



**COCO PALMS
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JULY 17, 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
SPECIAL BOARD MEETING
July 17, 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. Old Business
 - 1. Update Regarding Lake Fountain Installation
- H. New Business
 - 1. Discussion Regarding Isola Tower –T-24846.....Page 6
- I. Administrative & Operational Matters
 - 1. Consider Resolution No. 2023-03 – Adoption of Records Retention Policy.....Page 9
 - 2. Reminder: Statement of Financial Interest – Form 1
- J. Board Member & Staff Closing Comments
- K. Adjourn

Location

Miami-Dade County, Florida

Notice Text

**NOTICE OF SPECIAL 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 Special Board Meeting on July 17, 2023, at 6:30 p.m. at the Artesa Clubhouse located at 11590 SW 248th Lane, Homestead, Florida 33032. The purpose of the Special Board Meeting is for the Board to consider executing the CDD portion of the final plat mylar for a telecommunications tower on Tract C and any other business which may properly come before the Board.

A copy of 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 meeting. The meeting is 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 this meeting 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 meeting.

If any person decides to appeal any decision made with respect to any matter considered at this Special 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

7/7 23-59/0000671876M

**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

ISOLA TOWER

A REPLAT OF A PORTION OF TRACT "C", "COCO PALM VILLAS", (P.B. 173, PG. 98),
IN THE NW 1/4 OF SECTION 30, TOWNSHIP 56 SOUTH, RANGE 40 EAST,
MIAMI-DADE COUNTY, FLORIDA

PREPARED BY:
PULICE LAND SURVEYORS, INC.

5381 NOB HILL ROAD
SUNRISE, FLORIDA 33351
PHONE NO. 954-572-1777
CERTIFICATE OF AUTHORIZATION NO. LB3870

DECEMBER 2022

KNOW ALL MEN BY THESE PRESENTS:

THAT LCS COMMUNICATIONS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, HAS CAUSED TO BE MADE THE ATTACHED PLAT ENTITLED "ISOLA TOWER", THE SAME BEING A REPLAT OF THE FOLLOWING DESCRIBED PROPERTY:

LEGAL DESCRIPTION:

A PORTION OF TRACT "C", "COCO PALMS VILLAS", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 173, PAGE 98, OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF SAID PLAT "COCO PALM VILLAS", THENCE SOUTH 04°44'05" WEST ALONG THE EAST LINE OF SAID PLAT 185.07 FEET; THENCE SOUTH 02°57'58" WEST ALONG SAID EAST LINE 124.29 FEET; THENCE NORTH 87°02'04" WEST 10.00 FEET TO THE POINT OF BEGINNING, THENCE SOUTH 02°57'09" WEST ALONG A LINE 10 FEET WEST OF (AS MEASURED AT RIGHT ANGLES) AND PARALLEL TO SAID EAST LINE 72.22 FEET; THENCE SOUTH 44°18'21" WEST ALONG A LINE 10 FEET NORTHWESTERLY OF (AS MEASURED AT RIGHT ANGLES) AND PARALLEL TO THE SOUTHEAST LINE OF SAID PLAT 38.17 FEET, THENCE NORTH 04°20'52" WEST ALONG A LINE 10 FEET EAST OF (AS MEASURED AT RIGHT ANGLES TO) THE EAST LINE OF LOT 10, BLOCK 12, OF SAID PLAT 76.89 FEET TO A POINT ON THE ARC OF A CIRCULAR CURVE CONCAVE NORTHERLY FROM WHICH A RADIAL LINE BEARS NORTH 14°52'13" WEST; THENCE EASTERLY ALONG THE ARC OF SAID CURVE TO THE LEFT, HAVING A RADIUS OF 72.00 FEET, A CENTRAL ANGLE OF 34°34'23", FOR AN ARC DISTANCE OF 43.45 FEET TO THE POINT OF BEGINNING.

SAID LANDS LYING AND BEING IN MIAMI-DADE COUNTY, FLORIDA AND CONTAINING 0.0522 ACRES, MORE OR LESS.

IN WITNESS WHEREOF:

THAT LCS COMMUNICATIONS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, HAS CAUSED THESE PRESENTS TO BE SIGNED FOR AND ON ITS BEHALF BY _____ ITS _____, IN THE PRESENCE OF THESE TWO WITNESSES, THIS _____ DAY OF _____, A.D. 202__.

WITNESS: _____ LCS COMMUNICATIONS, LLC,
A DELAWARE LIMITED LIABILITY COMPANY
PRINT NAME: _____

BY: _____
NAME: _____
TITLE: _____
PRINT NAME: _____

ACKNOWLEDGMENT:

STATE OF _____)
COUNTY OF _____) SS

I HEREBY CERTIFY: THAT ON THIS DAY PERSONALLY APPEARED OR APPEARED BY MEANS OF ONLINE NOTARIZATION BEFORE ME, AN OFFICER DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGMENTS, _____ AS _____ OF LCS COMMUNICATIONS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, WHO IS PERSONALLY KNOWN TO ME TO BE THE OFFICER HEREIN DESCRIBED AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE EXECUTION THEREOF TO BE HIS/HER FREE ACT AND DEED FOR THE PURPOSES HEREIN EXPRESSED AND WHO DID NOT TAKE AN OATH.

WITNESS: MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____, A.D. 202__.

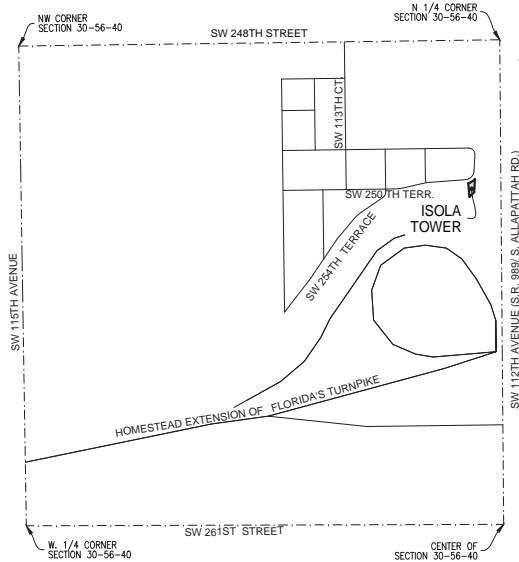
MY COMMISSION EXPIRES: _____ NOTARY PUBLIC - STATE OF _____
COMMISSION NUMBER: _____ PRINT NAME: _____

MIAMI-DADE COUNTY PLAT RESTRICTIONS:

THAT ALL NEW ELECTRIC AND COMMUNICATION LINES, EXCEPT TRANSMISSION LINES, WITHIN THIS SUBDIVISION, SHALL BE INSTALLED UNDERGROUND.

THAT INDIVIDUAL WELLS SHALL NOT BE PERMITTED WITHIN THIS SUBDIVISION EXCEPT FOR SWIMMING POOLS, SPRINKLER SYSTEMS, AND/OR AIR CONDITIONERS.

THAT THE USE OF SEPTIC TANKS WILL NOT BE PERMITTED WITHIN THIS SUBDIVISION, UNLESS APPROVED FOR TEMPORARY USE, IN ACCORDANCE WITH COUNTY AND STATE REGULATIONS.



LOCATION MAP
(SCALE: 1"=300')
THE NW 1/4 OF SECTION 30,
TOWNSHIP 56 SOUTH, RANGE 40 EAST

MIAMI-DADE COUNTY PLAT RESTRICTIONS:

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NOTICE:
THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

MIAMI-DADE COUNTY APPROVALS:

THIS PLAT WAS APPROVED BY THE MIAMI-DADE COUNTY DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES THIS _____ DAY OF _____, A.D. 202__. THE SIZE OF THE TRACT AND OTHER FEATURES AS SHOWN ON THIS PLAT CONFORM TO ALL REQUIREMENTS OF THE EXISTING ZONING AS OF THIS DATE. THIS PLAT HAS BEEN REVIEWED BY A PROFESSIONAL SURVEYOR AND MAPPER EMPLOYED BY MIAMI-DADE COUNTY IN ACCORDANCE WITH SECTION 177.08(1) OF THE FLORIDA STATUTES.

SIGNED: _____
DIRECTOR

THIS PLAT WAS APPROVED BY THE MIAMI-DADE COUNTY DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS THIS _____ DAY OF _____, A.D. 202__.

SIGNED: _____ SIGNED: _____
DIRECTOR COUNTY ENGINEER

THIS PLAT HAS BEEN FOUND TO BE IN COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER 33G, CODE OF MIAMI-DADE COUNTY, FLORIDA, SUBJECT TO ALL OF THE CONDITIONS OF THE CONCURRENCY REVIEW AGREEMENTS AND SAID CHAPTER 33G. THIS PLAT WAS APPROVED AND THE FOREGOING DEDICATIONS WERE ACCEPTED AND APPROVED BY RESOLUTION NO. _____ PASSED AND ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, THIS _____ DAY OF _____, A.D. 202__.

BOARD OF COUNTY COMMISSIONERS:

LUIS G. MONTALDO
CLERK AD INTERIM
CIRCUIT AND COUNTY COURTS

BY: _____ SIGNED: _____
DEPUTY CLERK DANIELLA LEVINE CAVA, MAYOR

SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY: THAT THE ATTACHED PLAT ENTITLED "ISOLA TOWER" IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS RECENTLY SURVEYED AND PLATTED UNDER MY DIRECTION; THAT THE SURVEY DATA COMPLIES WITH THE APPLICABLE REQUIREMENTS OF CHAPTER 177, PART I, FLORIDA STATUTES; AND THAT THE PERMANENT REFERENCE MONUMENTS HAVE BEEN SET.

DONNA C. WEST DATE _____
PROFESSIONAL SURVEYOR AND MAPPER NO. LS4290
STATE OF FLORIDA
PULICE LAND SURVEYORS, INC.
CERTIFICATE OF AUTHORIZATION NO. LB3870
5381 NOB HILL ROAD
SUNRISE, FLORIDA 33351

RECORDING STATEMENT:

FILED FOR RECORD THIS _____ DAY OF _____, A.D. 202__, AT _____ M., IN BOOK _____ OF PLATS, AT PAGE _____ OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA. THIS PLAT COMPLIES WITH THE LAWS OF THE STATE OF FLORIDA AND MIAMI-DADE COUNTY, FLORIDA.

LUIS G. MONTALDO
CLERK AD INTERIM
CIRCUIT AND COUNTY COURTS

BY: _____
DEPUTY CLERK

ISOLA TOWER

A REPLAT OF A PORTION OF TRACT "C", "COCO PALM VILLAS", (P.B. 173, PG. 98),
IN THE NW 1/4 OF SECTION 30, TOWNSHIP 56 SOUTH, RANGE 40 EAST,
MIAMI-DADE COUNTY, FLORIDA

PREPARED BY:
PULICE LAND SURVEYORS, INC.

5381 NOB HILL ROAD
SUNRISE, FLORIDA 33351
PHONE NO. 954-572-1777
CERTIFICATE OF AUTHORIZATION NO. LB3870

DECEMBER 2022

CONSENT BY COMMUNITY DEVELOPMENT DISTRICT

KNOW ALL MEN BY THESE PRESENTS: THAT COCO PALMS COMMUNITY DEVELOPMENT DISTRICT, A LOCAL UNIT OF SPECIAL PURPOSE GOVERNMENT ORGANIZED PURSUANT TO CHAPTER 190, FLORIDA STATUTES HAVING A RIGHT AND INTEREST IN THE PROPERTY WHICH IS THE SUBJECT OF THIS PLAT, PURSUANT TO THAT CERTAIN ORDINANCE NO. 15-123 DULY PASSED AND ADOPTED ON NOVEMBER 3, 2015 BY THE MIAMI-DADE COUNTY BOARD OF COUNTY COMMISSIONERS, EFFECTIVE NOVEMBER 13, 2015, AND THE NOTICE OF ESTABLISHMENT OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT DATED NOVEMBER 17, 2015 AND RECORDED ON DECEMBER 4, 2015 IN OFFICIAL RECORDS BOOK 29877 AT PAGE 365 OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA,

AND AMENDED BY THAT CERTAIN ORDINANCE NO. 18-55 DULY PASSED AND ADOPTED ON MAY 15, 2018 BY THE MIAMI-DADE COUNTY BOARD OF COUNTY COMMISSIONERS, EFFECTIVE MAY 25, 2018, AND THE AMENDED NOTICE OF ESTABLISHMENT OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT DATED MAY 30, 2018 AND RECORDED ON JUNE 21, 2018 IN OFFICIAL RECORDS BOOK 31024 AT PAGE 1524, AND RE-RECORDED ON JUNE 21, 2018 IN OFFICIAL RECORDS BOOK 31092 AT PAGE 2466, OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA,

DOES HEREBY CONSENT TO THIS PLAT AND JOINS IN THE FOREGOING DEDICATIONS.

IN WITNESS WHEREOF: COCO PALMS COMMUNITY DEVELOPMENT DISTRICT, A LOCAL UNIT OF SPECIAL PURPOSE GOVERNMENT ORGANIZED PURSUANT TO CHAPTER 190, FLORIDA STATUTES, HAS CAUSED THESE PRESENTS TO BE SIGNED FOR AND ON ITS BEHALF BY _____ ITS WITNESSES ON THIS _____ DAY OF _____, A.D. 202__

WITNESS: _____ COCO PALMS COMMUNITY DEVELOPMENT DISTRICT,
PRINT NAME: _____ A LOCAL UNIT OF SPECIAL PURPOSE GOVERNMENT
ORGANIZED UNDER CHAPTER 190, FLORIDA STATUTES

WITNESS: _____ BY: _____
PRINT NAME: _____ NAME: _____
TITLE: CHAIRPERSON BOARD OF SUPERVISOR

ACKNOWLEDGMENT:

STATE OF _____ }
COUNTY OF _____ } ss

I HEREBY CERTIFY: THAT ON THIS DAY [] PERSONALLY APPEARED OR [] APPEARED BY MEANS OF ONLINE NOTARIZATION BEFORE ME, AN OFFICER DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGMENTS, _____ AS CHAIRPERSON AT THE BOARD OF SUPERVISOR OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT, A LOCAL UNIT OF SPECIAL PURPOSE GOVERNMENT ORGANIZED PURSUANT TO CHAPTER 190, FLORIDA STATUTES, WHO IS [] PERSONALLY KNOWN TO ME OR [] HAS PROVIDED _____ AS IDENTIFICATION AND WHO EXECUTED THE FOREGOING INSTRUMENT FREELY AND VOLUNTARILY AS SUCH OFFICER FOR THE PURPOSES THEREIN EXPRESSED AND WHO DID NOT TAKE AN OATH.

WITNESS: MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____, A.D. 202__

MY COMMISSION EXPIRES: _____ NOTARY PUBLIC
COMMISSION NUMBER: _____ PRINT NAME: _____
STATE OF FLORIDA

NOTICE:
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RECORDING STATEMENT:
FILED FOR RECORD THIS _____ DAY OF _____, A.D. 202__ AT _____ M., IN BOOK _____ OF PLATS, AT PAGE _____ OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA. THIS PLAT COMPLIES WITH THE LAWS OF THE STATE OF FLORIDA AND MIAMI-DADE COUNTY, FLORIDA.

LUIS G. MONTALDO
CLERK AD INTERIM
CIRCUIT AND COUNTY COURTS

BY: _____
DEPUTY CLERK

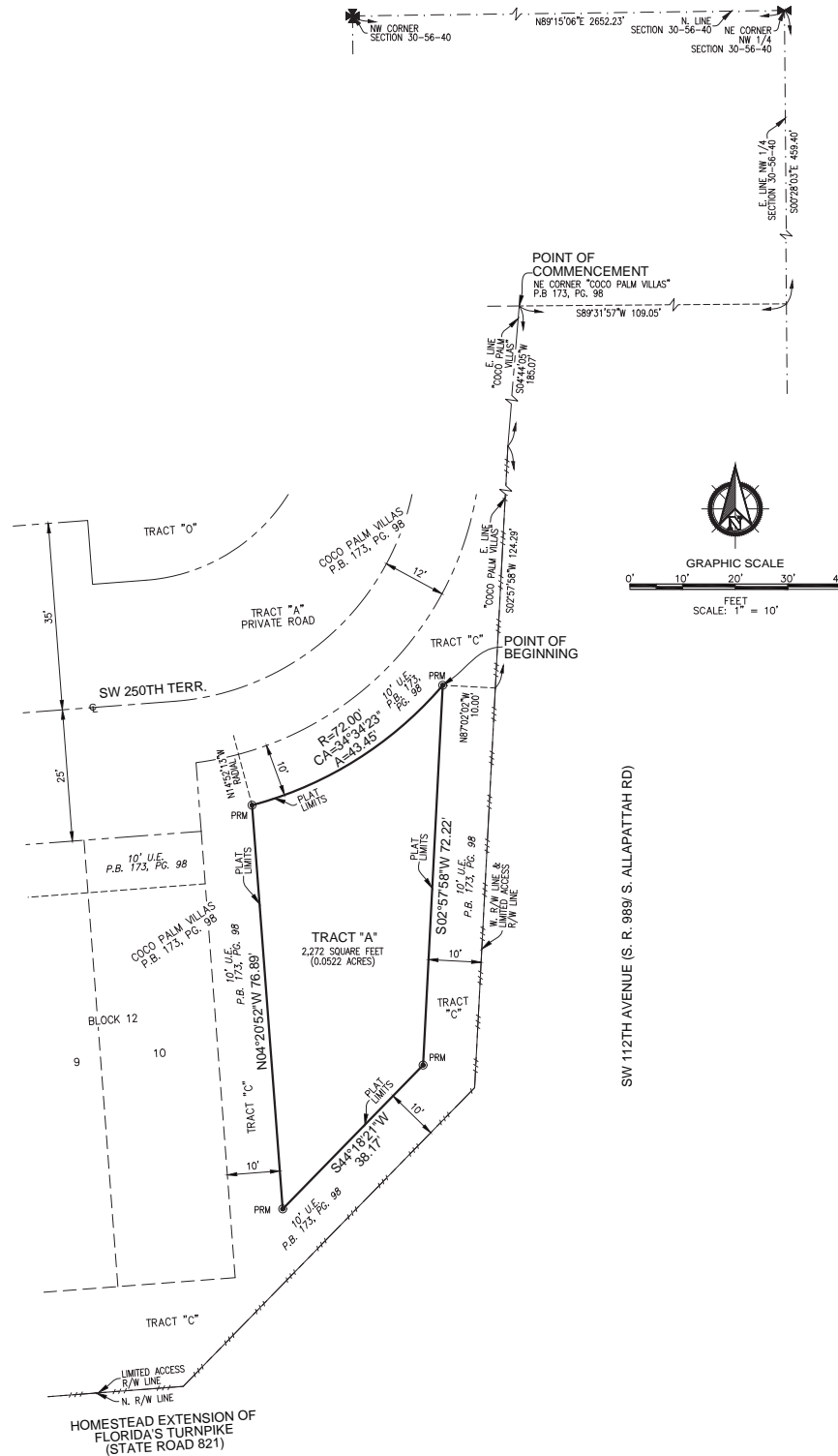
ISOLA TOWER

A REPLAT OF A PORTION OF TRACT "C", "COCO PALM VILLAS", (P.B. 173, PG. 98),
IN THE NW 1/4 OF SECTION 30, TOWNSHIP 56 SOUTH, RANGE 40 EAST,
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PREPARED BY:
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SUNRISE, FLORIDA 33351
PHONE NO. 954-572-1777
CERTIFICATE OF AUTHORIZATION NO. LB3870

DECEMBER 2022



- LEGEND AND ABBREVIATIONS:**
- PRM = SET PERMANENT REFERENCE MONUMENT
 - = CENTERLINE
 - = LIMITED ACCESS RIGHT-OF-WAY LINE
 - A = ARC LENGTH
 - CA = CENTRAL ANGLE
 - LB = LICENSED BUSINESS
 - P.B. = PLAT BOOK
 - PG. = PAGE
 - R = RADIUS
 - R/W = RIGHT-OF-WAY

SURVEYORS NOTES:
BEARINGS SHOWN HEREON ARE BASED ON AN ASSUMED MERIDIAN WITH THE EAST LINE OF TRACT "C" BEING S02°57'58"W.
ALL RECORDING INFORMATION REFERS TO THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA.

NOTICE:
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RECORDING STATEMENT:
FILED FOR RECORD THIS _____ DAY OF _____, A.D. 2022, AT _____ M., IN BOOK _____ OF PLATS, AT PAGE _____ OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA. THIS PLAT COMPLIES WITH THE LAWS OF THE STATE OF FLORIDA AND MIAMI-DADE COUNTY, FLORIDA.

LUIS G. MONTALDO
CLERK AD INTERIM
CIRCUIT AND COUNTY COURTS

BY: _____
DEPUTY CLERK

RESOLUTION 2023-03

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.