



**COCO PALMS
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
JUNE 14, 2023
6:30 P.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
Artesa Clubhouse
11690 SW 248th Street
Homestead, FL 33032
REGULAR BOARD MEETING & PUBLIC HEARING
June 14, 2023
6:30 p.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. March 8, 2023 Regular Board Meeting.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 6
 - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
 - 3. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2022/2023 Final Budget.....Page 7
- H. Old Business
 - 1. Update Regarding Lake Fountain Installation
- I. New Business
 - 1. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 15
- J. Administrative & Operational Matters
 - 1. Consider Resolution No. 2023-05 – Adoption of Records Retention Policy.....Page 17
 - 2. Reminder: Statement of Financial Interest – Form 1
- K. Board Member & Staff Closing Comments
- L. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, 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, 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

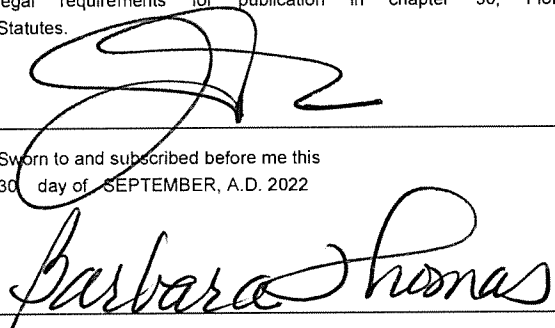
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2022/2023 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper by print in the issues of
and/or by publication on the newspaper's website, if
authorized, on

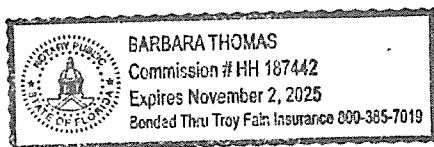
09/30/2022

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
30 day of SEPTEMBER, A.D. 2022


(SEAL)

MARIA MESA personally known to me



**COCO PALMS COMMUNITY DEVELOPMENT
DISTRICT FISCAL YEAR 2022/2023
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 Artesa Clubhouse located at 11690 SW 248th Street, Homestead, FL 33032 at **6:30 p.m.** on the following dates:

October 12, 2022
November 9, 2022
March 8, 2023
April 12, 2023
June 14, 2023
July 12, 2023
September 13, 2023

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
9/30

22-12/0000621728M

**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 8, 2023**

A. CALL TO ORDER

District Manager Armando Silva called the March 8, 2023, Regular Board Meeting of the Coco Palms Community Development District (the “District”) to order at 6:34 p.m. in the Artesa Clubhouse located at 11690 SW 248th Street, Homestead, Florida 33032.

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 September 30, 2022, as part of the District’s Fiscal Year 2022/2023 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, Vice Chairperson Seth Patterson and Supervisor Monica Encinas.

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

D. GENERAL ELECTION PROTOCOL – DECLARE VACANCIES AND CONSIDER APPOINTMENTS (SEAT #3 & #4)

Mr. Silva stated that there were two (2) seats up for election at the November 8, 2023 General Election. Those seats were Seat #3 and Seat #4.

Mr. Seth Patterson qualified during the qualifying period for re-election to the District’s Board of Supervisors in Seat #4. No oppositions were deemed by the Elections’ Department and Mr. Patterson was deemed as being ‘elected unopposed’. He will commence his new term of office effective November 22, 2022 (two Tuesdays following the General Election) and his term will expire in November 2026. Mr. Silva welcomed Mr. Patterson back on the Board.

Mr. Silva stated there had been no qualified electors that qualified for Seat #3 during the qualifying period for the District election. As a result, a vacancy is being declared for this seat effective as of the second Tuesday (November 22, 2022) following the General Election. Pursuant to Section 190.006, *Florida Statutes*, incumbents (Holdover Board Members) will serve no longer than ninety (90) days (from November 22, 2022) or until an appointment to the vacancy has been made.

Mr. Silva stated that there was a vacancy on the District’s Board of Supervisors in Seat #3 and asked if there were any interested persons that meet the qualifications and who would like to serve on the District Board. A discussion ensued after which;

A **motion** was made by Mr. Patterson, seconded by Ms. Encinas and unanimously passed appointing Ms. Corissa Nguyen to fill the vacancy of the unexpired 4-year term of office in Seat #3, which term of office shall expire in November 2026.

E. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER RESPONSIBILITIES AND DUTIES

Mr. Silva, Notary Public in the State of Florida, administered the Oath of Office to Mr. Patterson and Ms. Nguyen and reminded the newly appointed Board Members of their duties and responsibilities as a Board Member with emphasis on the Sunshine Law, Financial Disclosure (2022 form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty {30} days of appointment) and the Code of Ethics for Public Officials.

F. CONSIDER RESOLUTION NO. 2023-01 - ELECTION OF OFFICERS

Mr. Silva presented Resolution No. 2023-01, entitled:

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Silva stated that as a result of the recent changes to the District Board it would be in order to re-elect officers. The following slate of names was provided for election:

- Chairperson – Corissa Nguyen
- Vice Chairperson – Seth Patterson
- Secretary/Treasurer – Armando Silva
- Assistant Secretaries – Monica Encinas, Nilka Gomez, Nancy Nguyen and Gloria Perez.

A discussion ensued after which:

A **motion** was made by Mr. Patterson, seconded by Ms. Nguyen and unanimously passed to approve and adopt Resolution No. 2023-01, *electing* the officers as listed and stated above.

G. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

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

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

I. APPROVAL OF MINUTES

1. November 16, 2022, Regular Board Meeting

Mr. Silva presented the November 16, 2022, 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. Encinas, seconded by Ms. Nguyen and unanimously passed approving the November 16, 2022, Regular Board Meeting minutes, *as presented*.

J. OLD BUSINESS

1. Update Regarding Lake Fountain Installation

Mr. Silva stated that the permit for the installation of the fountain has been approved by the City of Homestead so the contractors are finalizing the installation of the electrical components of the fountain. The contractors anticipate that the fountain will be installed and working before the end of the month. More information regarding this topic will be presented at an upcoming meeting.

2. Staff Report, as Required

There was no Staff Report at this time.

K. NEW BUSINESS

1. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Proposed Budget

Mr. Silva presented Resolution No. 2023-02, entitled:

RESOLUTION NO. 2023-02

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 2023/2024 AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva provided an explanation for the document and explained that the proposed 2023/2024 fiscal year budget would be balanced by designating a carryover of approximately \$11,200 from the projected fund balance as of September 30, 2022. Mr. Silva advised that since the overall proposed assessments were not increasing in the fiscal year 2023/2024, letters to the residents would not be required. Furthermore, Mr. Silva stated as part of Resolution No. 2023-02, the Board must set a date for the public hearing to adopt the fiscal year 2023/2024 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Ms. Encinas, seconded by Ms. Nguyen and unanimously passed to approve and adopt Resolution No. 2023-02, *as presented*, setting the public hearing to adopt the fiscal year 2023/2024 final budget and assessments for June 14, 2023, at 6:30 p.m. in the Artesa Clubhouse located at 11690 SW 248th Street, Homestead, Florida 33032; and further authorizes publication/notice of the budget public hearing, as required by law.

2. Consider Adjustment to District Counsel Fee Structure

Mr. Silva presented a letter provided to him by Mr. George. Mr. George explained that District Counsel's firm, Billing, Cochran, Lyles, Mauro & Ramsey, P.A., has had the current fee structure in place since 2015. Mr. George further explained that although the firm was mindful of the necessity to keep increases in the District's expenses, including the cost of legal services, to a minimum, it had become necessary for the firm to adjust their hourly rates, effective April 1, 2023.

Mr. Silva confirmed that the District's budget included sufficient funds for the legal budget line, and that the increase in billing rates would not affect the District's budget.

A **motion** was made by Ms. Nguyen, seconded by Mr. Patterson and unanimously passed accepting the updated billing rates proposed by Billing, Cochran, Lyles, Mauro & Ramsey, P.A..

L. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report: As Required

There was no Staff Report at this time.

M. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member closing comments at this time.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Nguyen, seconded by Mr. Patterson and passed unanimously to adjourn the Regular Board Meeting at approximately 6:56 p.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

Location

Miami-Dade County, Florida

Notice Text

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

The Board of Supervisors (the "Board") of the Coco Palms Community Development District (the "District") will hold a Public Hearing and a Regular Board Meeting on June 14, 2023, at 6:30 p.m., or as soon thereafter as can be heard, at the Artesa Clubhouse located at 11590 SW 248th Lane, Homestead, Florida 33032.

The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2023/2024 Proposed Final Budget and Non-Ad Valorem Assessment Roll. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website or by contacting the District Manager at (786) 313-3661 and/or toll free at 1-877-737-4922, prior to the date of the hearings and/or meeting. The purpose of the Regular Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Supervisors will 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.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (786) 313-3661 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at these Public Hearings and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

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

Coco Palms Community Development District

www.cocopalmscdd.org

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RESOLUTION NO. 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2023/2024 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 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and

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

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

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, 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 14th day of June, 2023.

ATTEST:

**COCO PALMS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Coco Palms Community Development District

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

CONTENTS

- I FINAL BUDGET**
- II DETAILED FINAL BUDGET**
- III DETAILED FINAL DEBT SERVICE FUND BUDGET (SERIES 2016)**
- IV DETAILED FINAL DEBT SERVICE FUND BUDGET (SERIES 2019)**
- V ASSESSMENT COMPARISON**

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

| | FISCAL YEAR 2023/2024 BUDGET |
|--|---|
| REVENUES | |
| Administrative Assessments | 84,607 |
| Maintenance Assessments | 66,596 |
| Debt Assessments (2016) | 695,856 |
| Debt Assessments (2019) | 400,000 |
| Other Revenues - Cost Share | 5,000 |
| Interest Income | 360 |
| TOTAL REVENUES | \$ 1,252,419 |
| EXPENDITURES | |
| Administrative Expenditures | |
| Supervisor Fees | 4,000 |
| Payroll Taxes | 306 |
| Management | 33,960 |
| Legal | 12,000 |
| Assessment Roll | 7,800 |
| Audit Fees | 5,000 |
| Arbitrage Rebate Fee | 1,300 |
| Insurance | 6,800 |
| Legal Advertisements | 850 |
| Miscellaneous | 1,000 |
| Postage | 425 |
| 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 | \$ 84,891 |
| Maintenance Expenditures | |
| Annual Engineer's Report/Inspections | 2,300 |
| Field Operations Management | 1,200 |
| Lawn & Landscape Tract Maintenance | 15,000 |
| Entrance Feature Maintenance | 0 |
| Irrigation System Maintenance/Upkeep | 2,000 |
| Irrigation System - Water | 5,000 |
| Roadway/Drainage System Maintenance/Upkeep | 7,000 |
| Common Driveway Maintenance/Upkeep | 10,000 |
| Fountain Maintenance/Upkeep | 5,000 |
| FP&L Power/Utility | 13,000 |
| Lake - Aquatic Maintenance | 4,200 |
| Miscellaneous Maintenance | 9,100 |
| Signs | 0 |
| Total Maintenance Expenditures | \$ 73,800 |
| TOTAL EXPENDITURES | \$ 158,691 |
| REVENUES LESS EXPENDITURES | \$ 1,093,728 |
| Bond Payments (2016) | (654,105) |
| Bond Payments (2019) | (376,000) |
| BALANCE | \$ 63,623 |
| County Appraiser & Tax Collector Fee | (24,941) |
| Discounts For Early Payments | (49,882) |
| EXCESS/ (SHORTFALL) | \$ (11,200) |
| Carryover Funds From Prior Year | 11,200 |
| NET EXCESS/ (SHORTFALL) | \$ - |

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

| | FISCAL YEAR 2021/2022 ACTUAL | FISCAL YEAR 2022/2023 BUDGET | FISCAL YEAR 2023/2024 BUDGET | COMMENTS |
|--|------------------------------------|------------------------------------|------------------------------------|---|
| REVENUES | | | | |
| Administrative Assessments | 85,075 | 88,641 | 84,607 | Expenditures Less Interest & Cost Share/.94 |
| Maintenance Assessments | 66,723 | 62,674 | 66,596 | Expenditures Less Carryover/.94 |
| Debt Assessments (2016) | 695,856 | 695,856 | 695,856 | Bond Payments/.94 |
| Debt Assessments (2019) | 400,000 | 400,000 | 400,000 | Bond Payments/.94 |
| Other Revenues - Cost Share | 9,800 | 0 | 5,000 | Cost Share Revenue |
| Interest Income | 37 | 360 | 360 | Interest Projected At \$30 Per Month |
| TOTAL REVENUES | \$ 1,257,491 | \$ 1,247,531 | \$ 1,252,419 | |
| EXPENDITURES | | | | |
| Administrative Expenditures | | | | |
| Supervisor Fees | 0 | 4,000 | 4,000 | Supervisor Fees |
| Payroll Taxes | 0 | 306 | 306 | Supervisor Fees * 7.65% |
| Management | 32,016 | 32,976 | 33,960 | CPI Adjustment (Capped at 3%) |
| Legal | 9,583 | 12,000 | 12,000 | No Change From 2022/2023 Budget |
| Assessment Roll | 7,800 | 7,800 | 7,800 | As Per Contract Plus Expansion Area |
| Audit Fees | 4,600 | 4,800 | 5,000 | Accepted Amount For 2022/2023 Audit |
| Arbitrage Rebate Fee | 1,300 | 1,300 | 1,300 | No Change From 2022/2023 Budget |
| Insurance | 5,843 | 6,575 | 6,800 | Fiscal Year 2022/2023 Expenditure Was \$6,281 |
| Legal Advertisements | 560 | 900 | 850 | \$50 Decrease From 2022/2023 Budget |
| Miscellaneous | 215 | 1,100 | 1,000 | \$100 Decrease From 2022/2023 Budget |
| Postage | 112 | 475 | 425 | \$50 Decrease From 2022/2023 Budget |
| Office Supplies | 429 | 575 | 575 | No Change From 2022/2023 Budget |
| Dues & Subscriptions | 175 | 175 | 175 | No Change From 2022/2023 Budget |
| Trustee Fees | 7,000 | 7,000 | 7,000 | No Change From 2022/2023 Budget |
| Continuing Disclosure Fee | 1,000 | 1,500 | 1,500 | No Change From 2022/2023 Budget |
| Website Management | 2,000 | 2,000 | 2,000 | No Change From 2022/2023 Budget |
| Administrative Contingency | 0 | 200 | 200 | Administrative Contingency |
| Total Administrative Expenditures | \$ 72,633 | \$ 83,682 | \$ 84,891 | |
| Maintenance Expenditures | | | | |
| Annual Engineer's Report/Inspections | 2,795 | 1,800 | 2,300 | \$500 Increase From 2022/2023 Budget |
| Field Operations Management | 1,200 | 1,200 | 1,200 | No Change From 2022/2023 Budget |
| Lawn & Landscape Tract Maintenance | 25,805 | 13,000 | 15,000 | \$2,000 Increase From 2022/2023 Budget |
| Entrance Feature Maintenance | 8,321 | 2,000 | 0 | Line Item Eliminated |
| Irrigation System Maintenance/Upkeep | 0 | 2,000 | 2,000 | No Change From 2022/2023 Budget |
| Irrigation System - Water | 0 | 5,000 | 5,000 | No Change From 2022/2023 Budget |
| Roadway/Drainage System Maintenance/Upkeep | 0 | 5,600 | 7,000 | \$1,400 Increase From 2022/2023 Budget |
| Common Driveway Maintenance/Upkeep | 0 | 10,000 | 10,000 | No Change From 2022/2023 Budget |
| Fountain Maintenance/Upkeep | 0 | 5,000 | 5,000 | No Change From 2022/2023 Budget |
| FP&L Power/Utility | 12,133 | 6,000 | 13,000 | \$7,000 Increase From 2022/2023 Budget |
| Lake - Aquatic Maintenance | 3,354 | 4,200 | 4,200 | No Change From 2022/2023 Budget |
| Miscellaneous Maintenance | 22,944 | 2,614 | 9,100 | \$6,486 Increase From 2022/2023 Budget |
| Signs | 0 | 500 | 0 | Line Item Eliminated |
| Total Maintenance Expenditures | \$ 76,552 | \$ 58,914 | \$ 73,800 | |
| TOTAL EXPENDITURES | \$ 149,185 | \$ 142,596 | \$ 158,691 | |
| REVENUES LESS EXPENDITURES | \$ 1,108,306 | \$ 1,104,935 | \$ 1,093,728 | |
| Bond Payments (2016) | (662,483) | (654,105) | (654,105) | 2024 P & I Payments Less Earned Interest |
| Bond Payments (2019) | (380,816) | (376,000) | (376,000) | 2024 P & I Payments Less Earned Interest |
| BALANCE | \$ 65,007 | \$ 74,830 | \$ 63,623 | |
| County Appraiser & Tax Collector Fee | (11,998) | (24,943) | (24,941) | Two Percent Of Total Assessment Roll |
| Discounts For Early Payments | (47,822) | (49,887) | (49,882) | Four Percent Of Total Assessment Roll |
| EXCESS/ (SHORTFALL) | \$ 5,187 | \$ - | \$ (11,200) | |
| Carryover Funds From Prior Year | 0 | 0 | 11,200 | Carryover Funds From Prior Year |
| NET EXCESS/ (SHORTFALL) | \$ 5,187 | \$ - | \$ - | |

DETAILED FINAL DEBT SERVICE FUND BUDGET (SERIES 2016)**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT****FISCAL YEAR 2023/2024****OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

| | FISCAL YEAR | FISCAL YEAR | FISCAL YEAR | |
|----------------------------|-------------------|-------------------|-------------------|-----------------------------------|
| | 2021/2022 | 2022/2023 | 2023/2024 | |
| REVENUES | ACTUAL | BUDGET | BUDGET | COMMENTS |
| Interest Income | 2,809 | 25 | 250 | Projected Interest For 2023/2024 |
| NAV Tax Collection | 662,483 | 654,105 | 654,105 | Maximum Debt Service Collection |
| Total Revenues | \$ 665,292 | \$ 654,130 | \$ 654,355 | |
| | | | | |
| EXPENDITURES | | | | |
| Principal Payments | 205,000 | 215,000 | 225,000 | Principal Payment Due In 2024 |
| Interest Payments | 449,738 | 437,213 | 427,313 | Interest Payments Due In 2024 |
| Bond Redemption | 0 | 1,918 | 2,042 | Estimated Excess Debt Collections |
| Total Expenditures | \$ 654,738 | \$ 654,130 | \$ 654,355 | |
| | | | | |
| Excess/ (Shortfall) | \$ 10,554 | \$ - | \$ - | |

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 1/1/23 = | \$9,220,000 | | |

DETAILED FINAL DEBT SERVICE FUND BUDGET (SERIES 2019)**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT****FISCAL YEAR 2023/2024****OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

| | FISCAL YEAR | FISCAL YEAR | FISCAL YEAR | |
|----------------------------|-------------------|-------------------|-------------------|-----------------------------------|
| | 2021/2022 | 2022/2023 | 2023/2024 | |
| REVENUES | ACTUAL | BUDGET | BUDGET | COMMENTS |
| Interest Income | 1,579 | 25 | 250 | Projected Interest For 2023/2024 |
| NAV Tax Collection | 380,816 | 376,000 | 376,000 | Maximum Debt Service Collection |
| Total Revenues | \$ 382,395 | \$ 376,025 | \$ 376,250 | |
| | | | | |
| EXPENDITURES | | | | |
| Principal Payments | 105,000 | 110,000 | 115,000 | Principal Payment Due In 2024 |
| Interest Payments | 270,263 | 264,463 | 260,384 | Interest Payments Due In 2024 |
| Bond Redemption | 0 | 1,562 | 866 | Estimated Excess Debt Collections |
| Total Expenditures | \$ 375,263 | \$ 376,025 | \$ 376,250 | |
| | | | | |
| Excess/ (Shortfall) | \$ 7,132 | \$ - | \$ - | |

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 1/1/23 = \$5,610,000

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

| | Fiscal Year 2020/2021 Assessment* | Fiscal Year 2021/2022 Assessment* | Fiscal Year 2022/2023 Assessment* | Fiscal Year 2023/2024 Projected Assessment* |
|--|---|---|---|---|
| <u>Original Units</u> | | | | |
| Administrative For Single Family Units | \$ 82.60 | \$ 82.47 | \$ 86.40 | \$ 82.47 |
| Maintenance For Single Family Units | \$ 65.04 | \$ 65.04 | \$ 61.09 | \$ 64.91 |
| Debt For Single Family Units | \$ 1,053.00 | \$ 1,053.00 | \$ 1,053.00 | \$ 1,053.00 |
| Total For Single Family Units | \$ 1,200.64 | \$ 1,200.51 | \$ 1,200.49 | \$ 1,200.38 |
| | | | | |
| Administrative For Townhome Units | \$ 82.60 | \$ 82.47 | \$ 86.40 | \$ 82.47 |
| Maintenance For Townhome Units | \$ 65.04 | \$ 65.04 | \$ 61.09 | \$ 64.91 |
| Debt For Townhomes Units | \$ 948.00 | \$ 948.00 | \$ 948.00 | \$ 948.00 |
| Total For Townhomes Units | \$ 1,095.64 | \$ 1,095.51 | \$ 1,095.49 | \$ 1,095.38 |
| | | | | |
| Administrative For Villa Units | \$ 82.60 | \$ 82.47 | \$ 86.40 | \$ 82.47 |
| Maintenance For Villa Units | \$ 65.04 | \$ 65.04 | \$ 61.09 | \$ 64.91 |
| Debt For Villa Units | \$ 843.00 | \$ 843.00 | \$ 843.00 | \$ 843.00 |
| Total For Villa Units | \$ 990.64 | \$ 990.51 | \$ 990.49 | \$ 990.38 |
| | | | | |
| <u>Expansion Area Units</u> | | | | |
| Administrative For Townhome Units | \$ 82.60 | \$ 82.47 | \$ 86.40 | \$ 82.47 |
| Maintenance For Townhome Units | \$ 65.04 | \$ 65.04 | \$ 61.09 | \$ 64.91 |
| Debt For Townhomes Units | \$ 1,474.47 | \$ 1,474.47 | \$ 1,474.47 | \$ 1,474.47 |
| Total For Townhomes Units | \$ 1,622.11 | \$ 1,621.98 | \$ 1,621.96 | \$ 1,621.85 |
| | | | | |
| Administrative For Villa Units | \$ 82.60 | \$ 82.47 | \$ 86.40 | \$ 82.47 |
| Maintenance For Villa Units | \$ 65.04 | \$ 65.04 | \$ 61.09 | \$ 64.91 |
| Debt For Villa Units | \$ 1,369.15 | \$ 1,369.15 | \$ 1,369.15 | \$ 1,369.15 |
| Total For Villa Units | \$ 1,516.79 | \$ 1,516.66 | \$ 1,516.64 | \$ 1,516.53 |

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

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 |

Townhomes (Original Units) Information

| | |
|--------------------|----------|
| Total Units | 309 |
| <u>Prepayments</u> | <u>1</u> |
| Billed For Debt | 308 |

RESOLUTION NO. 2023-04

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE 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 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 14th day of June, 2023.

ATTEST:

**COCO PALMS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 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 Artesa Clubhouse located at 11690 SW 248th Street, Homestead, FL 33032 at **6:30 p.m.** on the following dates:

**October 11, 2023
November 8, 2023
March 13, 2024
April 10, 2024
June 12, 2024
July 10, 2024
September 11, 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 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

PUBLISH: MIAMI DAILY BUSINESS REVIEW XX/XX/2023

RESOLUTION 2023-05

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 14th day of June, 2023.

ATTEST:

**COCO PALMS COMMUNITY
DEVELOPMENT DISTRICT**

Print name: _____
Secretary / Assistant Secretary

Print name: _____
Chairperson / Vice Chairperson

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

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

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

AUDITS: INDEPENDENT (Item #56)

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

DISBURSEMENT RECORDS: DETAIL (Item #340)

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

DISBURSEMENT RECORDS: SUMMARY (Item #341)

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

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

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

INCIDENT REPORT FILES (Item #241)

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

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

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

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

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

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

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

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

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