



**MEADOW PINES  
COMMUNITY DEVELOPMENT  
DISTRICT**

**BROWARD COUNTY  
REGULAR BOARD MEETING  
MARCH 21, 2019  
9:30 A.M.**

Special District Services, Inc.  
6625 Miami Lakes Drive, Suite 374  
Miami Lakes, FL 33014

[www.meadowpinescdd.org](http://www.meadowpinescdd.org)

305.777.0761 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT**  
Cobblestone Clubhouse  
14701 SW 10th Street  
Pembroke Pines, FL 33027  
**REGULAR BOARD MEETING**  
March 21, 2019  
9:30 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Appointments to Fill Vacancies: Seat #1, #2 & #5
- E. Administer Oath of Office & Review Board Member Responsibilities and Duties
- F. Election of Officers
  - Chairperson
  - Vice Chairperson
  - Secretary/Treasurer
  - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
  - 1. October 18, 2018 Regular Board Meeting Minutes.....Page 2
- J. Old Business
- K. New Business
  - 1. Consider Resolution No. 2019-01 – Adopting a Fiscal Year 2019/2020 Proposed Budget.....Page 6
- L. Administrative Matters
- M. Board Members Comments
- N. Adjourn

**BROWARD DAILY BUSINESS REVIEW**

Published Daily except Saturday, Sunday and  
Legal Holidays  
Ft. Lauderdale, Broward County, Florida

**STATE OF FLORIDA COUNTY  
OF BROWARD:**

Before the undersigned authority personally appeared GUERLINE WILLIAMS, who on oath says that he or she is the LEGAL CLERK, of the Broward Daily Business Review f/k/a Broward Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Fort Lauderdale, in Broward County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT -  
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE**

in the XXXX Court,  
was published in said newspaper in the issues of

10/11/2018

Affiant further says that the said Broward Daily Business Review is a newspaper published at Fort Lauderdale, in said Broward County, Florida and that the said newspaper has heretofore been continuously published in said Broward County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Fort Lauderdale in said Broward County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

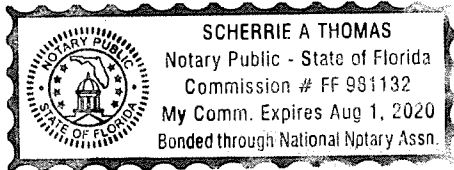
*[Handwritten signature]*

Sworn to and subscribed before me this  
11 day of OCTOBER, A.D. 2018

*[Handwritten signature]*

(SEAL)

GUERLINE WILLIAMS personally known to me



**MEADOW PINES COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2018/2019  
REGULAR MEETING  
SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Meadow Pines Community Development District will hold Regular Meetings for Fiscal Year 2018/2019 at 9:30 a.m. at the Cobblestone Clubhouse located at 14701 SW 10th Street, Pembroke Pines, Florida 33027, on the following dates:

- October 18, 2018
- November 15, 2018
- January 17, 2019
- February 21, 2019
- March 21, 2019
- April 18, 2019
- May 16, 2019
- June 20, 2019
- July 18, 2019
- August 15, 2019
- September 19, 2019

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (305)777-0761 and/or toll-free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors may 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. Meetings 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 (305)777-0761 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 without advertised notice.  
**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT**  
www.meadowpinescdd.org  
10/11 18-180/0000353226B

**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 18, 2018**

**A. CALL TO ORDER**

District Manager Armando Silva called the October 18, 2018, Regular Board Meeting of the Meadow Pines Community Development District (the "District") to order at 10:21 a.m. in the Cobblestone Clubhouse located at 14701 SW 10<sup>th</sup> Street, Pembroke Pines, Florida 33027.

**B. PROOF OF PUBLICATION**

Proof of publication was presented which showed that notice of the Regular Board Meeting had been published in the *Broward Daily Business Review* on October 11, 2018, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the attendance of Chairman Douglas Harrison, Vice Chairman Leon Brown and Supervisor Jennifer Marmanillo constituted a quorum and it was in order to proceed with the meeting.

Also in attendance were: District Manager Armando Silva of Special District Services, Inc.; and General Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

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

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

**F. APPROVAL OF MINUTES**

**1. July 17, 2018, Special Board Meeting & Public Hearing Minutes**

Mr. Silva presented the minutes of the July 17, 2018, Special Board Meeting & Public Hearing and asked if there were any corrections and/or revisions. There being none, a **motion** was made by Mr. Harrison, seconded by Ms. Marmanillo and passed unanimously approving the minutes of the July 17, 2018, Special Board Meeting & Public Hearing, as presented.

**G. OLD BUSINESS**

**1. Update Regarding Pressure Cleaning and Painting (Clear Coat) of Wooden Guardrail along the Perimeter of the Wetland Mitigation Area**

Mr. Silva advised that the pressure cleaning and painting of the perimeter wooden guardrail along the wetland mitigation area had been completed and inspected by the District. No more action regarding this matter was needed.

## **2. Update Regarding Traffic Signage Request – Pembroke Road & NW 147<sup>th</sup> Avenue**

Mr. Silva presented the response that was provided by the Broward County Traffic Engineering Division regarding the potential installation of a “Slow Down” sign for westbound traffic on Pembroke Road within the City of Pembroke Pines. In summary, a field review by the Broward County Traffic Engineering Division determined that the sight distance for southbound/westbound stopped vehicles exceeds the minimum criteria outlined in the Florida Department of Transportation Design Manual. The recommended means by which to address vehicular speeding concerns is through selective enforcement by the City of Pembroke Pines police department. The Board did not require any further action regarding this item.

### **H. NEW BUSINESS**

#### **1. Consider Resolution No. 2018-06 – Adopting a Fiscal Year 2017/2018 Amended Budget**

Mr. Silva presented Resolution No. 2018-06, entitled:

#### **RESOLUTION NO. 2018-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva read the title of the resolution into the record and provided an explanation for the document. He indicated that there was a fund balance of approximately \$94,412 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Mr. Harrison, seconded by Mr. Brown and unanimously passed to adopt Resolution No. 2018-06, as presented, thereby setting the amended/revised budget for the 2017/2018 fiscal year.

#### **2. Discussion Regarding Sewer Line Break – 1126 SW 147<sup>th</sup> Avenue**

Mr. Harrison advised that there had been a recent sewer line break within the District, specifically near the address 1126 SW 147<sup>th</sup> Avenue, which was being repaired by the City of Pembroke Pines. Mr. Silva reminded the Board that the City of Pembroke Pines had approved a line item in their budget for Cobblestone community upgrades to the sewer line system and that the project would take place within a year. More information regarding this matter will be provided at the next Board meeting.

### **I. ADMINISTRATIVE MATTERS**

#### **1. Financial Risk Management Policy Review/Update**

The Board Members were advised that Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of best management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

a. Each month the District's operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and

b. Each expenditure from the District's operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and

c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

d. A designated member of the Board, typically the Chairperson (by an electronic approval procedure), has an opportunity to review the District's expenditure(s) prior to the payment(s) being released; and

e. The District engages an independent firm, pursuant to Chapter 218.391, *Florida Statutes*, to audit the prior year's financial activities (October 1<sup>st</sup> through September 30<sup>th</sup>) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30<sup>th</sup>) the District's Board of Supervisors reviews, pursuant to Chapter 189.418(5), *Florida Statutes*, the prior year's budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.

## **2. Discussion Regarding November 2018 General Election – Seats #1, #3 & #5**

Mr. Silva indicated that no one had qualified for Seats #1 (Mr. Harrison), #3 (Mr. Brown) & #5 (Vacant) during the 2018 General Election. Since it is anticipated that the Board will not meet again until sometime in the New Year, it would be in order to declare a vacancy in Seats #1, #3 & #5, effective as of the second Tuesday (November 20, 2018) following the November General Election (November 6, 2018). Pursuant to Section 190.006, *Florida Statutes*, incumbents (holdover Board Members) will serve no longer than ninety (90) days (from November 20, 2018) or until appointments to the vacancies have been made. A discussion ensued after which:

A **motion** was made by Mr. Brown, seconded by Ms. Marmanillo and unanimously passed declaring a vacancies on the Meadow Pines Community Development District Board of Supervisors in Seats #1, #3 & #5, effective as of November 20, 2018; and the Board shall appoint qualified electors within ninety (90) days from November 20, 2018, to fill said vacancies.

### **J. BOARD MEMBER COMMENTS**

There were no comments from the Members of the Board.

### **K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Harrison, seconded by Mr. Brown and unanimously passed to adjourn the Regular Board Meeting at 10:31 a.m.

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Secretary/Assistant Secretary

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Chairperson/Vice-Chairperson

**RESOLUTION NO. 2019-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2019/2020; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (“Board”) of the Meadow Pines Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

**WHEREAS**, the Proposed Budget including the Assessments for Fiscal Year 2019/2020 has been prepared and considered by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for June 20, 2019 at 9:30 a.m. in the Cobblestone Clubhouse, 14701 SW 10<sup>th</sup> Street, Pembroke Pines, FL 33027, for the purpose of receiving public comments on the Proposed Fiscal Year 2019/2020 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 21<sup>st</sup> day of March, 2019.

**ATTEST:**

**MEADOW PINES  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice-Chairperson