



**MEADOW PINES  
COMMUNITY DEVELOPMENT  
DISTRICT**

**BROWARD COUNTY  
REGULAR BOARD MEETING  
OCTOBER 18, 2018  
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**  
October 18, 2018  
9:30 a.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. July 17, 2018 Special Board Meeting & Public Hearing Minutes.....Page 2
- G. Old Business
  - 1. Update Regarding Pressure Cleaning and Painting (Clear Coat) of Wooden Guardrail along the Perimeter of the Wetland Mitigation Area
  - 2. Update Regarding Traffic Signage Request – Pembroke Road & NW 147th Avenue.....Page 6
- H. New Business
  - 1. Consider Resolution No. 2018-06 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 7
  - 2. Discussion Regarding Sewer Line Break – 1126 SW 147 Avenue
- I. Administrative Matters
  - 1. Financial Risk Management Policy Review/Update.....Page 12
  - 2. Discussion Regarding November 2018 General Election – Seat #1, Seat#3 & Seat #5
- J. Board Members Comments
- K. Adjourn

## **Broward Daily Business Review**

Oct. 11, 2018

Miscellaneous Notices

### **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](http://www.meadowpinescdd.org)

10/11 18-180/0000353226B

MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD MEETING & PUBLIC HEARING  
JULY 17, 2018

**A. CALL TO ORDER**

District Manager Armando Silva called the July 17, 2018, Regular Board Meeting of the Meadow Pines Community Development District (the "District") to order at 9:35 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 that notice of the Regular Board Meeting had been published in the *Sun Sentinel* on June 26, 2018 & July 3, 2018, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the attendance of Chairman Douglas Harrison, Vice Chairperson 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. May 17, 2018, Regular Board Meeting Minutes**

Mr. Silva presented the minutes of the May 17, 2018, Special Board Meeting 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 May 17, 2018, Regular Board Meeting, as presented.

*At approximately 9:49 a.m., Mr. Silva recessed the Regular Meeting and simultaneously opened the Public Hearing.*

**G. PUBLIC HEARING**

**1. Proof of Publication**

MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD MEETING & PUBLIC HEARING  
JULY 17, 2018

Proof of publication was presented that notice of the Public Hearing had been published in the *Sun Sentinel* on June 26, 2018 & July 3, 2018, as legally required.

**2. Receive Public Comment on the Fiscal Year 2018/2019 Final Budget**

Mr. Silva opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2018/2019 final budget and non-ad valorem special assessments. There being no public present, no comments were heard on the fiscal year 2018/2019 final budget and assessments. Mr. Silva closed the public comment portion of the Public Hearing.

**3. Consider Resolution No. 2018-04 – Adopting a Fiscal Year 2018/2019 Final Budget**

Mr. Silva presented Resolution No. 2018-04, entitled:

**RESOLUTION NO. 2018-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2018/2019 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva read the title of the resolution into the record and stated that it provides for adopting the fiscal year 2018/2019 final budget and the non-ad valorem special assessment tax roll. Mr. Silva further stated that since the overall assessments were not increasing, letters to property owners were not required. For review purposes by the Board members and residents, a copy of the tax roll was provided at the meeting. A discussion ensued after which;

A **motion** was made by Mr. Harrison, seconded by Ms. Marmanillo and unanimously passed to adopt Resolution No. 2018-04, as presented, thereby setting the fiscal year 2018/2019 final budget and non-ad valorem special assessment tax roll (Assessment Levy).

*At approximately 10:06 p.m., Mr. Silva closed the Public Hearing and simultaneously reconvened the Regular Meeting.*

**H. OLD BUSINESS**

**1. Discussion Regarding the Upkeep of District's Improvements – Wetland Mitigation Area Perimeter Wooden Fence**

Mr. Silva informed the Board Members that maintenance responsibility of the wooden guardrail which borders the perimeter of the wetland mitigation area belongs to the District. As a result, he presented the

MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD MEETING & PUBLIC HEARING  
JULY 17, 2018

Board with a proposal from The Pressure Cleaning Man for pressure cleaning and painting (with clear coat finish) of the wooden guardrail which borders the perimeter of the wetland mitigation area. This would extend the longevity of the wooden guardrail and diminish further maintenance expenses. A discussion ensued after which;

A **motion** was made by Mr. Harrison, seconded by Mr. Brown and unanimously passed to approve the proposal provided by The Pressure Cleaning Man, dated May 17, 2018, in the amount of \$11,891 for pressure cleaning and painting (with clear coat finish) of the wooden guardrail which borders the perimeter of the wetland mitigation area within the District; and thereby authorizes District Counsel to compose a Small Project Agreement (the "Agreement") and execution of the Agreement by District Officials on behalf of the chairperson.

**I. NEW BUSINESS**

**1. Consider Resolution No. 2018-05 – Adopting a Fiscal Year 2018/2019 Meeting Schedule**

Mr. Silva presented Resolution No. 2018-05, entitled:

**RESOLUTION NO. 2018-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW  
PINES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A  
REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2018/2019 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 the following motion was made:

A **motion** was made by Mr. Harrison, seconded by Mr. Brown and unanimously passed to approve and adopt Resolution No. 2018-05, as presented, thereby setting the fiscal year 2018/2019 regular meeting schedule and authorizing the publication of the annual meeting schedule, as required by law.

**2. Annual Audit – Consider and Approve 2-Year Renewal Option – Grau & Associates**

Mr. Silva informed the Board members at the October 21, 2015 Meadow Pines Community Development District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2015, 9-30-2016 and 9-30-2017 year end audits of the District with an option to perform the 9-30-2018 and 9-30-2019 audit. The fees for the 9-30-2015 audit were \$3,200. The fees for the 9-30-2016 audit were \$3,300. And the fees for the 9-30-2017 audit were \$3,400. The proposed fee for the 9-30-2018 audit is \$3,500, which is the budgeted amount for audit fees for Fiscal Year 2018/2019. Also, the proposed fee for the 9-30-2019 audit is \$3,600.

MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD MEETING & PUBLIC HEARING  
JULY 17, 2018

Grau & Associates has been the District auditor for the past three years and 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 9-30-2018 and 9-30-2019 audits for Grau & Associates. A discussion ensued after which;

A **motion** was made by Ms. Marmanillo, seconded by Mr. Brown and unanimously passed to approve the 2-year renewal option for audit services and authorizes the District Manager to engage the audit firm Grau & Associates to perform the FY 2018 and 2019 Audits.

**J. ADMINISTRATIVE MATTERS**

There were no administrative matter from staff.

**K. BOARD MEMBER COMMENTS**

There were no comments from the Members of the Board.

**L. 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 Special Board Meeting at 10:27 a.m.

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Secretary/Assistant Secretary

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Chairperson/Vice-Chairperson

**From:** [Sosa, Raimond](#)  
**To:** [Armando Silva](#)  
**Cc:** [Caratozzolo, Carmelo](#); [Traffic, Internet](#); [Cai, Lei](#); [Sebo, Andrew](#); [Jennifer Marmanillo \(JMarmanilloPP@gmail.com\)](#)  
**Subject:** RE: Meadow Pines CDD - Pembroke Road Signage Request and NW 147 Ave  
**Date:** Thursday, September 13, 2018 4:54:06 PM

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Armando,

This is in response to your below inquiry regarding the installation of a "Slow Down" sign for westbound traffic on Pembroke Road in the City of Pembroke Pines. Please note that NW 147 Avenue is a private roadway serving the Cobblestone Community. In addition, the Broward County Traffic Engineering Division (BCTED) installs signs in accordance with criteria of the Federal Highway Administration publication entitled Manual on Uniform Traffic Control Devices (MUTCD). The MUTCD does not support the installation of "Slow Down" signs, nor does BCTED install signs for private roads, private developments or residential driveways.

However, I performed a field review to determine the sight distance for the southbound stopped vehicles and westbound vehicles. Please note that BCTED considers criteria of the Florida Department of Transportation's (FDOT's) Design Manual, Chapter 212-Intersection, which has established guidelines for sight distance for vehicles when stopped at a stop-controlled intersection. These standards indicate that a minimum sight distance of 590 feet should be available for stopped vehicles on minor streets when the speed limit is 45 miles per hour on major streets. The measured sight distance for southbound vehicles observing westbound vehicles, is 720 feet, which exceeds the minimum criteria outlined in the FDOT Design Manual.

Also, during my field review I observed a westbound Speed Limit 45 sign on Pembroke Road in place and in good condition approximately 250 feet west of NW 145 Avenue. In regards to vehicle speeding, the appropriate means by which to address vehicular speeding issues on Pembroke Road is through selective enforcement by the local police department with the City of Pembroke Pines as staffing permits. As such, I am copying Karl Kennedy, City Engineer for the City of Pembroke Pines, requesting that he forward this e-mail to appropriate Police Department staff for their review.

If I may be of further assistance, please do not hesitate to contact me.

Sincerely,

Raimond



***Raimond I. Sosa***

*Broward County Traffic Engineering Division  
2300 W. Commercial Blvd, Fort Lauderdale, FL 33309  
Tel. No. 954-847-2655 Fax No. 954-847-2700  
[rsosa@broward.org](mailto:rsosa@broward.org) [www.broward.org](http://www.broward.org)*



**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.**

**WHEREAS**, the Board of Supervisors of the Meadow Pines Community Development District (“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 MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Amended Budget for Fiscal Year 2017/2018 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 18<sup>th</sup> day of November, 2018.

**ATTEST:**

**MEADOW PINES  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

# Meadow Pines Community Development District

**Amended Final Budget For  
Fiscal Year 2017/2018  
October 1, 2017 - September 30, 2018**

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- II       AMENDED FINAL DEBT SERVICE FUND BUDGET**

**AMENDED FINAL BUDGET**  
**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	<b>FISCAL YEAR 2017/2018 BUDGET 10/1/17 - 9/30/18</b>	<b>AMENDED FINAL BUDGET 10/1/17 - 9/30/18</b>	<b>YEAR TO DATE ACTUAL 10/1/17 - 9/29/18</b>
<b>REVENUES</b>			
O & M Assessments	49,910	51,447	51,447
Debt Assessments	691,982	695,979	695,979
Other Revenues	1,200	85	85
Interest Income	240	265	258
<b>TOTAL REVENUES</b>	<b>\$ 743,332</b>	<b>\$ 747,776</b>	<b>\$ 747,769</b>
<b>EXPENDITURES</b>			
Supervisor Fees	2,400	200	200
Payroll Taxes	200	15	15
Engineering	2,500	1,500	0
Management	13,368	13,368	13,368
Legal	9,000	7,500	6,838
Assessment Roll	6,000	6,000	6,000
Audit Fees	3,400	3,400	3,400
Arbitrage Rebate Fee	600	600	600
Insurance	7,700	5,863	5,863
Legal Advertisements	1,000	1,000	427
Miscellaneous	900	450	352
Postage	275	135	125
Office Supplies	575	350	311
Dues & Subscriptions	175	175	175
Trustee Fees	6,200	6,196	6,196
Continuing Disclosure Fee	1,000	1,000	1,000
Website Management	1,500	1,500	1,500
Reserve	4,227	14,000	6,234
<b>TOTAL EXPENDITURES</b>	<b>\$ 61,020</b>	<b>\$ 63,252</b>	<b>\$ 52,604</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 682,312</b>	<b>\$ 684,524</b>	<b>\$ 695,165</b>
Bond Payments	(650,463)	(656,321)	(656,321)
<b>BALANCE</b>	<b>\$ 31,849</b>	<b>\$ 28,203</b>	<b>\$ 38,844</b>
County Appraiser & Tax Collector Fee	(14,838)	(15,959)	(15,959)
Discounts For Early Payments	(29,676)	(26,580)	(26,580)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (12,665)</b>	<b>\$ (14,336)</b>	<b>\$ (3,695)</b>
Carryover From Prior Year	12,665	12,665	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (1,671)</b>	<b>\$ (3,695)</b>

FUND BALANCE AS OF 9/30/17
FY 2017/2018 ACTIVITY
FUND BALANCE AS OF 9/30/18

\$108,748
(\$14,336)
\$94,412

**Notes**

Carryover From Prior Year Of \$12,665 was used to reduce Fiscal Year 2017/2018 Assessments.  
\$12,500 Of Fund Balance To Be Used To Reduce 2018/2019 Assessments.

**AMENDED FINAL BUDGET**  
**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	<b>FISCAL YEAR 2017/2018 BUDGET 10/1/17 - 9/30/18</b>	<b>AMENDED FINAL BUDGET 10/1/17 - 9/30/18</b>	<b>YEAR TO DATE ACTUAL 10/1/17 - 9/29/18</b>
<b>REVENUES</b>			
Interest Income	50	6,050	6,025
NAV Tax Collection	650,463	656,321	656,321
<b>Total Revenues</b>	<b>\$ 650,513</b>	<b>\$ 662,371</b>	<b>\$ 662,346</b>
<b>EXPENDITURES</b>			
Principal Payments (2014A-1)	275,000	275,000	275,000
Principal Payments (2014A-B)	45,000	45,000	45,000
Bond Redemption	1,079	0	0
Interest Payments (2014A-1)	255,940	258,965	258,965
Interest Payments (2014A-B)	73,494	74,788	74,788
<b>Total Expenditures</b>	<b>\$ 650,513</b>	<b>\$ 653,753</b>	<b>\$ 653,753</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 8,618</b>	<b>\$ 8,593</b>

FUND BALANCE AS OF 9/30/17	\$527,556
FY 2017/2018 ACTIVITY	\$8,618
FUND BALANCE AS OF 9/30/18	\$536,174

Notes

Reserve Fund (2014-1) Balance = \$266,941\*. Reserve Fund (2014-2) Balance = \$60,715\*.

Revenue Fund Balance = \$208,518\*.

Revenue Fund Balance To Be Used To Make 2014-1 11/1/2018 Interest Payment Of \$126,458 and 2014-2 11/1/2018 Interest Payment Of \$36,100.

\* Approximate Amounts

**Series 2014-1 Bond Refunding Information**

Original Par Amount =	\$7,125,000	Annual Principal Payments Due:
Interest Rate =	1.05% - 4.625%	May 1st
Issue Date =	May 2014	Annual Interest Payments Due:
Maturity Date =	May 2034	May 1st & November 1st

Par Amount As Of 9/30/18 = \$6,060,000

**Series 2014-2 Bond Refunding Information**

Original Par Amount =	\$1,385,000	Annual Principal Payments Due:
Interest Rate =	5.75% - 6.00%	May 1st
Issue Date =	May 2014	Annual Interest Payments Due:
Maturity Date =	May 2034	May 1st & November 1st

Par Amount As Of 9/30/18 = \$1,220,000

## **FINANCIAL RISK MANAGEMENT POLICY**

(Fiscal Year 2017/2018)

Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of good 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 (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.

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