



**CRESTVIEW WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 21, 2018
11:00 A.M.**

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

www.crestviewwestedd.org
305.777.0761 Telephone
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AGENDA
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
730 NW 107th Avenue,
Third Floor, Suite 300 Meeting Room
Miami, Florida 33172
REGULAR BOARD MEETING
March 21, 2018
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. October 18, 2017 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Discussion Regarding Board Transition to Resident Board Members
 - 2. Discussion Regarding Fiscal Year 2018/2019 Proposed Budget.....Page 5
 - 3. Staff Report as Required
- I. Administrative & Operational Matters
 - 1. Discussion Regarding Qualified Elector Certification & Landowners' Meeting
 - 2. Reminder: Financial Disclosure Reporting – 2017 Form 1
 - 3. Staff Report as Required
- J. Board Member & Staff Closing Comments
- K. 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 MARIA MESA, who on oath says that he or she is the LEGAL CLERK, 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 2017/2018 REGULAR MEETING SCHEDULE

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

09/28/2017

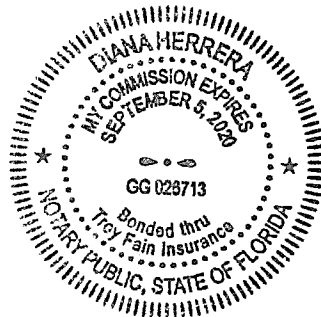
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has 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
28 day of SEPTEMBER, A.D. 2017

Diana Herrera

(SEAL)

MARIA MESA personally known to me



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 107th Avenue, 3rd 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 telephones will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said 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 with no advertised notice.

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT

www.crestviewwestcdd.org
9/28

17-33/0000261384M

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 18, 2017

A. CALL TO ORDER

District Manager Neil Kalin called the October 18, 2017, Regular Board Meeting of the Crestview West Community Development District to order at 11:01 a.m. in the Suite 300 Meeting Room of 730 NW 107th 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 September 28, 2017, as part of the District's Fiscal Year 2017/2018 Regular 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: Vice Chairperson Yadira Monzon and Supervisors Teresa Baluja and Raisa Krause.

Staff in attendance included: District Manager Neil Kalin and Associate District Manager 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. June 21, 2017, Public Hearing & Regular Board Meeting

Mr. Kalin presented the June 21, 2017, Public Hearing & Regular Board Meeting minutes and asked if there were any comments and/or changes. There being no comments and/or changes, a **motion** was made by Ms. Baluja, seconded by Ms. Monzon and unanimously passed to approve the June 21, 2017, Public Hearing & Regular Board Meeting minutes, *as presented*.

G. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 18, 2017

H. NEW BUSINESS

1. Discussion Regarding Hurricane Irma and Post Storm Community Report

Mr. Kalin advised the Board that District Staff had inspected the District and reported to Miami-Dade County of the leaning street light poles.

2. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget

Mr. Kalin presented Resolution No. 2017-05, entitled:

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin read the title of the resolution into the record and provided an explanation for the document. He indicated that the Operating Fund, as of September 30, 2017, had a positive balance. In addition, Mr. Kalin stated that the Debt Service Fund (2014 Series Bonds) had sufficient funds to make the November 1, 2017, required debt service payment. A discussion ensued after which:

A **motion** was made by Ms. Baluja, seconded by Ms. Krause and unanimously passed to approve and adopt Resolution No. 2017-05, *as presented*, thereby setting the amended/revised final budget for the 2016/2017 fiscal year.

3. Staff Report, as Required

There was no Staff Report at this time.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Annual Audit – Consider and approve 2-Year Renewal Option – Grau & Associates

Mr. Kalin reminded the Board that at the January 21, 2015, Crestview West Community Development District Board of Supervisors’ meeting the firm of Grau & Associates was selected to perform the September 30, 2014, September 30, 2015, and September 30, 2016, year end audits with an option to perform the September 30, 2017, and September 30, 2018, audits. The fee for the September 30, 2014, audit was \$3,000; the fee for the September 30, 2015, audit was \$3,600; and the fee for the September 30, 2016, audit was \$3,700. The proposed fees for the September 30, 2017, audit is \$3,700, which is the

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 18, 2017

budgeted amount for audit fees for fiscal year 2017/2018. The proposed fee for the September 30, 2018, audit is \$3,700. Grau & Associates has been the District auditor for the past three (3) years. Management is pleased with the professionalism and competence of the Grau & Associates partners and staff; therefore, management recommends that the Board approve the renewal option for the Fiscal Year Ended September 30, 2017, and September 30, 2018, audits for Grau & Associates. A discussion ensued after which;

A **motion** was made by Ms. Baluja, seconded by Ms. Krause and unanimously passes to approve the 2-year renewal option and authorizes the District Manager to engage Grau & Associates to perform the September 30, 2017, & September 30, 2018, fiscal year audits and the fee for each audit year will be \$3,700.

2. Staff Report at Required

There was no Staff Report at this time.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

Ms. Baluja recommended that the District consider the transition from the current Developer Board to a Resident Board and suggested extending an invitation to the Crestview West HOA Board members to attend the December meeting.

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 approximately 11:10 a.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

Crestview West
Community Development District

For Discussion Purposes Only

**Proposed Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

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PROPOSED BUDGET
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET
REVENUES	
Administrative Assessments	48,226
Maintenance Assessments	2,234
Debt Assessments	168,769
Other Revenues	0
Interest	48
TOTAL REVENUES	\$ 219,277
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Engineering - Annual Report/Inspections	900
Miscellaneous Maintenance	1,200
TOTAL MAINTENANCE EXPENDITURES	\$ 2,100
ADMINISTRATIVE EXPENDITURES	
Management	17,700
Legal	7,000
Assessment Roll	4,200
Audit Fees	3,700
Insurance	6,325
Legal Advertisements	700
Miscellaneous	700
Postage	200
Office Supplies	400
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	480
Website Management	1,300
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 45,380
TOTAL EXPENDITURES	\$ 47,480
REVENUES LESS EXPENDITURES	\$ 171,797
Bond Payments	(158,643)
BALANCE	\$ 13,154
County Appraiser & Tax Collector Fee	(4,385)
Discounts For Early Payments	(8,769)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	45,330	45,101	48,226	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	984	979	2,234	Expenditures/.94
Debt Assessments	168,769	168,769	168,769	Bond Payments/.94
Other Revenues	0	0	0	
Interest	49	48	48	Estimated At \$4 Per Month
TOTAL REVENUES	\$ 215,132	\$ 214,897	\$ 219,277	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Engineering - Annual Report/Inspections	850	720	900	\$180 Increase From 2017/2018 Budget
Miscellaneous Maintenance	0	200	1,200	Miscellaneous Maintenance
TOTAL MAINTENANCE EXPENDITURES	\$ 850	\$ 920	\$ 2,100	
ADMINISTRATIVE EXPENDITURES				
Management	16,800	16,800	17,700	Management Services
Legal	6,404	6,400	7,000	\$600 Increase From 2017/2018 Budget
Assessment Roll	2,000	3,750	4,200	Discounted From Contract Amount (\$6,500)
Audit Fees	3,700	3,700	3,700	Accepted Amount For 2017/2018 Audit
Insurance	5,253	5,778	6,325	Insurance Company Estimate
Legal Advertisements	471	500	700	\$200 Increase From 2017/2018 Budget
Miscellaneous	81	510	700	\$190 Increase From 2017/2018 Budget
Postage	93	150	200	\$50 Increase From 2017/2018 Budget
Office Supplies	206	400	400	No Change From 2017/2018 Budget
Dues & Subscriptions	175	175	175	No Change From 2017/2018 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	1,300	1,300	No Change From 2017/2018 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 39,563	\$ 42,443	\$ 45,380	
TOTAL EXPENDITURES	\$ 40,413	\$ 43,363	\$ 47,480	
REVENUES LESS EXPENDITURES	\$ 174,719	\$ 171,534	\$ 171,797	
Bond Payments	(161,088)	(158,643)	(158,643)	2019 P & I Payments Less Interest
BALANCE	\$ 13,631	\$ 12,891	\$ 13,154	
County Appraiser & Tax Collector Fee	(2,073)	(4,297)	(4,385)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(7,708)	(8,594)	(8,769)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 3,850	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 3,850	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2018/2019

OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
REVENUES				
Interest Income	727	50	50	Projected Interest For 2018/2019
NAV Tax Collection	161,088	158,643	158,643	Maximum Debt Service Collection
Total Revenues	\$ 161,815	\$ 158,693	\$ 158,693	
EXPENDITURES				
Principal Payments	42,000	46,000	48,000	Principal Payments Due In 2019
Interest Payments	114,990	112,390	110,550	Interest Payments Due In 2019
Bond Redemption	0	303	143	Estimated Excess Debt Collections
Total Expenditures	\$ 156,990	\$ 158,693	\$ 158,693	
Excess/ (Shortfall)	\$ 4,825	\$ -	\$ -	

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		
Par Amount As Of 1/1/18 =	\$2,332,000		

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 Assessment*	Fiscal Year 2018/2019 Projected Assessment*
Administrative	\$ -	\$ 397.25	\$ 397.25	\$ 395.62	\$ 423.04
Maintenance	\$ -	\$ 7.00	\$ 7.00	\$ 8.59	\$ 19.60
Debt	\$ 1,480.43	\$ 1,480.43	\$ 1,480.43	\$ 1,480.43	\$ 1,480.43
Total	\$ 1,480.43	\$ 1,884.68	\$ 1,884.68	\$ 1,884.64	\$ 1,923.07

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units 114