in the Suite 300 Meeting Room at Lennar Homes, LLC located at 730 N.W. 107th Avenue, Third Floor, Miami, Florida 33172, for the purpose of receiving public comments on the Proposed Fiscal Year 2022/2023 Budget.

PASSED, ADOPTED and EFFECTIVE this 15th day of June, 2022.

ATTEST:

**COCO PALMS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Coco Palms
Community Development District

**Proposed Budget For
Fiscal Year 2022/2023
October 1, 2022 - September 30, 2023**

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- V ASSESSMENT COMPARISON**

PROPOSED BUDGET
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET
REVENUES	
Administrative Assessments	84,060
Maintenance Assessments	67,255
Debt Assessments (2016)	695,856
Debt Assessments (2019)	400,000
Developer Contribution - 2019 Debt	0
Other Revenues	0
Interest Income	360
TOTAL REVENUES	\$ 1,247,531
EXPENDITURES	
Administrative Expenditures	
Supervisor Fees	0
Management	32,976
Legal	12,000
Assessment Roll	7,800
Audit Fees	4,800
Arbitrage Rebate Fee	1,300
Insurance	6,575
Legal Advertisements	900
Miscellaneous	1,100
Postage	475
Office Supplies	575
Dues & Subscriptions	175
Trustee Fees	7,000
Continuing Disclosure Fee	1,500
Website Management	2,000
Administrative Contingency	200
Total Administrative Expenditures	\$ 79,376
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
Irrigation System - Water	5,000
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	2,920
Signs	500
Total Maintenance Expenditures	\$ 63,220
TOTAL EXPENDITURES	\$ 142,596
REVENUES LESS EXPENDITURES	\$ 1,104,935
Bond Payments (2016)	(654,105)
Bond Payments (2019)	(376,000)
BALANCE	\$ 74,830
County Appraiser & Tax Collector Fee	(24,943)
Discounts For Early Payments	(49,887)
EXCESS/ (SHORTFALL)	\$ 0
Carryover Funds From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ 0

DETAILED PROPOSED BUDGET
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2020/2021 ACTUAL	FISCAL YEAR 2021/2022 BUDGET	FISCAL YEAR 2022/2023 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	86,011	84,607	84,060	Expenditures Less Interest/.94
Maintenance Assessments	66,723	66,723	67,255	Expenditures Less Carryover/.94
Debt Assessments (2016)	695,856	695,856	695,856	Bond Payments/.94
Debt Assessments (2019)	547,070	400,000	400,000	Bond Payments/.94
Developer Contribution - 2019 Debt	0	0	0	
Other Revenues	811	0	0	
Interest Income	3,267	360	360	Interest Projected At \$30 Per Month
TOTAL REVENUES	\$ 1,399,738	\$ 1,247,546	\$ 1,247,531	
EXPENDITURES				
Administrative Expenditures				
Supervisor Fees	0	0	0	
Management	31,584	32,016	32,976	CPI Adjustment (Capped at 3%)
Legal	9,393	12,000	12,000	No Change From 2021/2022 Budget
Assessment Roll	7,800	7,800	7,800	As Per Contract Plus Expansion Area
Audit Fees	4,400	4,600	4,800	\$200 Increase From 2021/2022 Budget
Arbitrage Rebate Fee	1,300	1,300	1,300	No Change From 2021/2022 Budget
Insurance	5,645	6,400	6,575	Insurance Estimate
Legal Advertisements	697	1,200	900	\$300 Decrease From 2021/2022 Budget
Miscellaneous	552	1,300	1,100	\$200 Decrease From 2021/2022 Budget
Postage	86	625	475	\$150 Decrease From 2021/2022 Budget
Office Supplies	231	775	575	\$200 Decrease From 2021/2022 Budget
Dues & Subscriptions	175	175	175	No Change From 2021/2022 Budget
Trustee Fees	7,000	7,000	7,000	No Change From 2021/2022 Budget
Continuing Disclosure Fee	1,000	1,500	1,500	No Change From 2021/2022 Budget
Website Management	2,000	2,000	2,000	No Change From 2021/2022 Budget
Administrative Contingency	0	1,200	200	Administrative Contingency
Total Administrative Expenditures	\$ 71,863	\$ 79,891	\$ 79,376	
Maintenance Expenditures				
Annual Engineer's Report/Inspections	10,085	1,800	1,800	No Change From 2021/2022 Budget
Field Operations Management	1,200	1,200	1,200	No Change From 2021/2022 Budget
Lawn & Landscape Tract Maintenance	13,224	13,000	13,000	No Change From 2021/2022 Budget
Entrance Feature Maintenance	31,125	2,000	2,000	No Change From 2021/2022 Budget
Irrigation System Maintenance/Upkeep	0	2,000	2,000	No Change From 2021/2022 Budget
Irrigation System - Water	8,121	5,000	5,000	Irrigation System - Water
Roadway/Drainage System Maintenance/Upkeep	1,445	5,600	5,600	No Change From 2021/2022 Budget
Common Driveway Maintenance/Upkeep	280	14,000	14,000	No Change From 2021/2022 Budget
Fountain Maintenance/Upkeep	0	5,000	5,000	No Change From 2021/2022 Budget
FP&L Power/Utility	7,419	6,000	6,000	No Change From 2021/2022 Budget
Lake - Aquatic Maintenance	3,164	4,200	4,200	No Change From 2021/2022 Budget
Miscellaneous Maintenance	3,178	2,920	2,920	No Change From 2021/2022 Budget
Signs	500	0	500	New Line Item
Total Maintenance Expenditures	\$ 79,741	\$ 62,720	\$ 63,220	
TOTAL EXPENDITURES	\$ 151,604	\$ 142,611	\$ 142,596	
REVENUES LESS EXPENDITURES	\$ 1,248,134	\$ 1,104,935	\$ 1,104,935	
Bond Payments (2016)	(662,668)	(654,105)	(654,105)	2023 P & I Payments Less Earned Interest
Bond Payments (2019)	(521,374)	(376,000)	(376,000)	2023 P & I Payments Less Earned Interest
BALANCE	\$ 64,092	\$ 74,830	\$ 74,830	
County Appraiser & Tax Collector Fee	(13,275)	(24,943)	(24,943)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(52,823)	(49,887)	(49,887)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (2,006)	\$ -	\$ 0	
Carryover Funds From Prior Year	0	0	0	Carryover Funds From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (2,006)	\$ -	\$ 0	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET (SERIES 2016)
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2020/2021	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	66	25	25	Projected Interest For 2022/2023
NAV Tax Collection	662,668	654,105	654,105	Maximum Debt Service Collection
Prepaid Bond Collection	0	0	0	
Total Revenues	\$ 662,734	\$ 654,130	\$ 654,130	
EXPENDITURES				
Principal Payments	210,000	205,000	215,000	Principal Payment Due In 2023
Interest Payments	457,738	446,394	437,213	Interest Payments Due In 2023
Bond Redemption	0	2,736	1,918	Estimated Excess Debt Collections
Total Expenditures	\$ 667,738	\$ 654,130	\$ 654,130	
Excess/ (Shortfall)	\$ (5,004)	\$ -	\$ -	

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 1/1/22 =	\$9,425,000		

DETAILED PROPOSED DEBT SERVICE FUND BUDGET (SERIES 2019)
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2020/2021	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	37	25	25	Projected Interest For 2022/2023
Payment By Developer	0	0	0	
NAV Tax Collection	521,374	376,000	376,000	Maximum Debt Service Collection
Total Revenues	\$ 521,411	\$ 376,025	\$ 376,025	
EXPENDITURES				
Principal Payments	100,000	105,000	110,000	Principal Payment Due In 2023
Interest Payments	273,888	268,359	264,463	Interest Payments Due In 2023
Bond Redemption	0	2,666	1,562	Estimated Excess Debt Collections
Total Expenditures	\$ 373,888	\$ 376,025	\$ 376,025	
Excess/ (Shortfall)	\$ 147,523	\$ -	\$ -	

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 1/1/22 =	\$5,715,000		

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

	Fiscal Year 2019/2020 Assessment*	Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Projected Assessment*
<u>Original Units</u>				
Administrative For Single Family Units	\$ 82.63	\$ 82.60	\$ 82.47	\$ 81.93
Maintenance For Single Family Units	\$ 65.04	\$ 65.04	\$ 65.04	\$ 65.56
<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	\$ 1,200.67	\$ 1,200.64	\$ 1,200.51	\$ 1,200.49
Administrative For Townhome Units	\$ 82.63	\$ 82.60	\$ 82.47	\$ 81.93
Maintenance For Townhome Units	\$ 65.04	\$ 65.04	\$ 65.04	\$ 65.56
<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	\$ 1,095.67	\$ 1,095.64	\$ 1,095.51	\$ 1,095.49
Administrative For Villa Units	\$ 82.63	\$ 82.60	\$ 82.47	\$ 81.93
Maintenance For Villa Units	\$ 65.04	\$ 65.04	\$ 65.04	\$ 65.56
<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	\$ 990.67	\$ 990.64	\$ 990.51	\$ 990.49
<u>Expansion Area Units</u>				
Administrative For Townhome Units	\$ 82.63	\$ 82.60	\$ 82.47	\$ 81.93
Maintenance For Townhome Units	\$ 65.04	\$ 65.04	\$ 65.04	\$ 65.56
<u>Debt For Townhomes Units</u>	<u>\$ 1,474.47</u>	<u>\$ 1,474.47</u>	<u>\$ 1,474.47</u>	<u>\$ 1,474.47</u>
Total For Townhomes Units	\$ 1,622.14	\$ 1,622.11	\$ 1,621.98	\$ 1,621.96
Administrative For Villa Units	\$ 82.63	\$ 82.60	\$ 82.47	\$ 81.93
Maintenance For Villa Units	\$ 65.04	\$ 65.04	\$ 65.04	\$ 65.56
<u>Debt For Villa Units</u>	<u>\$ 1,369.15</u>	<u>\$ 1,369.15</u>	<u>\$ 1,369.15</u>	<u>\$ 1,369.15</u>
Total For Villa Units	\$ 1,516.82	\$ 1,516.79	\$ 1,516.66	\$ 1,516.64

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

<u>Original Units</u>		<u>Total Units</u>	
Single Family Units	181	Original Units	743
Townhomes Units	309	<u>Expansion Area Units</u>	<u>283</u>
<u>Villa Units</u>	<u>253</u>	Total Units	1,026
Total Units	743		
 		<u>Townhomes (Original Units) Information</u>	
<u>Expansion Area Units</u>		Total Units	309
Townhomes Units	119	<u>Prepayments</u>	<u>1</u>
<u>Villa Units</u>	<u>164</u>	Billed For Debt	308
Total Units	283		

RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT ORDERING AND CALLING FOR THE FINAL 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 final 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, 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 candidate receiving the highest number of votes shall each serve a four (4) year term of office; and

WHEREAS, a Notice of the Final 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, 2022 at 10:15 a.m. at Lennar Homes, LLC located at 5505 Blue Lagoon Drive, Miami, Florida 33216.

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 Final Landowners' Meeting shall be published as prescribed by law.

PASSED, ADOPTED and EFFECTIVE this 15th day of June, 2022.

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: 305.400.0714

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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
FINAL 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 __, 2022 at 10:15 a.m. in the Meeting Room located at 5505 Blue Lagoon Drive, Miami, FL 33126 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.)

SAMPLE BALLOT

BALLOT # _____

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

ELECTION OF BOARD SUPERVISORS (3)

NOVEMBER __, 2022

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 candidate/candidates to hold the above-named open Board position(s):

Name of Candidate

Number of Votes

{The candidate receiving the highest number of votes shall each be elected for a four (4) year term of office.}

Signature: _____

Printed Name: _____

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

