



**MEADOW PINES
COMMUNITY DEVELOPMENT
DISTRICT**

**BROWARD COUNTY
REGULAR BOARD MEETING
FEBRUARY 20, 2020
9:30 A.M.**

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

www.meadowpinescdd.org

305.777.0761 Telephone
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AGENDA
MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT
Cobblestone Clubhouse
14701 SW 10th Street
Pembroke Pines, FL 33027
REGULAR BOARD MEETING
February 20, 2020
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. November 21, 2019 Regular Board Meeting.....Page 3
- G. Old Business
 - 1. Update Regarding Wooden Guardrail Inspection
 - 2. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2020-01 – Adopting a Fiscal Year 2020/2021 Proposed Budget.....Page 7
 - 2. Staff Report as Required
- I. Administrative Matters
 - 1. Staff Report as Required
- 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

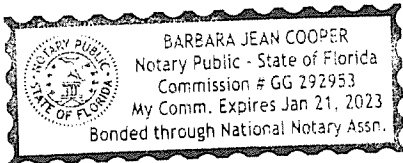
Affiant further says that the said Broward Daily Business Review is a newspaper published at Fort Lauderdale, in said Broward County, Florida and that the said newspaper has heretofore been continuously published in said Broward County, Florida each day (except Saturday, Sunday and Legal Holidays) and 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

Barbara Jean Cooper

(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

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

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19-10/0000429428B

**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 21, 2019**

A. CALL TO ORDER

District Manager Nancy Nguyen called the November 21, 2019, Regular Board Meeting of the Meadow Pines Community Development District (the “District”) to order at 9:31 a.m. in the Cobblestone Clubhouse located at 14701 SW 10th 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 October 7, 2019, as part of the District’s Fiscal Year 2019/2020 Regular Meeting Schedule, *as legally required*.

C. ESTABLISH A QUORUM

Ms. Nguyen 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 Nancy Nguyen 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

Ms. Nguyen advised that she would be managing the District moving forward. As such, Ms. Nguyen recommended that re-election of the District’s Officers take place. She provided the following slate of names for election:

- Chairperson – Douglas Harrison
- Vice Chairperson – Leon Brown
- Secretary/Treasurer – Nancy Nguyen
- Assistant Secretaries – Jennifer Marmanillo, Armando Silva and Gloria Perez

A discussion ensued after which;

A **motion** was made by Mr. Harrison, seconded by Mr. Brown and passed unanimously to *elect* the District’s Officers as listed below.

- Chairperson – Douglas Harrison
- Vice Chairperson – Leon Brown
- Secretary/Treasurer – Jennifer Marmanillo
- Assistant Secretaries – Nancy Nguyen, Armando Silva and Gloria Perez

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. August 22, 2019, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the August 22, 2019, Regular Board Meeting and Public Hearing and asked if there were any corrections and/or revisions. There being none, a **motion** was made by Mr. Harrison, seconded by Mr. Brown and passed unanimously approving the minutes of the August 22, 2019, Regular Board Meeting and Public Hearing, *as presented*.

G. OLD BUSINESS

1. Update Regarding Damage to the Wooden Guardrail

Ms. Nguyen advised that the District had received a check in the amount of \$1,000 from Geico Insurance for the damages to the wooden guardrail. No further action was required on this item.

2. Staff Report, as Required

There was no Staff Report at this time.

H. NEW BUSINESS

1. Consider Resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget

Resolution No. 2019-04 was presented, entitled:

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERVILLE 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.

Ms. Nguyen read the title into the record and provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Harrison, seconded by Mr. Brown and unanimously passed approving and adopting Resolution No. 2019-04, *as presented*, thereby approving the Amended Final 2018/2019 Fiscal Year Budget.

2. Discussion regarding South Broward Drainage District 5-Year Re-Certification – Sun-Tech Engineering Proposal

Ms. Nguyen explained, as part of the conditions outlined on the South Broward Drainage Surface Water Management permit, the District is required to conduct a 5-year re-certification. The current certification expires on August 3, 2020. Because of the size of the system, it is recommended that the re-certification process be initiated now. Ms. Nguyen presented the Sun-Tech Engineering, Inc. proposal to conduct the 5-year drainage re-certification in the amount of \$10,750. A discussion ensued after which:

A *motion* was made by Mr. Harrison, seconded by Mr. Brown and unanimously passed approving and accepting the Sun-Tech Engineering, Inc. proposal in the amount of \$10,750.

3. Staff Report, as Required

There was no Staff Report at this time.

I. ADMINISTRATIVE MATTERS

1. Financial Risk Management Policy/Review – Fiscal Year 2018/2019

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 1st through September 30th) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30th) 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.

A discussion ensued, after which:

A *motion* was made by Mr. Harrison, seconded by Ms. Marmanillo and unanimously passed approving Financial Risk Management Policy, *as presented*.

J. BOARD MEMBER COMMENTS

Ms. Hernandez advised that the wooden guardrail around the perimeter of the District was showing signs of mold. The Board asked that District Staff inspect the wooden guardrail. Ms. Nguyen acknowledged the request.

Ms. Nguyen advised that unless an emergency were to arise, this Board would not meet until February 20, 2020.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Harrison, seconded by Ms. Marmanillo and unanimously passed to adjourn the Regular Board Meeting at 10:02 a.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2020-01

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 2020/2021; 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 2020/2021 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 2020/2021 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2020 at 9:30 a.m. in the Cobblestone Clubhouse, 14701 SW 10th Street, Pembroke Pines, FL 33027, for the purpose of receiving public comments on the Proposed Fiscal Year 2020/2021 Budget.

PASSED, ADOPTED and EFFECTIVE this ____ day of _____, 2020.

ATTEST:

**MEADOW PINES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice-Chairperson