



**COCO PALMS
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
SPECIAL BOARD MEETING
OCTOBER 12, 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
11590 SW 248th Street
Homestead, FL 33032
SPECIAL BOARD MEETING
October 12, 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. September 5, 2023 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2023-07 – Adopting a Fiscal Year 2022/2023 Amended Budget.....Page 7
 - 2. Discussion Regarding Landscaping Maintenance Proposals.....Page 13
 - 3. Discussion Regarding Holiday Lighting
- I. Administrative & Operational Matters
 - 1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 29
- J. Board Member & Staff Closing Comments
- K. Adjourn

Publication Date
2023-10-02

Subcategory
Miscellaneous Notices

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 October 12, 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 approving the Fiscal Year 2022/2023 Amended Final Budget 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

10/2 23-04/0000685941M

**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
SEPTEMBER 5, 2023**

A. CALL TO ORDER

District Manager Nancy Nguyen called the September 5, 2023, Regular Board Meeting of the Coco Palms Community Development District (the “District”) to order at 6:31 p.m. in the Artesa Clubhouse located at 11690 SW 248th Street, Homestead, Florida 33032.

B. PROOF OF PUBLICATION

Nancy Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on August 16, 2023, and August 16, 2023, as legally required.

C. ESTABLISH A QUORUM

Nancy Nguyen 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 Supervisors Monica Encinas and Nilka Gomez (who arrived at 6:42 p.m.).

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

Also in attendance was: Charles Handal, Miami, Florida.

D. CONSIDER APPOINTMENT TO FILL VACANCY – SEAT #2 – EXP. NOV. 2024

Nancy Nguyen informed the Board of Supervisors (the “Board”) that there is currently a vacancy in Seat #2 which term expires in November 2024. Nancy Nguyen further explained that Mr. Charles Handal is interested in serving on the Board. Mr. Handal greeted and introduced himself to the Board. A discussion ensued after which

A **motion** was made by Mr. Patterson, seconded by Ms. Nguyen and unanimously passed appointing Mr. Handal to the unexpired 4-year term of office in Seat #2 and such term of office will expire in November 2024.

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

Nancy Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Mr. Handal. She explained that Mr. George and she will review the duties and responsibilities as a Board Member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (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 following the meeting.

F. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

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

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

H. APPROVAL OF MINUTES

1. July 17, 2023, Special Board Meeting

Nancy Nguyen presented the July 17, 2023, Special Board Meeting minutes and asked if there were any comments and/or changes. There being no comments or changes, a **motion** was made by Mr. Patterson, seconded by Ms. Nguyen and unanimously passed approving the July 17, 2023, Special Board Meeting minutes, *as presented*.

NOTE: At approximately 6:37 p.m., Nancy Nguyen recessed the Regular Meeting and simultaneously opened the Public Hearing.

I. PUBLIC HEARING

1. Proof of Publication

Ms. Nguyen presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on August 16, 2023, and August 16, 2023, as legally required.

2. Consider Resolution No. 2023-04 – Amending Resolution No. 2023-02 Approving Proposed Fiscal Year 2023/2024 Budget

Nancy Nguyen presented Resolution No. 2023-04, entitled:

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT REGARDING THE PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; PROVIDING FOR AMENDING RESOLUTION NO. 2023-02 WHICH APPROVED THE PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS; AND AUTHORIZED THE SETTING OF THE PUBLIC HEARING DATE FOR PUBLIC COMMENT AND FINAL BUDGET ADOPTION; AND PROVIDING AN EFFECTIVE DATE.

Nancy Nguyen read the title into the record and advised that because the August 9, 2023, Public Hearing had been rescheduled to September 5, 2023, and due to the removal of a maintenance line item from the fiscal year 2023/2024 Proposed Budget that would have caused an increase in assessments, it was in order to *amend* Resolution No. 2023-02. A discussion ensued after which:

A **motion** was made by Ms. Nguyen, seconded by Ms. Encinas and passed unanimously approving Resolution 2023-04, *as presented*; thereby, *amending* Resolution 2023-02.

3. Receive Public Comments on Fiscal Year 2023/2024 Final Budget

Nancy Nguyen opened the public comment portion of the Public Hearing to receive comments on the 2023/2024 fiscal year final budget and non-ad valorem special assessments. There being no comments, Nancy Nguyen closed the public comment portion of the Public Hearing.

4. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2023/2024 Final Budget

Nancy Nguyen presented Resolution No. 2023-05, entitled:

RESOLUTION NO. 2023-05

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.

Nancy Nguyen read the title into the record and stated that the document provides for approving and adopting the fiscal year 2023/2024 final budget and the non-ad valorem special assessment tax roll. 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. 2023-05, *as presented*; thereby setting the 2023/2024 final budget and non-ad valorem special assessment tax roll.

NOTE: At approximately 6:41 p.m., Nancy Nguyen closed the Public Hearing and simultaneously reconvened the Regular Meeting.

NOTE: Ms. Gomez arrived at approximately 6:42 p.m.

J. OLD BUSINESS

1. Staff Report, as Required

There was no staff report at this time.

K. NEW BUSINESS

1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Nancy Nguyen presented Resolution No. 2023-06, entitled:

RESOLUTION NO. 2023-06

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.

Nancy Nguyen read the title into the record and explained that the Board will continue to meet on the second Wednesday of select months. Mr. Patterson explained that he is unable to attend meetings on Wednesdays. A discussion ensued after which:

The Board consensus was to defer this item to a future meeting and requested that Mr. Silva and Mr. George review their schedules and email the Board the dates and times available.

A **motion** was made by Ms. Encinas, seconded by Mr. Patterson and unanimously passed to schedule a Special Meeting for October 12, 2023 at 6:30 p.m. in the Artesa Clubhouse located at 11690 SW 248 Street, Homestead, Florida 33032.

2. Discussion Regarding Required Ethics Training

Mr. George explained that effective January 1, 2024, elected officers, such as the District Board Supervisors, will be required to complete four (4) hours of ethics training annually. He further explained that this requirement is noted on page 1 of the Form 1, Statement of Financial Interests, which is completed annually by Board Supervisors. Mr. George recommended that this training requirement be completed by July 1 annually, so that the supervisor or officer can verify compliance with the required training on his or her Form 1. Additionally, if supervisors or officers assume office on or before March 31st, they must complete the ethics training by December 31st of the year the term begins; however, if the term starts after March 31st, the supervisor or officer is not required to complete the required ethics training until December 31st of the following year.

3. Discussion Regarding Landscape Improvements (Isola)

Nancy Nguyen presented two (2) proposals, one from Trimscape and one from YS Maintenance Services for landscape improvements in Isola. Nancy Nguyen stated that the proposals are not comparable as the District has not established the services that they would like. Nancy Nguyen requested that the Board review the sample images provided in the proposal from YS Maintenance Services so that Mr. Silva has a better understanding of what to request in the proposals. The Board reviewed the sample images and stated that they would like flowers at the ends of the medians, tiered hedges, and would like a hardscape design to be implemented into the main entrance median. Nancy Nguyen stated that she would relay this information to Mr. Silva. The Board requested that Mr. Silva also request proposals form the monthly landscape maintenance. Nancy Nguyen acknowledged the Board's request.

4. Discussion Regarding First Amendment to the Engineering Agreement

Nancy Nguyen presented a First Amendment to Engineering Agreement. She explained that the District Engineer, Alvarez Engineers, has requested that the Board consider updating the hourly billing rates for engineering personnel. Nancy Nguyen informed the Board that the existing billing rates have been in effect since 2016, and she also confirmed that the District's budget includes sufficient funds for the engineering budget line, and that the increase in billing rates will not affect the District's budget. As per Alvarez Engineers, the billing rates will be reviewed again after a period of five (5) years. A discussion ensued, after which:

A **motion** was made Mr. Patterson, seconded by Ms. Nguyen and unanimously passed, accepting the First Amendment to Engineering Agreement, updating the billing rates proposed by Alvarez Engineers.

L. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no staff report at this time.

M. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Patterson stated that electrical wires have been attached to the District's palm trees on SW 248th Street. Mr. Patterson requested that this be reviewed/inspected by Mr. Silva.

Ms. Gomez explained that the Artesa HOA has been performing the landscape maintenance for certain District owned areas. She requested that Mr. Silva contact the Artesa HOA Manager to discuss ownership and maintenance responsibilities. Ms. Gomez requested that the District assume the responsibility of their tracts. Nancy Nguyen acknowledged the request.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Nguyen, seconded by Ms. Gomez and passed unanimously to adjourn the Regular Board Meeting at approximately 7:07 p.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2023-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Coco Palms Community Development District (the “District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/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 12th day of October, 2023.

ATTEST:

**COCO PALMS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Coco Palms Community Development District

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

CONTENTS

- I AMENDED FINAL OPERATING FUND BUDGET**
- II AMENDED FINAL DEBT SERVICE FUND BUDGET - SERIES 2016**
- III AMENDED FINAL DEBT SERVICE FUND BUDGET - SERIES 2019**

AMENDED FINAL BUDGET
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Administrative Assessments	88,641	90,246	90,246
Maintenance Assessments	62,674	62,678	62,678
Debt Assessments (2016)	695,856	695,858	695,858
Debt Assessments (2019)	400,000	400,002	400,002
Other Revenues (Aldi, Orion, Wawa Cost Share)	0	9,800	9,800
Interest Income	360	9,881	9,781
TOTAL REVENUES	\$ 1,247,531	\$ 1,268,465	\$ 1,268,365
EXPENDITURES			
Supervisor Fees	4,000	1,000	1,000
Payroll Taxes	306	77	77
Management	32,976	32,976	32,976
Legal	12,000	12,500	11,020
Assessment Roll	7,800	7,800	7,800
Audit Fees	4,800	4,800	4,800
Arbitrage Rebate Fee	1,300	1,300	1,300
Insurance	6,575	6,281	6,281
Legal Advertisements	900	1,100	938
Miscellaneous	1,100	750	320
Postage	475	240	228
Office Supplies	575	450	424
Dues & Subscriptions	175	175	175
Trustee Fees	7,000	7,000	7,000
Continuing Disclosure Fee	1,500	1,000	1,000
Website Management	2,000	2,000	2,000
Administrative Contingency	200	200	0
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 83,682	\$ 79,649	\$ 77,339
MAINTENANCE EXPENDITURES			
Annual Engineer's Report/Inspections	1,800	1,300	1,131
Field Operations Management	1,200	1,200	1,200
Lawn & Landscape Tract Maintenance	13,000	26,000	24,192
Entrance Feature Maintenance	2,000	7,500	6,565
Irrigation System Maintenance/Upkeep	2,000	1,000	0
Irrigation System - Water	5,000	1,000	0
Roadway/Drainage System Maintenance/Upkeep	5,600	18,500	17,825
Common Driveway Maintenance/Upkeep	10,000	1,000	0
Fountain Maintenance/Upkeep	5,000	51,500	50,458
FP&L Power/Utility	6,000	12,304	12,304
Lake - Aquatic Maintenance	4,200	3,525	3,525
Miscellaneous Maintenance	2,614	15,000	12,888
Signs	500	250	0
TOTAL MAINTENANCE EXPENDITURES	\$ 58,914	\$ 140,079	\$ 130,088
TOTAL EXPENDITURES	\$ 142,596	\$ 219,728	\$ 207,427
REVENUES LESS EXPENDITURES	\$ 1,104,935	\$ 1,048,737	\$ 1,060,938
Bond Payments - 2016	(654,105)	(662,582)	(662,582)
Bond Payments - 2019	(376,000)	(380,874)	(380,874)
BALANCE	\$ 74,830	\$ 5,281	\$ 17,482
County Appraiser & Tax Collector Fee	(24,943)	(12,003)	(12,003)
Discounts For Early Payments	(49,887)	(47,649)	(47,649)
EXCESS/ (SHORTFALL)	\$ -	\$ (54,371)	\$ (42,170)
Carryover From Prior Year			0
NET EXCESS/ (SHORTFALL)	\$ -	\$ (54,371)	\$ (42,170)

FUND BALANCE AS OF 9/30/22
FY 2021/2022 ACTIVITY
FUND BALANCE AS OF 9/30/23

\$164,877
(\$54,371)
\$110,506

AMENDED FINAL BUDGET
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2016
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Interest Income	25	25,711	25,611
NAV Tax Collection	654,105	662,582	662,582
Total Revenues	\$ 654,130	\$ 688,293	\$ 688,193
EXPENDITURES			
Principal Payments	215,000	215,000	215,000
Interest Payments	437,213	442,050	442,050
Bond Redemption	1,917	0	0
Total Expenditures	\$ 654,130	\$ 657,050	\$ 657,050
Excess/ (Shortfall)	\$ -	\$ 31,243	\$ 31,143

FUND BALANCE AS OF 9/30/22	\$648,733
FY 2022/2023 ACTIVITY	\$31,243
FUND BALANCE AS OF 9/30/23	\$679,976

Notes

Reserve Fund Balance = \$334,077*. Revenue Fund Balance = \$340,216*

Prepayment Fund Balance = \$5,683*

Revenue Fund Balance To Be Used To Make 11/1/2023 Interest Payment Of \$216,188.

* Approximate Amounts

Series 2016 Bond Information

Original Par Amount =	\$10,355,000	Annual Principal Payments Due:
Interest Rate =	3.75% - 5.00%	May 1st
Issue Date =	March 2016	Annual Interest Payments Due:
Maturity Date =	May 2046	May 1st & November 1st
Par Amount As Of 9/30/23 =	\$9,005,000	

AMENDED FINAL BUDGET
COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2019
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Interest Income	25	16,841	16,741
NAV Assessment Collection	376,000	380,874	380,874
Total Revenues	\$ 376,025	\$ 397,715	\$ 397,615
EXPENDITURES			
Principal Payments	110,000	110,000	110,000
Interest Payments	264,463	266,456	266,456
Bond Redemption	1,562	0	0
Total Expenditures	\$ 376,025	\$ 376,456	\$ 376,456
Excess/ (Shortfall)	\$ -	\$ 21,259	\$ 21,159

FUND BALANCE AS OF 9/30/22	\$374,897
FY 2022/2023 ACTIVITY	\$21,259
FUND BALANCE AS OF 9/30/23	\$396,156

Notes

Reserve Fund Balance = \$190,392*. Revenue Fund Balance = \$205,764*

Revenue Fund To Be Used To Make 12/15/2023 Interest Payment Of \$131,234.

* Approximate Amounts

Series 2019 Bond Information

Original Par Amount =	\$5,915,000	Annual Principal Payments Due:
Interest Rate =	3.5% - 5.0%	June 15th
Issue Date =	February 2019	Annual Interest Payments Due:
Maturity Date =	June 2049	June 15th & December 15th
Par Amount As Of 9/30/23 =	\$5,500,000	

**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSAL &
LAWN & LANDSCAPE MAINTENANCE SPECIFICATIONS**

The Coco Palms Community Development District (the "District") is seeking a qualified and responsible Lawn and Landscape Maintenance Contractor (the "Contractor") to submit a maintenance proposal (the "Proposal") for the maintenance of the District's grounds. The Contractor shall provide its Proposal in accordance with the specifications and information provided herein. The Contractor shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Contractor's Proposal shall include costs to furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive, healthy condition and appearance. Maintenance of plant materials and grounds shall include but not be limited to mowing, edging, trimming, litter and debris pick-up, weeding, mulching, pruning, fertilizing, disease and pest control, irrigation system maintenance and repair, watering and cleanup.

Insurance Requirements

Insurance requirements for the consideration of the Contractor's Estimate.

i. Commercial Comprehensive General Liability Insurance to cover liability bodily injury, property damage, premises and property damage and contractual liability with the following limits of liability:

\$1,000,000 Combined Single Limit – each occurrence

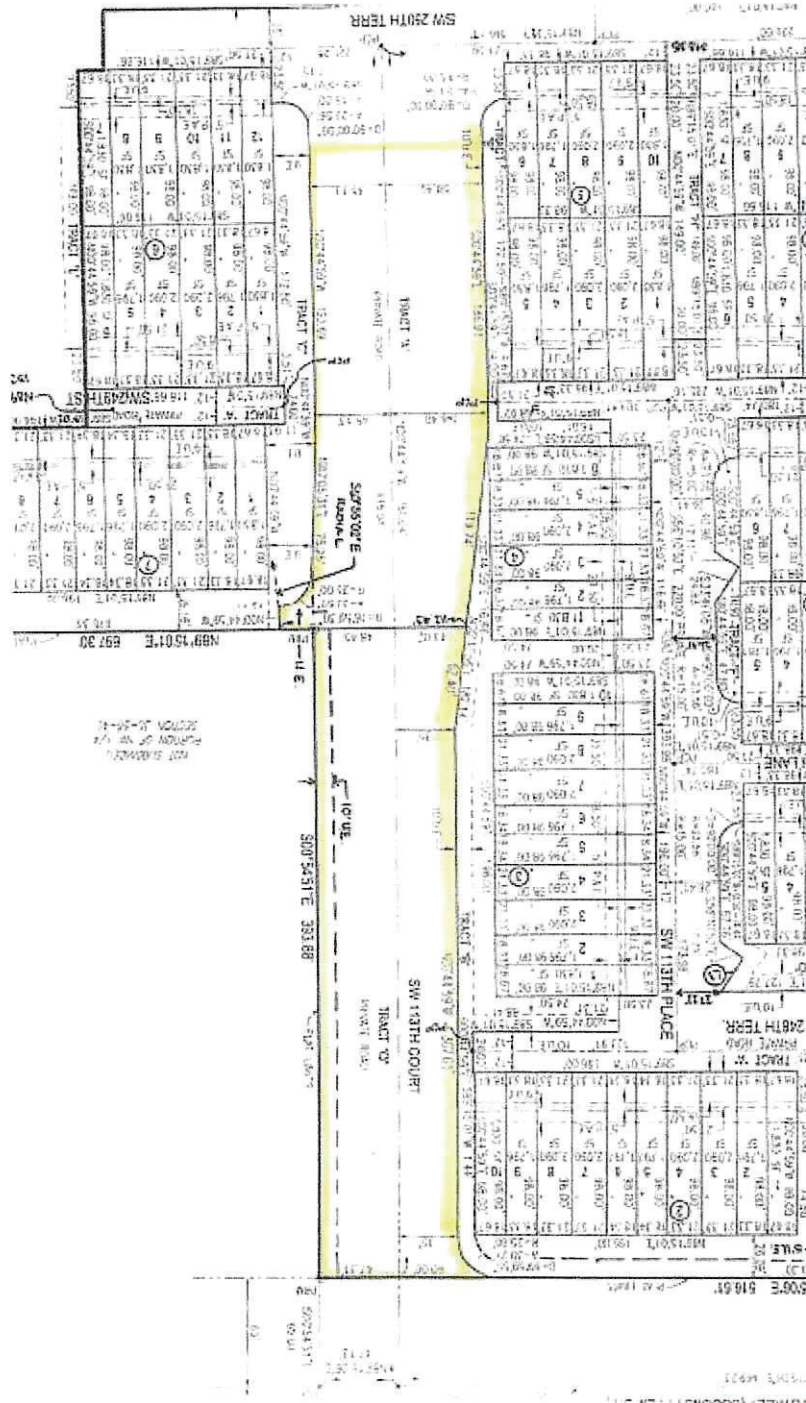
\$2,000,000 Combined Single Limit – general aggregate

ii. Comprehensive Automobile Liability Insurance to cover the use of and any owned, non-owned, scheduled or rented automotive equipment to be used on District's grounds with minimum limits of \$1,000,000 combined single limit per occurrence.

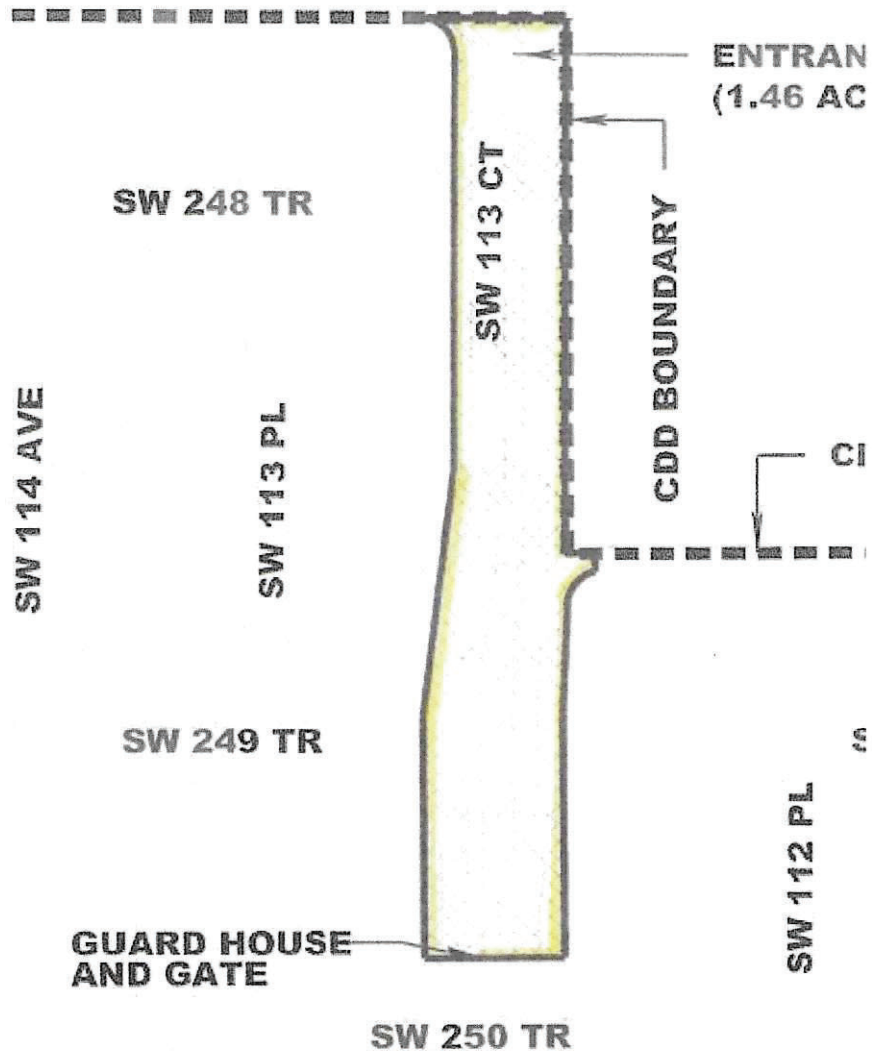
iii. Workers Compensation Insurance coverage as required by Florida law and Federal law, including, where applicable, the United States Longshoreman's and Harbor Worker's Act, the Federal Employers' Liability Act and the Jones Act. Employer's Liability Insurance shall be provided with a minimum of One Hundred Thousand and xx/100 dollars (\$100,000.00) per accident.

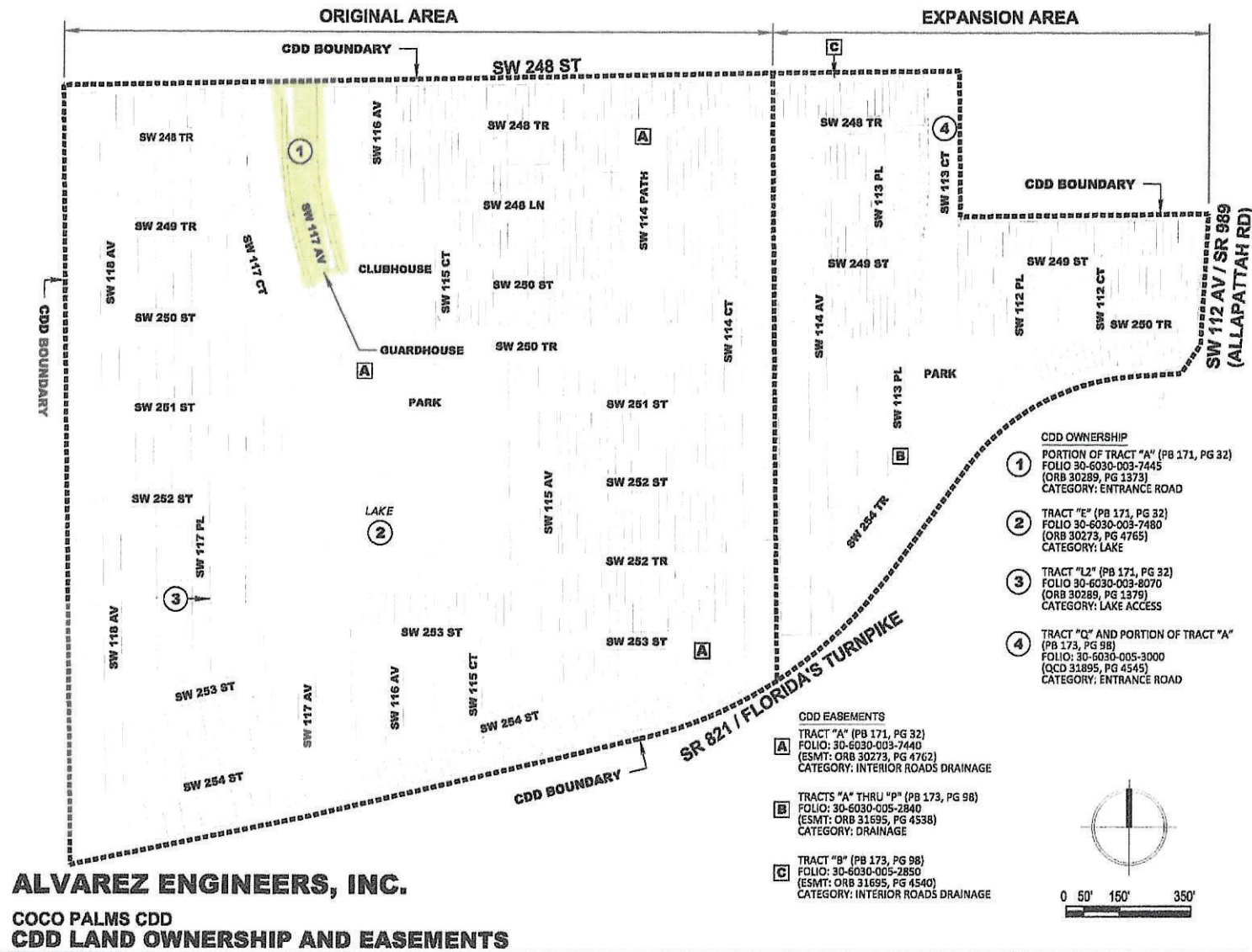
DISTRICT SERVICE AREA

The areas owned and to be maintained by the District are depicted within the Service Area attached herein as **Exhibit A**.



CDD BOUNDARY SW 248 ST





LAWN AND LANDSCAPE MAINTENANCE SPECIFICATIONS

Lawn Service

Lawns shall be mowed at the appropriate height to keep a neat appearance. Contractor is required to use the proper mowing equipment to provide a high quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain. Mowers shall be of a type that causes clippings to be distributed evenly over the cut area. Contractor shall remove remaining grass clippings from sidewalks, planted areas, roads, etc. at the end of each visit. Contractor is responsible for any damage incurred as a result of mower damage to trees, shrubs, sprinkler improvements and must repair or replace any such damage at no cost to the District. Mowing is to be performed in accordance with the following schedule:

Mowing Schedule

Mowing is to be performed Thirty (30) times per year

January- 2 services

February-2 services

March- 2 services

April- 3 services

May- 3 services

June- 3 services

July- 3 services

August- 3 services

September- 3 services

October- 2 services

November- 2 services

December- 2 services mm

Grass Trimming

Grass trimming shall be carefully performed by the Contractor at each mowing for all lawn areas not reachable by a mower. Trimming shall be conducted at the same height as the lawn. All grass around buildings, drain ways, guardrails, medians, light poles or any other structure on the property shall be trimmed with each mowing cycle. Care should be taken to avoid damaging trees, tree supports, shrubs, plantings, structures, etc. Resultant debris from this operation shall be swept or blown from hardscapes; sweeping is encouraged. mm

Edging

With each mowing cycle all bed edges shall be trimmed with a blade edger. All sidewalks, curbs, road islands or other hardscape areas will be edged with a blade edger only. Edges shall be maintained as clean lines or curves, without scalping of adjacent turf or detriment to other plant material or structures. Resultant debris from this operation shall be swept or blown from hardscapes; sweeping is encouraged. mm

Weed Control

Contractor shall keep planter beds, tree wells, and paver areas, free of weeds and debris; this service is expected to be completed during each mowing cycle. Weed control can be established manually, mechanically or chemically. All chemical application will follow the industry and corresponding product safety guidelines, standards and application methods and shall use green tracker dye. Special care shall be taken to prevent herbicide contact with shrubs, ground covers and trees. In the event of damage caused to the turf or landscape from chemicals, the Contractor is responsible for plant replacement costs. mm

Landscape Debris and Trash Removal

Removal of landscape related debris and trash shall be performed by the Contractor in concurrence with each mowing (prior to mowing) and hedge trimming/detail cycle. The Contractor will be responsible for patrolling the Service Area (including but not limited to sidewalks, open space areas, swales, planters) to remove landscape debris such as branches, fallen palm fronds, plastic bottles, paper, and any other form of debris or trash not inclusive of illegal dumping i.e. tires, shopping carts. Contractor shall change garbage bags at the trash receptacles located throughout the District (replacement bags for trash receptacles including doggy waste stations to be provided by the District). mm

Shrub Pruning

This incorporates all work to properly prune and maintain hedge rows, upright shrubs etc. Throughout the District's grounds through the use of mechanical shears. Shrub Pruning shall be conducted at least once a month or as needed to promote proper health and growth particular to the plant material/species. Shearing work shall use sharp blades and create a smoothly defined edge of cut. The upper sides of hedges or individual shrubs shall be gently rounded with an outward slope towards the ground. No "square" boxes are allowed unless specifically requested by the District. All pruning debris is the responsibility of the Contractor and shall be disposed within the same service day. Contractor shall monitor shrubs for signs of disease and insect infestations. Shrubs shall be kept free and clear of encroaching or invasive plants. If plants are affected, appropriate recommendations for treatment shall be submitted to the District. In addition, contractor shall prune hedges or shrubs encroaching into the lake bank from the single family homes or townhome's backyards abutting the lake banks. Pruning operations shall be completed within one (1) week. mm

Blowing

Grass clippings, leaf drop or debris caused by mowing, trimming or edging shall be removed from adjacent walks, curbs, beds and roadway areas as turf is mowed, trimmed or edged. Under any circumstances the grass clippings shall be directed in to the storm water management system catch basins. Grass clippings or debris shall be removed in such a way as to not cause dirt into roadways or adjacent property. mm

Irrigation Systems

Monthly wet check and maintenance of irrigation systems shall include the adjustment or replacement of heads, cleaning of nozzles and valves, monitoring of irrigation schedules and systems to ensure these are operating effectively. Contractor shall be responsible for any damage done to irrigation system during the course of grounds maintenance. Contractor shall monitor natural rainfall and South Florida water restrictions and adjust irrigation schedule accordingly in order to at all times minimize irrigation costs for the District. Irrigation repairs outside of head replacements, including clocks, valves, pumps, main lines or other irrigation equipment shall be billed separately and presented to the District for prior approval before any repairs are done; the invoicing procedure shall include a before and after photo and location of the repair. Grasses or landscape material that is damaged as a result of improper management of the Irrigation Systems will be responsibility of the Contractor to replace at no additional cost to the District. Unapproved costs will not be reimbursed. Contractor shall fully cooperate and respond to assist and repair malfunctioning sprinkler systems on a 24 hour basis, seven days a week. mm

Regular Tree & Palm Care

The contractor shall perform general maintenance of all trees as required to provide proper clearance for sidewalks, roadways, remove tree suckers, remove dead, broken, and/or decaying branches while conforming, as much as possible, to the general shape and height of the tree species. Pruning shall be in accordance with the generally accepted standards of the Industry and municipality/state. Tree limbs shall be kept at a safe height for the users anticipated in the vicinity: eight feet (8') for pedestrian clearance (including turf areas) and twelve feet (12') for vehicular street clearance; if pruning to these standards would result in permanent disfiguration of a tree, the Contractor shall not prune the tree and a Contractor arborist shall be consulted for proper course of action. Palm trees measuring up to twelve feet (12') of wood shall be maintained free of dead and/or low hanging palm fronds and seed pods. mm

Pest Control

Integrated Pest Management (IPM), weed/insect/disease control, and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings. All plant materials shall be thoroughly inspected for damage, disease or pest infestations during all maintenance activities. Contractor is responsible for proper application of all treatments or cultural controls to maintain plant material in a disease and pest free condition. mm

ADDITIONAL SERVICES

Please provide pricing for the items below as indicated under the Lawn & Landscape Maintenance Price Sheet, Page 8.

Fertilization and Weed Control

Well-balanced fertilizer shall be used to maintain and ensure that all plant material is in a healthy, vigorous growing condition.

Fertilization Schedule is as follows:

Turf Fertilization – 1 time a year (See **Exhibit B – Fertilization Areas**)

Ornamental/Hedges – 2 times a year (See **Exhibit B – Fertilization Areas**)

Royal Palm Tree – 3 times a year (See **Exhibit B – Fertilization Areas**)

Fertilizers to be applied to turf, grounds, shrubs, flower beds, palms, trees throughout the District's grounds to maintain a green healthy growing condition.

Palm Pruning

Provide cost for annual pruning of palms located within the areas specified in **Exhibit B – Palm Maintenance Areas**. Work shall be performed to specifications written in accordance with the most current version of the ANSI A300 Pruning Standards. The removal of seed pods shall be included in the cost.

Mulch

Provide cost for annual application of mulch to installed one time the week before thanksgiving. Contractor shall provide bagged Red/Brown Mulch (color to be approved by District Board of Supervisors), mulch shall be used in the landscape beds within **Exhibit B**. Mulch shall be applied at two inches (2") depth. Mulch must not contact stems, branches or trunk as this can cause damage to plant material. Keep mulch a distance of three (3") inches from trunks or stems of plants.

Exhibit A

CDD BOUNDARY SW 248 ST

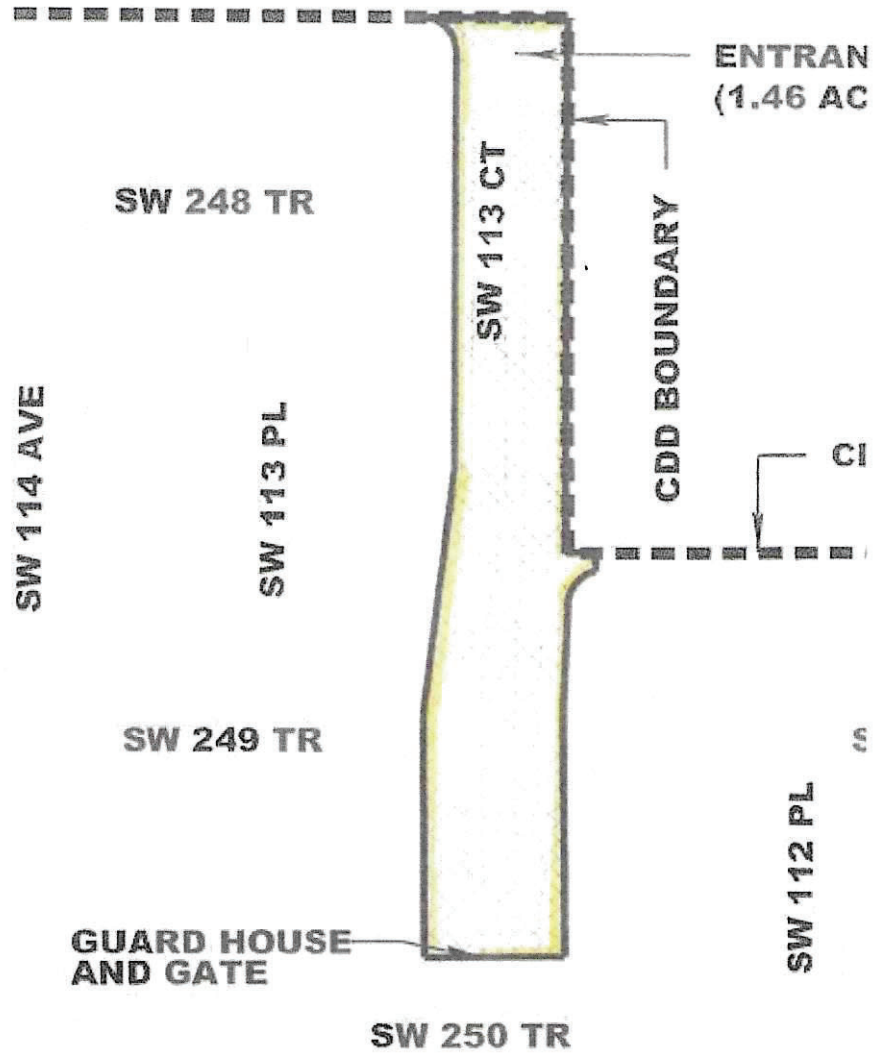
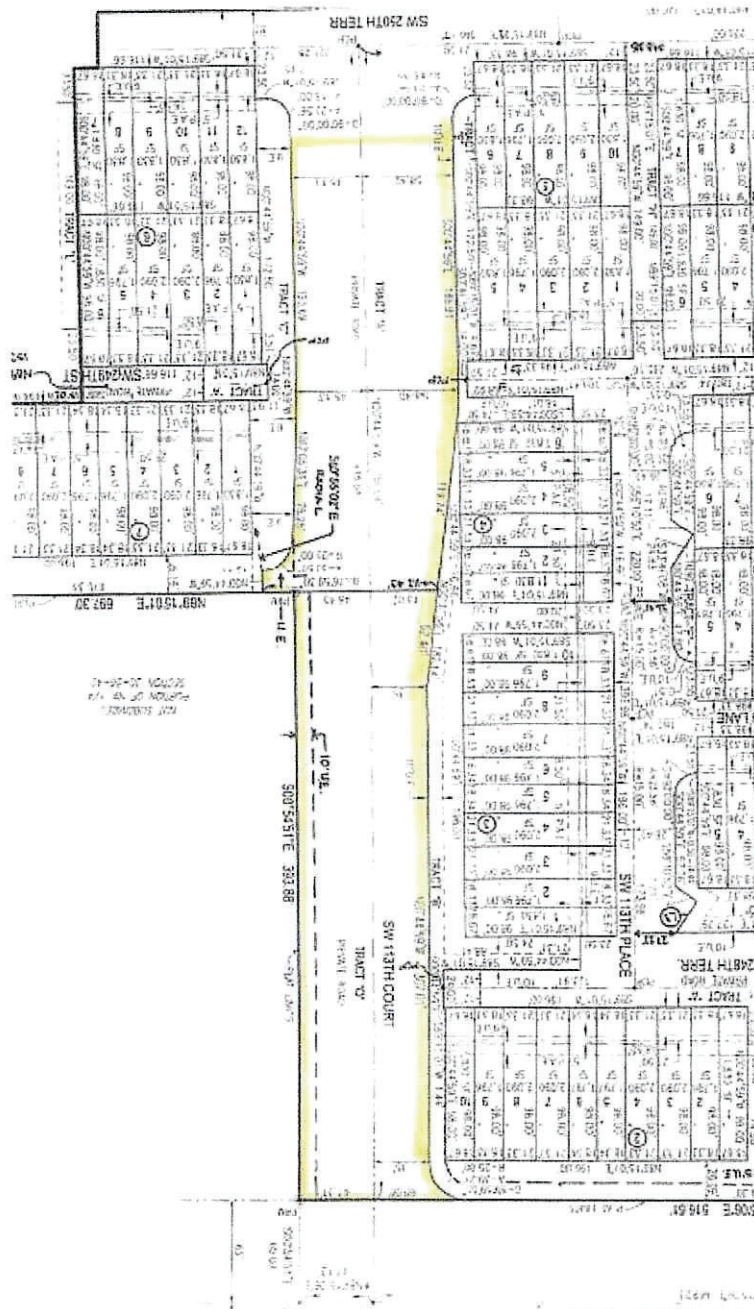
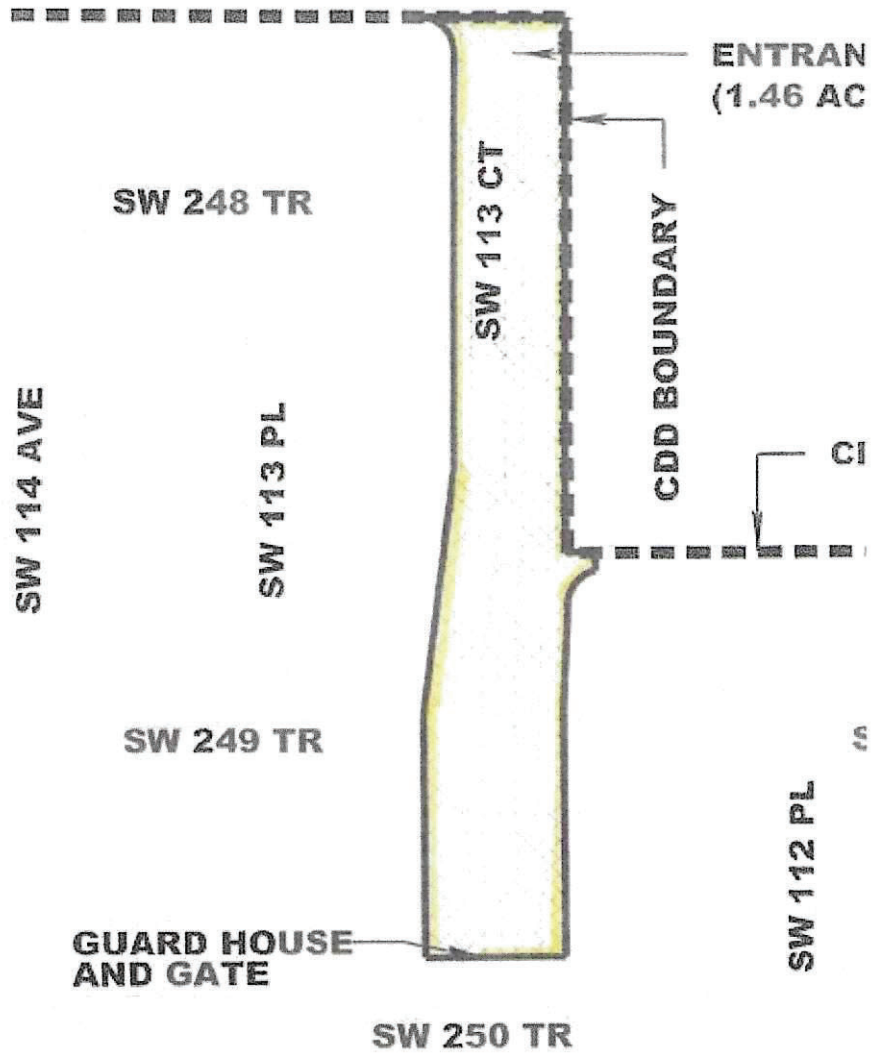


Exhibit B – Fertilization and Mulch Areas



CDD BOUNDARY SW 248 ST



LAWN AND LANDSCAPE MAINTENANCE PRICE SHEET

Annual Total Price for Base Contract \$ 31,200 :-

Base Contract Price to include: Lawn Service, Shrub Pruning, Irrigation Wet Checks, Pest Control, Debris Removal Service, Tree Care.

1. Fertilization Price per Application to Turf, Ornamentals & Palm Trees \$ 1,350 :-
2. Palm Pruning and Seed Pod Removal Price per Service \$ 2,640 :-
3. Mulching Price per Application \$ 4,950 :-
4. Individual Price per Mowing \$ 1,040 :-

Milton Martinez
10/3/23

Off week debris pickup to include palm fronds and coconuts along lake shore

Lawn & Landscape Service detail & Proposal - Coco Palms Community Development District

Date: 10/03/2023
prospective Client Name: Coco Palms Community Development District
Address:
Contact Name: Pablo Jerez
Contact Email: pjerez@sdsinc.org
Contact Phone Number: 786.413.7150
Nicoya Lawnscapeing Contact Phone: 305.967.1103
Email: nicoyalawnscapeing@gmail.com



We hereby submit the following proposal -Lawn and Landscape maintenance for Coco Palms CDD 2023-2024
the services we will provide are as follows

Service Description

1	Mowing of perimeter areas
2	Hedge trimming
3	Edging
4	Weed Control - Fence areas, landscapes
5	Irrigation check
6	Lower Palms dead branches clean up
7	Litter control Debris Pick up
8	Power Blowing and leaf pick up
9	Tree and Palms care
10	Pest Control

Services Schedule

30 times per year
12 times per year
30 times per year
30 times per year
12 times per year
revise on each service
revise on each service
30 times per year
revise on each service
Pest free condition

Billing Schedule \$2,080.00 Monthly Fee

Total Service fee by Year \$31,200.00

Nicoya Lawnscapeing inc, a Florida Corporation

By: *Milton Martinez*

Name: Milton Martinez

Title: President

Date: 10/03/2023

Accepted by:



786-344-6900
 INFO@YSMAINTENANCESERVICES.COM
 P.O. BOX 833263
 MIAMI, FL 33283
 YSMAINTENANCESERVICES.COM

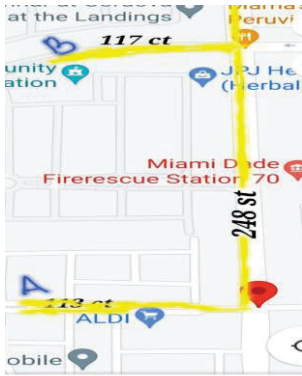
**BILL TO: ADMINISTRACION
 231002**

COCO PALMS CDD COMMUNITY
 DEVELOPMENT DISTRICT
 Landscape Maintenance

ITEM	DESCRIPTION	QTY	PRICE	TOTAL
01	Landscape Maintenance Contractor (sections (113ct-117ct line 248st)		3'011.63	36139.5
02	maintenance of the district's grounds.	1		
03	Isola Hoa Community Association entrance (113ct line 248 st)	1		
04	Artesa Community Association entrance (117ct line 248st)	1		

SPECIFICATIONS.

- . the collection of organic waste or vegetation released naturally from the area in question.
- . Simple repair of a broken irrigation system by our service. (report major breaks to adjust repairs and solve them in the shortest time possible)
- third party damages do not apply.



LAWN AND LANDSCAPE MAINTENANCE PRICE SHEET

Annual Total Price for Base Contract \$ 73089.5

Base Contract Price to include: Lawn Service, Shrub Pruning, Irrigation Wet Checks, Pest Control, Debris Removal Service, Tree Care.

1. Fertilization Price per Application to Turf, Ornamentals & Palm Trees \$ 13'250.0
 2. Palm Pruning and Seed Pod Removal Price per Service \$ 15'500.0
 3. Mulching Price per Application \$ 8'200.0
 4. Individual Price per Mowing \$ 36139.5
- unforeseen extra (seasonal flowers).....\$3800.00

YoelS lawn Service (YS MAINTENANCE SERVICES) as an execution company and as CDD at the The Coco Palms Community Development District as a workplace developed _10_ - _04_ -2023

for-----the day ---/---/----/. Stating that the above is an agreement in terms of Payment and conditions, this estimate is considered to be a contract approved and authorized for execution/both committed parties are responsible for their corresponding parts. The terms and conditions are attached to the original contract #010423MT01.
Our company has the permits and insurance necessary to carry out these operations. We have been active since 2004 with experience in hurricanes, designs, and under personal control by our administration in each activity to be developed. Our storage area is in this same city of Homestead as well as several of our communities as clients.

QUOTATION PREPARED BY:

THIS IS A QUOTATION ON THE GOODS NAMED, SUBJECT TO THE CONDITIONS NOTED BELOW: DESCRIBE ANY CONDITIONS PERTAINING TO THESE PRICES AND ANY ADDITIONAL TERMS OF THE AGREEMENT. YOU MAY WANT TO INCLUDE CONTINGENCIES THAT WILL AFFECT THE QUOTATION.

THANK YOU FOR CHOOSING US FOR ALL YOUR LANDSCAPING NEEDS.

LAWN AND LANDSCAPE MAINTENANCE PRICE SHEET

Annual Total Price for Base Contract \$ 73089.5

Base Contract Price to include: Lawn Service, Shrub Pruning, Irrigation Wet Checks, Pest Control, Debris Removal Service, Tree Care.

1. Fertilization Price per Application to Turf, Ornamentals & Palm Trees \$ 13250.00
2. Palm Pruning and Seed Pod Removal Price per Service \$ 15500.00
3. Mulching Price per Application \$ 8200.00
4. Individual Price per Mowing \$ 36139.5

Off week debris pickup to include palm fronds and coconuts along lake shore

RESOLUTION NO. 2023-06

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 12th day of October, 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 23, 2023
November 27, 2023
March 25, 2024
April 22, 2024
June 24, 2024
July 22, 2024
September 23, 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