



**COCO PALMS  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
OCTOBER 28, 2024  
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 248<sup>th</sup> Street  
Homestead, FL 33032  
**REGULAR BOARD MEETING**  
October 28, 2024  
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. June 24, 2024 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
- H. New Business
  - 1. Consider Resolution No. 2024-04 – Adopting a Fiscal Year 2024/2025 Amended Budget.....Page 5
  - 2. Consider Resolution No. 2024-05 – Adopting Goals and Objectives.....Page 11
  - 3. Consider Approval of Audit Renewal.....Page 15
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2024/2025 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, Florida 33032 at 6:30 p.m. on the following dates:

October 28, 2024

November 25, 2024

February 24, 2025

March 24, 2025

April 28, 2025

May 26, 2025

June 23, 2025

July 28, 2025

August 25, 2025

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 ensure 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](http://www.cocopalmscdd.org)

PUBLISH: MIAMI HERALD 10/18/24

IPL0199654

Oct 18 2024

**COCO PALMS COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
JUNE 24, 2024**

**A. CALL TO ORDER**

District Manager Armando Silva called the June 24, 2024, Regular Board Meeting of the Coco Palms Community Development District (the “District”) to order at 6:39 p.m. in the Artesa Clubhouse located at 11690 SW 248<sup>th</sup> Street, Homestead, Florida 33032.

**B. PROOF OF PUBLICATION**

Armando Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 23, 2023, as legally required.

**C. ESTABLISH A QUORUM**

Armando 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 Supervisors Charles Handal, Monica Encinas and Nilka Gomez.

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. ADDITIONS OR DELETIONS TO AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

**F. APPROVAL OF MINUTES**

**1. March 25, 2024, Regular Board Meeting**

Armando Silva presented the March 25, 2024, 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 Mr. Patterson, seconded by Mr. Handal and unanimously passed approving the March 25, 2024, Regular Board Meeting minutes, *as presented*.

**NOTE:** At approximately 6:48 p.m., Armando Silva recessed the Regular Meeting and simultaneously opened the Public Hearing.

**G. PUBLIC HEARING**

**1. Proof of Publication**

Mr. Silva presented proof of publication that notice of the Public Hearing had been published in the *Miami Herald* on June 5, 2024 & June 12, 2024, as legally required.

**2. Receive Public Comments on Fiscal Year 2024/2025 Final Budget**

Armando Silva opened the public comment portion of the Public Hearing to receive comments on the 2024/2025 fiscal year final budget and non-ad valorem special assessments. There being no comments, Armando Silva closed the public comment portion of the Public Hearing.

**3. Consider Resolution No. 2024-02 – Adopting a Fiscal Year 2024/2025 Final Budget**

Armando Silva presented Resolution No. 2024-02, entitled:

**RESOLUTION NO. 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2024/2025 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS PURSUANT TO CHAPTER 190, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Armando Silva read the title into the record and stated that the document provides for approving and adopting the fiscal year 2024/2025 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. 2024-02, *as presented*; thereby setting the 2024/2025 final budget and non-ad valorem special assessment tax roll.

**NOTE:** At approximately 6:56 p.m., Armando Silva closed the Public Hearing and simultaneously reconvened the Regular Meeting.

**H. OLD BUSINESS**

**1. Staff Report, as Required**

There was no staff report at this time.

**I. NEW BUSINESS**

**1. Consider Resolution No. 2024-03 – Adopting a Fiscal Year 2024/2025 Meeting Schedule**

Armando Silva presented Resolution No. 2024-03, entitled:

**RESOLUTION NO. 2024-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024/2025 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Ms. Nguyen, seconded by Mr. Patterson and unanimously passed to approve and adopt Resolution No. 2024-02, *as presented*, thereby setting the Coco Palms

Community Development District fiscal year 2024/2025 regular meeting schedule and authorizing the publication of said schedule, as required by law.

**J. 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 or staff closing comments.

**N. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Patterson, seconded by Ms. Gomez and passed unanimously to adjourn the Regular Board Meeting at approximately 6:58 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice-Chairperson

**RESOLUTION NO. 2024-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2023/2024 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 2023/2024 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 28<sup>th</sup> day of October, 2024.

**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 2023/2024  
October 1, 2023 - September 30, 2024**



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

	FISCAL YEAR 2023/2024 BUDGET 10/1/23 - 9/30/24	AMENDED FINAL BUDGET 10/1/23 - 9/30/24	YEAR TO DATE ACTUAL 10/1/23 - 9/29/24
<b>REVENUES</b>			
Administrative Assessments	84,607	86,555	86,555
Maintenance Assessments	66,596	66,596	66,596
Debt Assessments (2016)	695,856	695,856	695,856
Debt Assessments (2019)	400,000	400,000	400,000
Other Revenues (Aldi, Orion, Wawa Cost Share)	5,000	9,800	9,800
Interest Income	360	12,967	12,967
<b>TOTAL REVENUES</b>	<b>\$ 1,252,419</b>	<b>\$ 1,271,774</b>	<b>\$ 1,271,774</b>
<b>EXPENDITURES</b>			
Supervisor Fees	4,000	2,400	2,400
Payroll Taxes	306	183	183
Management	33,960	33,960	33,960
Legal	12,000	11,000	9,145
Assessment Roll	7,800	7,800	7,800
Audit Fees	5,000	5,000	5,000
Arbitrage Rebate Fee	1,300	1,300	1,300
Insurance	6,800	7,428	7,428
Legal Advertisements	850	3,000	1,930
Miscellaneous	1,000	1,000	661
Postage	425	175	157
Office Supplies	575	475	422
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	100	0
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 84,891</b>	<b>\$ 83,996</b>	<b>\$ 80,561</b>
<b>MAINTENANCE EXPENDITURES</b>			
Annual Engineer's Report/Inspections	2,300	2,200	2,200
Field Operations Management	1,200	1,200	1,200
Lawn & Landscape Tract Maintenance	15,000	15,000	9,365
Irrigation System Maintenance/Upkeep	2,000	500	0
Irrigation System - Water	5,000	1,000	0
Roadway/Drainage System Maintenance/Upkeep	7,000	1,000	0
Common Driveway Maintenance/Upkeep	10,000	5,000	4,015
Fountain Maintenance/Upkeep	5,000	1,000	0
FP&L Power/Utility	13,000	12,651	12,651
Lake - Aquatic Maintenance	4,200	3,630	3,630
Miscellaneous Maintenance	9,100	5,000	1,071
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 73,800</b>	<b>\$ 48,181</b>	<b>\$ 34,132</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 158,691</b>	<b>\$ 132,177</b>	<b>\$ 114,693</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 1,093,728</b>	<b>\$ 1,139,597</b>	<b>\$ 1,157,081</b>
Bond Payments - 2016	(654,105)	(661,549)	(661,549)
Bond Payments - 2019	(376,000)	(381,605)	(381,605)
<b>BALANCE</b>	<b>\$ 63,623</b>	<b>\$ 96,443</b>	<b>\$ 113,927</b>
County Appraiser & Tax Collector Fee	(24,941)	(11,996)	(11,996)
Discounts For Early Payments	(49,882)	(47,981)	(47,981)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (11,200)</b>	<b>\$ 36,466</b>	<b>\$ 53,950</b>
Carryover From Prior Year	11,200	11,200	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 47,666</b>	<b>\$ 53,950</b>

FUND BALANCE AS OF 9/30/23	
FY 2023/2024 ACTIVITY	
FUND BALANCE AS OF 9/30/24	

\$118,871
\$36,466
\$155,337

**Notes**

Carryover from prior year of \$11,200 was used to reduce Fiscal Year 2023/2024 Assessments.  
\$22,200 of Fund Balance to be used to reduce 2024/2025 Assessments.

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

	<b>FISCAL YEAR 2023/2024 BUDGET 10/1/23 - 9/30/24</b>	<b>AMENDED FINAL BUDGET 10/1/23 - 9/30/24</b>	<b>YEAR TO DATE ACTUAL 10/1/23 - 9/29/24</b>
<b>REVENUES</b>			
Interest Income	250	<b>34,550</b>	34,495
NAV Tax Collection	654,105	<b>661,549</b>	661,549
<b>Total Revenues</b>	<b>\$ 654,355</b>	<b>\$ 696,099</b>	<b>\$ 696,044</b>
<b>EXPENDITURES</b>			
Principal Payments	225,000	<b>225,000</b>	225,000
Interest Payments	427,313	<b>432,375</b>	432,375
Bond Redemption	2,042	<b>5,000</b>	5,000
<b>Total Expenditures</b>	<b>\$ 654,355</b>	<b>\$ 662,375</b>	<b>\$ 662,375</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 33,724</b>	<b>\$ 33,669</b>

FUND BALANCE AS OF 9/30/23	\$682,873
FY 2023/2024 ACTIVITY	\$33,724
FUND BALANCE AS OF 9/30/24	\$716,597

Notes

Reserve Fund Balance = \$351,971\*. Revenue Fund Balance = \$364,626\*  
Revenue Fund Balance To Be Used To Make 11/1/2024 Interest Payment Of \$211,000.

\* 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 9/30/24 =	\$8,775,000	

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

	<b>FISCAL YEAR 2023/2024 BUDGET 10/1/23 - 9/30/24</b>	<b>AMENDED FINAL BUDGET 10/1/23 - 9/30/24</b>	<b>YEAR TO DATE ACTUAL 10/1/23 - 9/29/24</b>
<b>REVENUES</b>			
Interest Income	250	<b>22,500</b>	22,458
NAV Assessment Collection	376,000	<b>381,605</b>	381,605
<b>Total Revenues</b>	<b>\$ 376,250</b>	<b>\$ 404,105</b>	<b>\$ 404,063</b>
<b>EXPENDITURES</b>			
Principal Payments	115,000	<b>115,000</b>	115,000
Interest Payments	260,384	<b>262,469</b>	262,469
Bond Redemption	866	<b>0</b>	0
<b>Total Expenditures</b>	<b>\$ 376,250</b>	<b>\$ 377,469</b>	<b>\$ 377,469</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 26,636</b>	<b>\$ 26,594</b>

FUND BALANCE AS OF 9/30/23	\$397,802
FY 2023/2024 ACTIVITY	\$26,636
FUND BALANCE AS OF 9/30/24	\$424,438

Notes

Reserve Fund Balance = \$190,486\*. Revenue Fund Balance = \$233,952\*  
Revenue Fund To Be Used To Make 12/15/2024 Interest Payment Of \$129,150.  
\* 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 9/30/24 =	\$5,385,000	

**RESOLUTION 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COCO PALMS COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Coco Palms Community Development District (the “District”) is a local unit of special-purpose government created and existing under and pursuant to Chapters 189 and 190, *Florida Statutes*, as amended; and

**WHEREAS**, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida (“HB 7013”) and creating Section 189.0694, *Florida Statutes*; and

**WHEREAS**, pursuant to HB 7013 and Section 189.0694, *Florida Statutes*, beginning October 1, 2024, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District’s achievement of those goals and objectives; and

**WHEREAS**, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

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

**SECTION 1.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, *Florida Statutes*, and shall prepare an annual report regarding the District’s success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

**SECTION 3.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 28<sup>th</sup> day of October, 2024.

**ATTEST:**

**COCO PALMS COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair

**Exhibit A:** Performance Measures/Standards and Annual Reporting

**Exhibit A**

**Program/Activity: District Administration**

**Goal:** Remain compliant with Florida Law for all district meetings

**Objectives:**

- Notice all District regular, special, and public hearing meetings
- Conduct all post-meeting activities
- District records retained in compliance with Florida Sunshine Laws

**Performance Measures:**

- All Meetings publicly noticed as required.  
**Achieved: Yes**  **No**
- Meeting minutes and post-meeting action completed.  
**Achieved: Yes**  **No**
- District records retained as required by law.  
**Achieved: Yes**  **No**

**Program/Activity: District Finance**

**Goal:** Remain Compliant with Florida Law for all district financing activities

**Objectives:**

- District adopted fiscal year proposed budget by June 15 and the final fiscal year budget by September 30.
- District amended fiscal year budget within 60 days following the end of the fiscal year.
- Process all District finance accounts receivable and payable
- Support District annual financial audit activities

**Performance Measures:**

- District adopted fiscal year proposed budget by June 15 and the final fiscal year budget by September 30.  
**Achieved: Yes**  **No**
- District amended budget within 60 days following the end of the fiscal year.  
**Achieved: Yes**  **No**
- District accounts receivable/payable processed for the year.  
**Achieved: Yes**  **No**
- “No findings” for annual financial audit (yes/no)  
**Achieved: Yes**  **No** 
  - If “yes” explain: \_\_\_\_\_

**Program/Activity: District Operations**

**Goal:** Insure, Operate and Maintain District owned Infrastructure & assets

**Objectives:**

- Annual renewal of District insurance policy(s).
- Obtain all necessary contracted services for District operations and infrastructure.
- Determine all vendors are in compliance with contracts with District.

**Performance Measures:**

- District insurance policies reviewed and in place.  
**Achieved: Yes**  **No**

- Contracted Services obtained for all District operations.

**Achieved: Yes**  **No**

- All District contracts in compliance.

**Achieved: Yes**  **No**



October 28, 2024

RE: Coco Palms Community Development District Auditor Renewal

At the October 20, 2021, Coco Palms Community Development District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2021, 9-30-2022 and 9-30-2023 year end audits of the District with an option to perform the 9-30-2024 and 9-30-2025 audits.

The fees for the 9-30-2021 audit was \$4,600. The fees for the 9-30-2022 audit was \$4,800. And the fees for the 9-30-2023 audit were \$5,000. The proposed fees for the 9-30-2024 audit is \$5,200, which is the budgeted amount for audit fees for Fiscal Year 2023/2024. The proposed fee for the 9-30-25 audit is \$5,400.

Management is pleased with the professionalism and the competence of the Grau & Associates partners and staff; therefore, management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2024 and 9-30-2025 audits for Grau & Associates.

Special District Services, Inc.