



**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](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**  
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

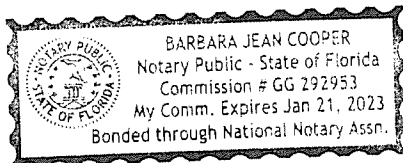
10/07/2019

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

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

10/7

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 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 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 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.

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.

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Secretary/Assistant Secretary

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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 10<sup>th</sup> 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

# Meadow Pines Community Development District

**Proposed Budget For  
Fiscal Year 2020/2021  
October 1, 2020 - September 30, 2021**

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- IV      ASSESSMENT COMPARISON**

**PROPOSED BUDGET**  
**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	<b>FISCAL YEAR 2020/2021 BUDGET</b>
<b>REVENUES</b>	
O&M Assessments	49,910
Debt Assessments	691,982
Other Revenue	1,000
Interest Income	240
<b>TOTAL REVENUES</b>	<b>\$ 743,132</b>
<b>EXPENDITURES</b>	
Supervisor Fees	2,400
Payroll Taxes	200
Engineering	3,000
Management	14,208
Legal	8,000
Assessment Roll	6,000
Audit Fees	3,700
Arbitrage Rebate Fee	600
Insurance	7,000
Legal Advertisements	700
Miscellaneous	850
Postage	150
Office Supplies	550
Dues & Subscriptions	175
Trustee Fees	6,820
Continuing Disclosure Fee	1,000
Website Management	2,000
Reserve	2,677
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,030</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 683,102</b>
Bond Payments	(650,463)
<b>BALANCE</b>	<b>\$ 32,639</b>
County Appraiser & Tax Collector Fee	(14,838)
Discounts For Early Payments	(29,676)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (11,875)</b>
Carryover From Prior Year	11,875
<b>NET EXCESS / (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
<b>REVENUES</b>				
O&M Assessments	51,528	49,910	49,910	Expenditures Less Interest, Other Revenues & Carryover/.94
Debt Assessments	695,132	691,982	691,982	Bond Payments/.94
Other Revenue	1,175	1,000	1,000	Pollution Insurance Reimbursement
Interest Income	218	300	240	Projected At \$20 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 748,053</b>	<b>\$ 743,192</b>	<b>\$ 743,132</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	1,000	2,400	2,400	No Change From 2019/2020 Budget
Payroll Taxes	137	200	200	Projected At 8 Percent Of Supervisor Fees
Engineering	3,000	2,250	3,000	\$750 Increase From 2019/2020 Budget
Management	13,644	13,896	14,208	CPI Adjustment
Legal	6,525	9,000	8,000	\$1,000 Decrease From 2019/2020 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,500	3,600	3,700	\$100 Increase From 2019/2020 Budget
Arbitrage Rebate Fee	600	600	600	No Change From 2019/2020 Budget
Insurance	5,175	7,300	7,000	Insurance Estimate
Legal Advertisements	381	950	700	\$250 Decrease From 2019/2020 Budget
Miscellaneous	427	900	850	\$50 Decrease From 2019/2020 Budget
Postage	94	275	150	\$125 Decrease From 2019/2020 Budget
Office Supplies	227	550	550	No Change From 2019/2020 Budget
Dues & Subscriptions	175	175	175	No Change From 2019/2020 Budget
Trustee Fees	6,815	6,820	6,820	No Change From 2019/2020 Budget
Continuing Disclosure Fee	1,000	1,000	1,000	No Change From 2019/2020 Budget
Website Management	1,500	2,000	2,000	No Change From 2019/2020 Budget
Reserve	1,000	2,799	2,677	Reserve
<b>TOTAL EXPENDITURES</b>	<b>\$ 51,200</b>	<b>\$ 60,715</b>	<b>\$ 60,030</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 696,853</b>	<b>\$ 682,477</b>	<b>\$ 683,102</b>	
Bond Payments	(655,926)	(650,463)	(650,463)	2021 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 40,927</b>	<b>\$ 32,014</b>	<b>\$ 32,639</b>	
County Appraiser & Tax Collector Fee	(15,947)	(14,838)	(14,838)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(26,103)	(29,676)	(29,676)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (1,123)</b>	<b>\$ (12,500)</b>	<b>\$ (11,875)</b>	
Carryover From Prior Year	0	12,500	11,875	Carryover From Prior Year
<b>NET EXCESS / (SHORTFALL)</b>	<b>\$ (1,123)</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE BUDGET**  
**MEADOW PINES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	12,803	100	500	Projected Interest For 2020/2021
NAV Tax Collection	655,926	650,463	650,463	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 668,729</b>	<b>\$ 650,563</b>	<b>\$ 650,963</b>	
<b>EXPENDITURES</b>				
Principal Payments (2014A-1)	280,000	285,000	295,000	Principal Payment Due In 2021
Principal Payments (2014A-B)	50,000	50,000	55,000	Principal Payment Due In 2021
Bond Redemption	0	6,315	4,024	Estimated Excess Debt Collections
Interest Payments (2014A-1)	252,915	241,360	232,070	Interest Payments Due In 2021
Interest Payments (2014A-B)	72,200	67,888	64,869	Interest Payments Due In 2021
<b>TOTAL EXPENDITURES</b>	<b>\$ 655,115</b>	<b>\$ 650,563</b>	<b>\$ 650,963</b>	
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 13,614</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2014A-1 Bond Refunding Information**

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

Par Amount As Of 1/1/20 = \$5,780,000

**Series 2014A-2 Bond Refunding Information**

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

Par Amount As Of 1/1/20= \$1,170,000

## Meadow Pines Community Development District Assessment Comparison

	Fiscal Year 2016/2017 Assessment Before Discount*	Fiscal Year 2017/2018 Assessment Before Discount*	Fiscal Year 2018/2019 Assessment Before Discount*	Fiscal Year 2019/2020 Assessment Before Discount*	Fiscal Year 2020/2021 Projected Assessment Before Discount*
O&M Assessment For Phase 1	\$ 74.49	\$ 64.49	\$ 64.49	\$ 64.49	\$ 64.49
<u>Debt Assessment For Phase 1</u>	<u>\$ 834.02</u>	<u>\$ 834.02</u>	<u>\$ 834.02</u>	<u>\$ 834.02</u>	<u>\$ 834.02</u>
Total For Phase 1	\$ 908.51	\$ 898.51	\$ 898.51	\$ 898.51	\$ 898.51
O&M Assessment For Phase 2	\$ 74.49	\$ 64.49	\$ 64.49	\$ 64.49	\$ 64.49
<u>Debt Assessment For Phase 2</u>	<u>\$ 964.50</u>	<u>\$ 964.50</u>	<u>\$ 964.50</u>	<u>\$ 964.50</u>	<u>\$ 964.50</u>
Total For Phase 2	\$ 1,038.99	\$ 1,028.99	\$ 1,028.99	\$ 1,028.99	\$ 1,028.99

\* Assessments Include the Following:

4% Discount for Early Payments  
1% County Tax Collector Fee  
1% County Property Appraiser Fee

Community Information:

Phase One	418
<u>Phase Two</u>	<u>356</u>
Total Units	774