



**CRESTVIEW WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
&  
PUBLIC HEARING  
JUNE 21, 2017  
11:00 A.M.**

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

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

305.777.0761 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**  
730 NW 107<sup>th</sup> Avenue,  
Third Floor, Suite 300 Meeting Room  
Miami, Florida 33172  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
June 21, 2017  
11:00 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. April 19, 2017 Regular Board Meeting .....Page 2
- G. **Public Hearing**
  - 1. Proof of Publication.....Page 5
  - 2. Receive Public Comment on the 2017/2018 Fiscal Year Final Budget & Assessments
  - 3. Consider Resolution No. 2017-03 – Adopting a Fiscal Year 2017/2018 Final Budget.....Page 6
- H. Old Business
  - 1. Staff Report as Required
- I. New Business
  - 1. Consider Resolution No. 2017-04 – Adopting a Fiscal Year 2017/2018 Meeting Schedule...Page 13
  - 2. Qualified Elector (*Registered Voter*) Certification (20) Announcement.....Page 15
  - 3. Staff Report as Required
- J. Administrative & Operational Matters
  - 1. Financial Risk Management Policy Review/Update – 2016/2017 Fiscal Year.....Page 16
  - 2. Statement of Financial Interests-Disclosure – **2016 Form 1** Filing Deadline: July 3, 2017
  - 3. Staff Report as Required
- K. Board Member & Staff Closing Comments
- L. Adjourn

**MIAMI DAILY BUSINESS REVIEW**

Published Daily except Saturday, Sunday and  
Legal Holidays  
Miami, Miami-Dade County, Florida

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared OCTELMA V. FERBEYRE, who on oath says that he or she is the VICE PRESIDENT, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT -  
FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

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

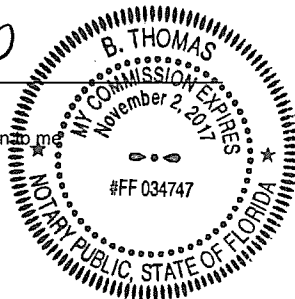
10/03/2016

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade 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  
3 day of OCTOBER, A.D. 2016

(SEAL)

OCTELMA V. FERBEYRE personally known to me



**CRESTVIEW WEST COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2016/2017 REGULAR  
MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the **Crestview West Community Development District** will hold Regular Meetings at Lennar Homes, LLC located at 730 NW 107th Avenue, 3rd Floor, Suite 300 Meeting Room, Miami, Florida 33172 at **11:00 a.m.** on the following dates:

- October 19, 2016
- November 16, 2016
- December 21, 2016
- January 18, 2017
- February 15, 2017
- March 15, 2017
- April 19, 2017
- May 17, 2017
- June 21, 2017
- July 19, 2017
- August 16, 2017
- September 20, 2017

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 the Agenda 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 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two 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. Said meeting(s) 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 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.

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**

[www.crestviewwestcdd.org](http://www.crestviewwestcdd.org)  
10/3

16-40/0000157000M

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
APRIL 19, 2017

**A. CALL TO ORDER**

District Manager Neil Kalin called the April 19, 2017, Regular Board Meeting of the Crestview West Community Development District to order at 11:43 a.m. in the Suite 300 Meeting Room of 730 NW 107<sup>th</sup> Avenue, Miami, Florida 33172.

**B. PROOF OF PUBLICATION**

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 3, 2016, as part of the District's Fiscal Year 2016/2017 Regular Board Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Kalin determined that the attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Chairperson Maria Herrera, Vice Chairperson Yadira Monzon and Supervisor Teresa Baluja.

Staff in attendance included: District Managers Neil Kalin and Armando Silva of Special District Services, Inc.; and District Counsel Gerald Knight 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. November 16, 2016, Regular Board Meeting**

Mr. Kalin presented the November 16, 2016, Regular Board Meeting minutes and asked if there were any comments and/or changes. There being no changes, a **motion** was made by Ms. Monzon, seconded by Ms. Baluja and unanimously passed to approve the November 16, 2016, Regular Board Meeting minutes, as presented.

**G. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**H. NEW BUSINESS**

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
APRIL 19, 2017

**1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget**

Resolution No. 2017-01 was presented, entitled:

**RESOLUTION NO. 2017-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2017/2018; AND PROVIDE AN EFFECTIVE DATE.**

Mr. Kalin read the title into the record and explained as part of adopting this Resolution the Board must set a date for the public hearing to adopt the 2017/2018 final fiscal year budget and assessments. A discussion ensued after which;

A **motion** was made by Ms. Herrera, seconded by Ms. Baluja and unanimously passed to approve and adopt Resolution No. 2017-01; *as revised*; setting the public hearing to adopt the 2017/2018 final fiscal year budget and assessments for June 21, 2017, at 11:00 a.m. in the Third Floor Meeting Room located at Lennar Homes, LLC, 730 N.W. 107<sup>th</sup> Avenue, Third Floor, Suite 300, Miami, Florida 33172; and authorizes publication of the budget public hearing as required by law.

**2. Consider Resolution No. 2017-02 – Authorizing Electronic Approvals and Check Signers**

Resolution No. 2017-02 was presented, entitled:

**RESOLUTION NO. 2017-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDE AN EFFECTIVE DATE.**

Mr. Kalin provided an explanation for the document and indicated that Special District Services, Inc. had reorganized officials within the firm. Consequently, check signers for the District's operating account would be changing and it would be in order to consider the necessary changes. A discussion ensued after which:

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
APRIL 19, 2017

A **motion** was made by Ms. Baluja, seconded by Ms. Monzon and unanimously passed to approve and adopt Resolution No. 2017-02, *as presented*; thereby authorizing electronic approvals for expenditures and selecting Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl, Neil Kalin and Maria C. Herrera to serve as the signatories on the District's checking/operating account. Two (2) signatures will be required on each check and checks will be released after electronic approvals have been provided by the Chairperson or the Vice Chairperson in the Chairperson's absence.

**3. Staff Report, as Required**

There was no Staff Report at this time.

**I. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Reminder: Statement of Financial Interest 2016 Form 1**

Mr. Kalin reminded the Board that they should receive in the mail towards the latter part of May their individual Statement of Financial Interest **2016 Form 1** (the "Form"). The deadline for filing is July 3, 2017.

**2. Staff Report, as Required**

There was no Staff Report at this time.

**J. BOARD MEMBER & STAFF CLOSING COMMENTS**

There were no comments

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Ms. Baluja, seconded by Ms. Monzon and passed unanimously to adjourn the Regular Board Meeting at 12:16 p.m.

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Secretary/Assistant Secretary

---

Chairperson/Vice-Chairperson

**Notice of Public Hearing  
and  
Regular Board Meeting of the  
Crestview West Community Development District**

The Board of Supervisors (the "Board") of the Crestview West Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on June 21, 2017, at 11:00 a.m., or as soon thereafter as can be heard, in the Meeting Room of Lennar Homes, LLC, Third Floor, Suite 300, 730 NW 107<sup>th</sup> Avenue, Miami, Florida 33172.

The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2017/2018 Proposed Final Budget. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 6625 Miami Lakes Drive, Suite 374, Miami Lakes, Florida 33014, during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Board members will 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.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at 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 meeting(s).

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Meetings may be cancelled from time to time without advertised notice.

**Crestview West Community Development District**

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

**PUBLISH: MIAMI DAILY BUSINESS REVIEW 06/01/17 & 06/08/17**

**RESOLUTION NO. 2017-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2017/2018 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Crestview West Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2017/2018 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

**WHEREAS**, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

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

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

**Section 2.** The 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 June, 2017.

**ATTEST:**

**CRESTVIEW WEST  
COMMUNITY DEVELOPMENT DISTRICT**

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

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



Crestview West  
Community Development District

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

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- I FINAL BUDGET
- II DETAILED FINAL BUDGET
- III DETAILED FINAL DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

**FINAL BUDGET**  
**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	<b>FISCAL YEAR 2017/2018 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	45,101
Maintenance Assessments	979
Debt Assessments	168,769
Other Revenues	0
Interest	48
<b>TOTAL REVENUES</b>	<b>\$ 214,897</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE EXPENDITURES</b>	
Engineering - Annual Report/Inspections	720
Miscellaneous Maintenance	200
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 920</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
Management	16,800
Legal	6,400
Assessment Roll	3,750
Audit Fees	3,700
Insurance	5,778
Legal Advertisements	500
Miscellaneous	510
Postage	150
Office Supplies	400
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	480
Website Management	1,300
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 42,443</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 43,363</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 171,534</b>
Bond Payments	(158,643)
<b>BALANCE</b>	<b>\$ 12,891</b>
County Appraiser & Tax Collector Fee	(4,297)
Discounts For Early Payments	(8,594)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	45,302	45,100	45,101	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	798	984	979	Expenditures/.94
Debt Assessments	168,769	168,192	168,769	Bond Payments/.94
Other Revenues	0	0	0	
Interest	66	36	48	Estimated At \$4 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 214,935</b>	<b>\$ 214,312</b>	<b>\$ 214,897</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE EXPENDITURES</b>				
Engineering - Annual Report/Inspections	1,866	800	720	\$80 Decrease From 2016/2017 Budget
Miscellaneous Maintenance	0	125	200	Miscellaneous Maintenance
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 1,866</b>	<b>\$ 925</b>	<b>\$ 920</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
Management	16,800	16,800	16,800	No Change From 2016/2017 Budget
Legal	8,351	6,000	6,400	\$400 Increase From 2016/2017 Budget
Assessment Roll	1,600	4,000	3,750	Small District Fee
Audit Fees	3,600	3,700	3,700	Accepted Amount For 2016/2017 Audit
Insurance	5,150	5,665	5,778	Insurance Company Estimate
Legal Advertisements	292	800	500	\$300 Decrease From 2016/2017 Budget
Miscellaneous	137	360	510	\$150 Increase From 2016/2017 Budget
Postage	94	150	150	No Change From 2016/2017 Budget
Office Supplies	270	400	400	No Change From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fee	2,500	2,500	2,500	Regions Bank Annual Fee
Continuing Disclosure Fee	480	480	480	Dissemination Agent Fee (Small District)
Website Management	1,400	1,400	1,300	\$100 Decrease From 2016/2017 Budget
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 40,849</b>	<b>\$ 42,430</b>	<b>\$ 42,443</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,715</b>	<b>\$ 43,355</b>	<b>\$ 43,363</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 172,220</b>	<b>\$ 170,957</b>	<b>\$ 171,534</b>	
Bond Payments	(160,398)	(158,100)	(158,643)	2018 P & I Payments Less Interest
<b>BALANCE</b>	<b>\$ 11,822</b>	<b>\$ 12,857</b>	<b>\$ 12,891</b>	
County Appraiser & Tax Collector Fee	(2,063)	(4,286)	(4,297)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(8,594)	(8,571)	(8,594)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 1,165</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover From Prior Year	0	0	0	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 1,165</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE FUND BUDGET**  
**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	
<b>REVENUES</b>				<b>COMMENTS</b>
Interest Income	256	50	50	Projected Interest For 2017/2018
NAV Tax Collection	160,398	158,100	158,643	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 160,654</b>	<b>\$ 158,150</b>	<b>\$ 158,693</b>	
<b>EXPENDITURES</b>				
Principal Payments	44,000	44,000	46,000	Principal Payments Due In 2018
Interest Payments	116,710	114,150	112,390	Interest Payments Due In 2018
Bond Redemption	0	0	303	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 160,710</b>	<b>\$ 158,150</b>	<b>\$ 158,693</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ (56)</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2014 Bond Information**

Original Par Amount =	\$2,462,000	Annual Principal Payments Due =	November 1st
Interest Rate =	4% - 5.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	November 2014		
Maturity Date =	November 2044		

# Crestview West Community Development District Assessment Comparison

	Original Projected Assessment (Methodology)*	Fiscal Year 2015/2016 Assessment*	Fiscal Year 2016/2017 Assessment*	Fiscal Year 2017/2018 Projected Assessment*
Administrative	\$ -	\$ 397.25	\$ 397.25	\$ <b>395.62</b>
Maintenance	\$ -	\$ 7.00	\$ 7.00	\$ <b>8.59</b>
<u>Debt</u>	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>	<u>\$ <b>1,480.43</b></u>
Total	\$ 1,480.43	\$ 1,884.68	\$ 1,884.68	\$ <b>1,884.64</b>

\* Assessments Include the Following :

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

Community Information:

Total Units 114

**RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2017/2018 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Crestview West Community Development District ("District") to establish a regular meeting schedule for fiscal year 2017/2018; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2017/2018 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2017/2018 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 21<sup>st</sup> day of June, 2017.

**ATTEST:**

**CRESTVIEW WEST  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors (the “Board”) of the **Crestview West Community Development District** (the “District”) will hold Regular Meetings at Lennar Homes, LLC located at 730 NW 107<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Suite 300 Meeting Room, Miami, Florida 33172 at **11:00 a.m.** on the following dates:

**October 18, 2017  
November 15, 2017  
January 17, 2018  
February 21, 2018  
March 21, 2018  
April 18, 2018  
May 16, 2018  
June 20, 2018  
July 18, 2018  
August 15, 2018  
September 19, 2018**

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda 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, prior to the date of the particular meeting.

From time to time one or two 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. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

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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 with no advertised notice.

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**

**[www.crestviewwestcdd.org](http://www.crestviewwestcdd.org)**

**PUBLISH: MIAMI DAILY BUSINESS REVIEW XX/XX/17**





Elections  
2700 NW 87th Avenue  
Miami, Florida 33172  
T 305-499-8683 F 305-499-8547  
TTY: 305-499-8480

miamidade.gov

## CERTIFICATION

STATE OF FLORIDA)

COUNTY OF MIAMI-DADE)

I, Christina White, Supervisor of Elections of Miami-Dade County, Florida, do hereby certify that **Crestview West Community Development District**, as described in the attached **EXHIBIT "A"**, has **20** voters.

  
\_\_\_\_\_  
 Christina White  
Supervisor of Elections

WITNESS MY HAND  
AND OFFICIAL SEAL,  
AT MIAMI, MIAMI-DADE  
COUNTY, FLORIDA,  
ON THIS 16<sup>th</sup> DAY OF  
MAY, 2017

*Please submit a check for \$ 50.00 to our office payable to "Miami-Dade County" for the cost of certifying the number of registered voters.*

## FINANCIAL RISK MANAGEMENT POLICY

(Fiscal Year 2016/2017)

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; 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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