



**MEADOW PINES  
COMMUNITY DEVELOPMENT  
DISTRICT**

**BROWARD COUNTY  
REGULAR BOARD MEETING  
NOVEMBER 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**  
November 21, 2019  
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. August 22, 2019 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
  - 1. Update Regarding Damages to Wooden Guardrail
  - 2. Staff Report as Required
- H. New Business
  - 1. Consider Resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 5
  - 2. Discussion Regarding South Broward Drainage District 5-Year Re-Certification  
– Sun-Tech Engineering Proposal.....Page 10
  - 3. Staff Report as Required
- I. Administrative Matters
  - 1. Financial Risk Management Policy/Review – Fiscal Year 2018/2019.....Page 13
- J. Board Members Comments
- K. 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 2019/2020 REGULAR MEETING SCHEDULE

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

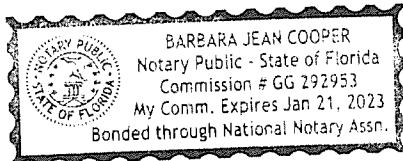
10/07/2019

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.

Sworn to and subscribed before me this  
7 day of OCTOBER, A.D. 2019

(SEAL)

GUERLINE WILLIAMS personally known to me



### MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2019/2020 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Meadow Pines Community Development District (the "District") will hold Regular Meetings for Fiscal Year 2019/2020 at 9:30 a.m. at the Cobblestone Clubhouse located at 14701 SW 10th Street, Pembroke Pines, Florida 33027, on the following dates:

October 17, 2019  
November 21, 2019  
January 16, 2020  
February 20, 2020  
March 19, 2020  
April 16, 2020  
May 21, 2020  
June 18, 2020  
July 16, 2020  
August 20, 2020  
September 17, 2020

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 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. 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.

SEE ATTACHED

**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
AUGUST 22, 2019**

**A. CALL TO ORDER**

District Manager Armando Silva called the August 22, 2019, Regular Board Meeting of the Meadow Pines Community Development District (the "District") to order at 9:55 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 *Broward Daily Business Review* on August 1, 2019, and August 8, 2019, 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.; General Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.; and Maria Hernandez of Miami Management, Inc.

**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. June 20, 2019, Regular Board Meeting**

Mr. Silva presented the minutes of the June 20, 2019, Regular 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 June 20, 2019, Regular Board Meeting, as presented.

*At approximately 9:57 a.m., Mr. Silva recessed the Regular Meeting and simultaneously opened the Public Hearing.*

**G. PUBLIC HEARING**

**1. Proof of Publication**

Proof of publication was presented that notice of the Public Hearing had been published in the *Broward Daily Business Review* on August 1, 2019 & August 8, 2019, as legally required.

## **2. Receive Public Comment on the Fiscal Year 2019/2020 Final Budget**

Mr. Silva opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2019/2020 final budget and non-ad valorem special assessments. There being no public present, no comments were heard on the fiscal year 2019/2020 final budget and assessments. Mr. Silva closed the public comment portion of the Public Hearing.

## **3. Consider Resolution No. 2019-02 – Adopting a Fiscal Year 2019/2020 Final Budget**

Mr. Silva presented Resolution No. 2019-02, entitled:

### **RESOLUTION NO. 2019-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2019/2020 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 2019/2020 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, a copy of the tax roll was provided at the meeting. A discussion ensued after which;

A **motion** was made by Mr. Brown, seconded by Mr. Harrison and unanimously passed to adopt Resolution No. 2019-02, as presented, thereby setting the fiscal year 2019/2020 final budget and non-ad valorem special assessment tax roll (Assessment Levy).

*At approximately 10:24 a.m., Mr. Silva closed the Public Hearing and simultaneously reconvened the Regular Meeting.*

## **H. OLD BUSINESS**

### **1. Update Regarding Damages to the Wooden Guardrail**

Mr. Silva advised that the District's insurance agent was working with Geico Insurance in order to obtain a reimbursement check for the damages caused to the wooden guardrail. More information regarding this topic will be presented at an upcoming meeting.

### **2. Staff Report, as Required**

There was no Staff Report at this time.

## **I. NEW BUSINESS**

### **1. Consider Resolution No. 2019-03 – Adopting a Fiscal Year 2019/2020 Meeting Schedule**

Mr. Silva presented Resolution No. 2019-03, entitled:

## **RESOLUTION NO. 2019-03**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 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. 2019-03, as presented, thereby setting the fiscal year 2019/2020 regular meeting schedule and authorizing the publication of the annual meeting schedule, as required by law.

#### **2. Staff Report, as Required**

There was no Staff Report at this time.

#### **J. ADMINISTRATIVE MATTERS**

There were no Administrative Matters to come before the Board.

#### **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 Regular Board Meeting at 10:32 a.m.

---

Secretary/Assistant Secretary

---

Chairperson/Vice-Chairperson

**RESOLUTION NO. 2019-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 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 (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 MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Amended Budget for Fiscal Year 2018/2019 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 21<sup>st</sup> day of November, 2019.

**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 2018/2019  
October 1, 2018 - September 30, 2019**



# **CONTENTS**

- I        AMENDED FINAL OPERATING FUND BUDGET**
- II       AMENDED FINAL DEBT SERVICE FUND BUDGET**

**AMENDED FINAL BUDGET**  
**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2018/2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

	<b>FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19</b>	<b>AMENDED FINAL BUDGET 10/1/18 - 9/30/19</b>	<b>YEAR TO DATE ACTUAL 10/1/18 - 9/29/19</b>
<b>REVENUES</b>			
O & M Assessments	49,910	51,478	51,478
Debt Assessments	691,982	695,132	695,132
Other Revenues	1,200	1,175	1,175
Interest Income	300	210	206
<b>TOTAL REVENUES</b>	<b>\$ 743,392</b>	<b>\$ 747,995</b>	<b>\$ 747,991</b>
<b>EXPENDITURES</b>			
Supervisor Fees	2,400	1,000	1,000
Payroll Taxes	200	137	137
Engineering	2,500	3,000	3,000
Management	13,644	13,644	13,644
Legal	9,000	7,500	6,025
Assessment Roll	6,000	6,000	6,000
Audit Fees	3,500	3,500	3,500
Arbitrage Rebate Fee	600	600	600
Insurance	7,500	5,175	5,175
Legal Advertisements	1,000	750	381
Miscellaneous	900	750	427
Postage	275	100	94
Office Supplies	575	275	227
Dues & Subscriptions	175	175	175
Trustee Fees	6,820	6,815	6,815
Continuing Disclosure Fee	1,000	1,000	1,000
Website Management	1,500	1,500	1,500
Reserve	3,326	1,500	1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,915</b>	<b>\$ 53,421</b>	<b>\$ 50,700</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 682,477</b>	<b>\$ 694,574</b>	<b>\$ 697,291</b>
Bond Payments	(650,463)	(655,926)	(655,926)
<b>BALANCE</b>	<b>\$ 32,014</b>	<b>\$ 38,648</b>	<b>\$ 41,365</b>
County Appraiser & Tax Collector Fee	(14,838)	(15,947)	(15,947)
Discounts For Early Payments	(29,676)	(26,103)	(26,103)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (12,500)</b>	<b>\$ (3,402)</b>	<b>\$ (685)</b>
Carryover From Prior Year	12,500	12,500	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 9,098</b>	<b>\$ (685)</b>

FUND BALANCE AS OF 9/30/18
FY 2018/2019 ACTIVITY
FUND BALANCE AS OF 9/30/19

\$96,167
(\$3,402)
\$92,765

**Notes**

Carryover From Prior Year Of \$12,500 was used to reduce Fiscal Year 2018/2019 Assessments.  
\$12,500 Of Fund Balance To Be Used To Reduce 2019/2020 Assessments.

**AMENDED FINAL BUDGET**  
**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2018/2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

	<b>FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19</b>	<b>AMENDED FINAL BUDGET 10/1/18 - 9/30/19</b>	<b>YEAR TO DATE ACTUAL 10/1/18 - 9/29/19</b>
<b>REVENUES</b>			
Interest Income	50	12,025	11,994
NAV Tax Collection	650,463	655,926	655,926
<b>Total Revenues</b>	<b>\$ 650,513</b>	<b>\$ 667,951</b>	<b>\$ 667,920</b>
<b>EXPENDITURES</b>			
Principal Payments (2014A-1)	280,000	280,000	280,000
Principal Payments (2014A-B)	50,000	50,000	50,000
Bond Redemption	475	0	0
Interest Payments (2014A-1)	249,275	252,915	252,915
Interest Payments (2014A-B)	70,763	72,200	72,200
<b>Total Expenditures</b>	<b>\$ 650,513</b>	<b>\$ 655,115</b>	<b>\$ 655,115</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 12,836</b>	<b>\$ 12,805</b>

FUND BALANCE AS OF 9/30/18	\$536,830
FY 2018/2019 ACTIVITY	\$12,836
FUND BALANCE AS OF 9/30/19	\$549,666

Notes

Reserve Fund (2014-1) Balance = \$265,470\*. Reserve Fund (2014-2) Balance = \$60,381\*.

Revenue Fund Balance = \$223,815\*.

Revenue Fund Balance To Be Used To Make 2014-1 11/1/2019 Interest Payment Of \$122,818 and 2014-2 11/1/2019 Interest Payment Of \$34,633.

\* 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 9/30/19 = \$5,780,000

**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 9/30/19 = \$1,170,000

September 19<sup>th</sup>, 2019

Mr. Armando Silva  
Special District Services, Inc.  
6625 Miami Lakes Drive, #378  
Miami Lakes, FL 33014

RE: Meadow Pines Community Development District  
South Broward Drainage District (SBDD) 5-year drainage re-certification.

Dear Mr. Silva:

In accordance with your request, this agreement between Sun-Tech Engineering, Inc. (CONSULTANT) and Special District Services, Inc. (CLIENT) is for professional Civil Engineering services associated with the South Broward Drainage District (SBDD) 5-year drainage re-certification of the surface water management system associated with the Cobblestone development.

## SCOPE OF SERVICES

### **SECTION 1 – SBDD 5-yr. drainage re-certification.**

CONSULTANT will perform a preliminary and final drainage system inspection of the entire drainage system based on South Broward Drainage District re-certification guidelines for the above referenced project in order to re-certify the system per the conditions outlined on the existing SBDD Surface Water Management permit.

The following is list of specific requirements will be followed:

- Meet with the staff of SBDD and provide an initial field review/evaluation of the existing storm drainage system improvements for the entire system to establish a 'punch list' based upon SBDD's 5 Year O&M Permit Renewal requirements and the original SBDD/SFWMD permit. Such items as cleaning of the drainage structures, repair of structure's mud work, repair of any drainage system headwalls/weirs/baffles, replacement of any cracked or deteriorated pavement around inlet tops, etc. will be noted on the punch list and provided to CLIENT.
- CLIENT will use CONSULTANT's "punch list" to obtain bids, authorize and contract directly with a contractor to make the necessary repairs. Once the repairs are complete, CLIENT will notify CONSULTANT and a second field review of storm drainage system will be performed to verify that the contractor has completed all punch list items in accordance with SBDD renewal guidelines.
- CONSULTANT will prepare the 5-year Renewal O&M Permit application and 'Engineer's Certification' form along with any necessary supplemental documentation (proof of payment of completed contractor corrective/repair services) to SBDD for processing and issuance of the required 5-year Renewal O&M Permit and completion of the re-certification process.

***CONSULTANT'S lump sum fee for this service is.....\$10,750.00***

## COMPENSATION

Execution of this agreement will be considered notice to proceed. Billings will be prepared monthly, being based upon a percent complete of lump sum elements or for work actually accomplished for hourly rate elements, plus reimbursable expenses. Undisputed billings will be due and payable thirty (30) days after receipt by CLIENT. CLIENT and CONSULTANT shall work together in good faith to resolve any disputed billing matters.

## CLOSURE

In addition to the matters set forth herein, our agreement shall include, and be subject to, the Standard Agreement Provisions attached hereto and incorporated herein. The term "CLIENT" used in the Standard Agreement Provisions shall refer to Special District Services, Inc.

If you concur with the foregoing and wish to direct us to proceed with the aforementioned work, please execute the enclosed copy of this agreement in the space provided and return same to the undersigned. Fees and times stated in this agreement are valid for sixty (60) days.

We appreciate the opportunity to submit this proposal. Please feel free to contact me at this office, should you have any additional questions or concerns.

Sincerely,  
SUN-TECH ENGINEERING, INC.

Special District Services, Inc.

Clifford R. Loutan

---

Clifford R. Loutan, P.E.

Principal

Date: September 19<sup>th</sup>, 2019

---

Mr. Armando Silva

District Manager

Date: \_\_\_\_\_

## SCHEDULE OF HOURLY RATES AND OTHER CHARGES

### A. HOURLY RATES - PERSONNEL

1. Professional Witness.....	\$200.00
2. Principal.....	\$165.00
3. Professional Engineer.....	\$150.00
4. Project Manager.....	\$125.00
5. CADD Operator.....	\$90.00
6. Engineer.....	\$95.00
7. Field Inspector.....	\$85.00
8. Professional Surveyor.....	\$135.00
9. Survey / Cadd Technician.....	\$90.00
10. Survey Crew.....	\$135.00
11. Planner ASLA.....	\$150.00
12. Planner.....	\$110.00

### B. REIMBURSABLE EXPENSES

Reproductions	
Blueline Prints.....	\$2.00/ea
Mylar.....	Quoted upon request
Federal Express & Immediate Courier Service.....	At Cost plus 10%

### C. OTHER SERVICES AND TESTING QUOTED UPON REQUEST

## **FINANCIAL RISK MANAGEMENT POLICY**

(Fiscal Year 2018/2019)

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.

\*\*\*\*\*