



**CRESTVIEW WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MAY 16, 2018
11:00 A.M.**

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

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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
May 16, 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. March 21, 2018 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Discussion Regarding Additional Parking Spaces and Estimated Costs
 - 2. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2018-01 – Adopting a Fiscal Year 2018/2019 Proposed Budget....Page 5
 - 2. Staff Report as Required
- I. Administrative & Operational Matters
 - 1. Discussion Regarding Board Transition to Resident Board – Timeline
 - 2. Announcement Regarding Qualified Elector Certification – **104 Voters**
 - 3. Discussion Regarding Landowners’ Meeting and Expiring Terms of Office
 - 4. Reminder: Financial Disclosure Reporting – **2017 Form 1**
- 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

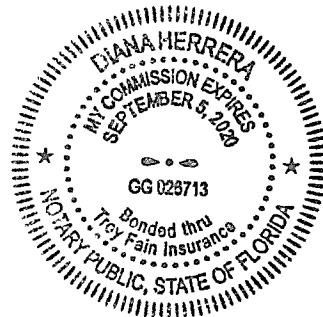
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has 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 305-777-0781 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 305-777-0781 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
MARCH 21, 2018

A. CALL TO ORDER

District Manager Neil Kalin called the March 21, 2018, Regular Board Meeting of the Crestview West Community Development District to order at 11:10 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: Chairperson Carolina Herrera and Supervisors Teresa Baluja and Raisa Krause.

Staff in attendance included: District Manager Neil Kalin of Special District Services, Inc.; and District Counsel Gerald Knight of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present were District resident Julian Ross of Miami, Florida; and Chester Dowdy, POA Manager.

Mr. Kalin introduced Julian Ross, District resident, HOA Board Member/Officer, and Mr. Chester Dowdy, Property Owner Manager, who were in attendance to become familiar with the function and operation of the District.

Ms. Herrera provided an overview and benefits of the District and Mr. Kalin explained how the District had been created. In addition, it was explained the a District/CDD has the ability to levy assessments on the annual property tax bill, which makes collections of taxes approximately 99.9%; and a District/CDD also has the ability to finance capital improvements and/or special projects at a much lower interest rate than a typical HOA/POA.

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

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 21, 2018

1. October 18, 2017, Regular Board Meeting

Mr. Kalin presented the October 18, 2017, 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. Krause and unanimously passed to approve the October 18, 2017, Regular Board Meeting minutes, *as presented*.

G. OLD BUSINESS

There were no Old Business items to come before the Board.

H. NEW BUSINESS

1. Discussion Regarding Board Transition to Resident Board Members

Ms. Baluja explained, in order to establish participation commitment from the resident(s) that typically and prior to appointing a resident(s) to a particular Board, the resident(s) who is/are interested in serving on the governing body (Board of Supervisors) that they are encouraged to attend at least two (2) Regular Board meetings. Messrs. Ross and Dowdy informed District Staff and the Board Members that there are other residents who have expressed an interest in getting involved with the District.

Mr. Kalin will provide Messrs. Ross and Dowdy with the upcoming meeting schedule so that they can encourage those interested residents to attend scheduled meetings.

2. Discussion Regarding Fiscal Year 2018/2019 Proposed Budget

Mr. Kalin briefly outlined the annual budget process that the District must follow and indicated that the Fiscal Year 2018/2019 Proposed Budget would be presented for consideration at the May 16, 2018, scheduled meeting. While on the subject of the proposed budget, Mr. Dowdy informed the Board that community residents have expressed concerns regarding overflow parking and would like for the District to consider adding as many parking spaces as possible. Mr. Kalin will contact a Traffic Consulting Engineer to schedule a meeting to discuss a conceptual plan of action for adding parking spaces. Mr. Kalin will also obtain cost estimates for same.

Mr. Ross expressed concerns related to the drainage of the street system and indicated that there appeared to be places where the valley gutter had not been completed. The concerns will be inspected in the field and addressed, if required. In addition, Messrs. Ross and Dowdy were informed that the ownership and maintenance of community streets are the responsibility of Miami-Dade County.

Mr. Kalin will attempt to include cost estimates for the additional parking in the Fiscal Year 2018/2019 Proposed Budget.

3. Staff Report, as Required

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 21, 2018

There was no Staff Report at this time.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Discussion Regarding Qualified Elector Certification & Landowners' Meeting

Mr. Kalin advised that he had requested a Qualified Elector (registered voter) Certification from the Miami-Dade County Supervisor of Elections' Office, as of the effective date April 15, 2018. As soon as the number of registered voters are known, a determination will be made regarding noticing a landowners' meeting. In addition, Mr. Kalin went on to explain that once a District is six (6) years old and has 250 Qualified Electors, it must transition to the General Election process for electing Board Members.

2. Reminder – Financial Disclosure Reporting – 2017 Form 1

Mr. Kalin reminded the Board of the required annual financial disclosure reporting and stated that the 2017 Form 1 should be mailed to their residence address on or before the middle of May 2018.

3. Staff Report, as Required

There was no Staff Report at this time.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Dowdy explained that he had visited the District's website and asked if it would be possible to adjust the "site" to make it more user friendly for the residents. Mr. Kalin will address the recommendation with District Staff and the IT Department.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Herrera, seconded by Ms. Krause and passed unanimously to adjourn the Regular Board Meeting at approximately 11:56 a.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2018-01

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 2018/2019; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Crestview West Community Development District (“District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2018/2019 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for July 18, 2018 at 11:00 a.m. in the 3rd Floor Meeting Room at Lennar Homes, LLC located at 730 N.W. 107th Avenue, Suite 300 Miami, Florida 33172, for the purpose of receiving public comments on the Proposed Fiscal Year 2018/2019 Budget.

PASSED, ADOPTED and EFFECTIVE this 16th day of May, 2018.

ATTEST:

**CRESTVIEW WEST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Crestview West
Community Development District

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

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- II DETAILED PROPOSED BUDGET
- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

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	50,140
Maintenance Assessments	2,234
Debt Assessments	168,769
Other Revenues	0
Interest	48
TOTAL REVENUES	\$ 221,191
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Engineering - Annual Report/Inspections	900
Special Projects	600
Miscellaneous Maintenance	600
TOTAL MAINTENANCE EXPENDITURES	\$ 2,100
ADMINISTRATIVE EXPENDITURES	
Management	18,000
Legal	7,000
Assessment Roll	4,500
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
Administrative Contingency	1,200
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 47,180
TOTAL EXPENDITURES	\$ 49,280
REVENUES LESS EXPENDITURES	\$ 171,911
Bond Payments	(158,643)
BALANCE	\$ 13,268
County Appraiser & Tax Collector Fee	(4,422)
Discounts For Early Payments	(8,846)
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	50,140	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	\$ 221,191	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Engineering - Annual Report/Inspections	850	720	900	\$180 Increase From 2017/2018 Budget
Special Projects	0	0	600	Special Projects
Miscellaneous Maintenance	0	200	600	Miscellaneous Maintenance
TOTAL MAINTENANCE EXPENDITURES	\$ 850	\$ 920	\$ 2,100	
ADMINISTRATIVE EXPENDITURES				
Management	16,800	16,800	18,000	Management Services
Legal	6,404	6,400	7,000	\$600 Increase From 2017/2018 Budget
Assessment Roll	2,000	3,750	4,500	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
Administrative Contingency	0	0	1,200	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 39,563	\$ 42,443	\$ 47,180	
TOTAL EXPENDITURES	\$ 40,413	\$ 43,363	\$ 49,280	
REVENUES LESS EXPENDITURES	\$ 174,719	\$ 171,534	\$ 171,911	
Bond Payments	(161,088)	(158,643)	(158,643)	2019 P & I Payments Less Interest
BALANCE	\$ 13,631	\$ 12,891	\$ 13,268	
County Appraiser & Tax Collector Fee	(2,073)	(4,297)	(4,422)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(7,708)	(8,594)	(8,846)	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	\$ 439.83
Maintenance	\$ -	\$ 7.00	\$ 7.00	\$ 8.59	\$ 19.60
Debt	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>
Total	\$ 1,480.43	\$ 1,884.68	\$ 1,884.68	\$ 1,884.64	\$ 1,939.86

* Assessments Include the Following :

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

Community Information:

Total Units 114