



**CRESTVIEW WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
OCTOBER 18, 2017  
11:00 A.M.**

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

[www.crestviewwestedd.org](http://www.crestviewwestedd.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**  
October 18, 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. June 21, 2017 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
  - 1. Staff Report as Required
- H. New Business
  - 1. Discussion Regarding Hurricane “Irma” and Post Storm Community Report
  - 2. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget....Page 7
  - 3. Staff Report as Required
- I. Administrative & Operational Matters
  - 1. Annual Audit – Consider and Approve 2-Year Renewal Option – Grau & Associates.....Page 12
  - 2. 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

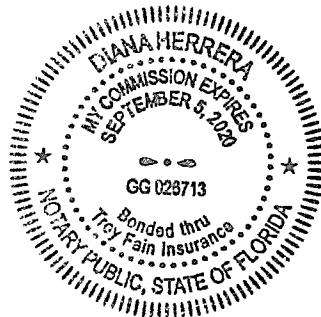
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has 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  
PUBLIC HEARING & REGULAR BOARD MEETING  
JUNE 21, 2017

**A. CALL TO ORDER**

District Manager Neil Kalin called the June 21, 2017, Regular Board Meeting of the Crestview West Community Development District to order at 11:13 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 June 1, 2017, and June 8, 2017, 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 C. Herrera, Vice Chairperson Yadira Monzon and Supervisor Raisa Krause.

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 or comments on the minutes, a **motion** was made by Ms. Monzon, seconded by Ms. Krause and unanimously passed to approve the November 16, 2016, Regular Board Meeting minutes, *as presented*.

*Note: At approximately 11:16 a.m., Mr. Kalin recessed the Regular Board Meeting and simultaneously opened the Public Hearing.*

**G. PUBLIC HEARING**

**1. Proof of Publication**

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
PUBLIC HEARING & REGULAR BOARD MEETING  
JUNE 21, 2017

Mr. Kalin presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on June 1, 2017, and June 8, 2017, as legally required.

**2. Receive Public Comment on the Fiscal Year 2017/2018 Final Budget & Assessments**

Mr. Kalin opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2017/2018 budget and non-ad valorem special assessments. There being no public comments, Mr. Kalin closed the public comment portion of the Public Hearing.

**3. Consider Resolution No. 2017-03 – Adopting a Fiscal Year 2017/2018 Final Budget**

Mr. Kalin presented Resolution No. 2017-03, entitled:

**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.**

Mr. Kalin read the title of the resolution into the record and stated that it provides for the adoption of the fiscal year 2017/2018 final budget and non-ad valorem special assessment tax roll. A copy of the tax roll was provided at today's meeting. Mr. Kalin explained that since the overall assessments were not increasing, letters had not been sent to property owners in the District. A discussion ensued after which:

A **motion** was made by Ms. Herrera, seconded by Ms. Ms. Monzon and unanimously passed to approve and adopt Resolution No. 2017-03, *as presented*, thereby setting the fiscal year 2017/2018 final budget and approving the non-ad valorem special assessment tax roll.

*Note: At approximately 11:18 a.m., Mr. Kalin closed the Public Hearing and reconvened the Regular Board Meeting.*

**H. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**I. NEW BUSINESS**

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
PUBLIC HEARING & REGULAR BOARD MEETING  
JUNE 21, 2017

**1. Consider Resolution No. 2017-04 – Adopting a Fiscal Year 2017/2018 Meeting Schedule**

Mr. Kalin presented Resolution No. 2017-04, entitled:

**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.**

Mr. Kalin provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Ms. Baluja, seconded by Ms. Monzon and unanimously passed to approve and adopt Resolution No. 2017-04, *as presented*, thereby setting the Crestview West Community Development District fiscal year 2017/2018 regular meeting schedule and authorizing the publication of said schedule, as required by law.

**2. Qualified Elector (*Registered Voter*) Certification Announcement, Pursuant to Section 190.006, Florida Statutes**

For the record, Mr. Kalin stated that he had received from the Miami-Dade County Supervisor of Elections the certified elector count identifying **20 registered voters** who reside in the Crestview West CDD (“District”) as of May 16, 2017. Since the District had not yet reached the 250 qualified elector threshold, it would continue to elect Board Members by the landowner election process.

**3. Staff Report as Required**

There was no Staff Report at this time.

**J. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Financial Risk Management Policy Review/Update – FY 2016/2017**

Mr. Kalin informed the Board Members that as part of best management practices and to satisfy annual audit requirements/procedures, the District Manager (SDS, Inc.) takes certain measures and implements 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

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
PUBLIC HEARING & REGULAR BOARD MEETING  
JUNE 21, 2017

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, 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.

**2. Statement of Financial Interests – 2016 Form 1 Filing Deadline: July 3, 2017**

The Board Members were reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2016 Statement of Financial Interests Form 1 ("Form"). It was noted that the deadline for submitting the Form this year is July 3, 2017.

**3. Staff Report at Required**

There was no Staff Report at this time.

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

Mr. Kalin announced, for the record, that the debt service payment, which was due May 1, 2017, and payable to the District's Trustee, had been made in full and on time.

Mr. Kalin advised that unless an emergency were to arise the District would not need to meet again until October or November.

**L. 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 11:23 a.m.

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
PUBLIC HEARING & REGULAR BOARD MEETING  
JUNE 21, 2017

---

Secretary/Assistant Secretary

---

Chairperson/Vice-Chairperson



**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.**

**WHEREAS**, the Board of Supervisors of the Crestview West Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

**WHEREAS**, the District has prepared for consideration and approval an Amended Budget.

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

**Section 1.** The Amended Budget for Fiscal Year 2016/2017 attached hereto as Exhibit “A” is hereby approved and adopted.

**Section 2.** The Secretary/Assistant 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 18<sup>th</sup> day of October, 2017.

**ATTEST:**

**CRESTVIEW WEST  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Crestview West  
Community Development District

**Amended Final Budget For  
Fiscal Year 2016/2017  
October 1, 2016 - September 30, 2017**

# **CONTENTS**

- I      AMENDED FINAL OPERATING FUND BUDGET**
- II     AMENDED FINAL DEBT SERVICE FUND BUDGET**

**AMENDED FINAL BUDGET**  
**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2016/2017**  
**OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

	FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17	AMENDED FINAL BUDGET 10/1/16 - 9/30/17	YEAR TO DATE ACTUAL 10/1/16 - 9/29/17
<b>REVENUES</b>			
Administrative Assessments	45,100	45,330	45,330
Maintenance Assessments	984	984	984
Debt Assessments	168,192	168,769	168,769
Other Revenues	0	0	0
Interest	36	45	44
<b>TOTAL REVENUES</b>	<b>\$ 214,312</b>	<b>\$ 215,128</b>	<b>\$ 215,127</b>
<b>EXPENDITURES</b>			
<b>MAINTENANCE EXPENDITURES</b>			
Engineering - Annual Report/Inspections	800	800	0
Miscellaneous Maintenance	125	0	0
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 925</b>	<b>\$ 800</b>	<b>\$ -</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
Management	16,800	16,800	16,800
Legal	6,000	6,800	5,904
Assessment Roll	4,000	2,000	2,000
Audit Fees	3,700	3,700	3,700
Insurance	5,665	5,253	5,253
Legal Advertisements	800	800	471
Miscellaneous	360	250	80
Postage	150	100	93
Office Supplies	400	250	206
Dues & Subscriptions	175	175	175
Trustee Fee	2,500	2,500	2,500
Continuing Disclosure Fee	480	480	480
Website Management	1,400	1,400	1,400
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 42,430</b>	<b>\$ 40,508</b>	<b>\$ 39,062</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 43,355</b>	<b>\$ 41,308</b>	<b>\$ 39,062</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 170,957</b>	<b>\$ 173,820</b>	<b>\$ 176,065</b>
Bond Payments	(158,100)	(161,088)	(161,088)
<b>BALANCE</b>	<b>\$ 12,857</b>	<b>\$ 12,732</b>	<b>\$ 14,977</b>
County Appraiser & Tax Collector Fee	(4,286)	(2,073)	(2,073)
Discounts For Early Payments	(8,571)	(7,708)	(7,708)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 2,951</b>	<b>\$ 5,196</b>
Carryover From Prior Year	0	0	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 2,951</b>	<b>\$ 5,196</b>

FUND BALANCE AS OF 9/30/16	
FY 2016/2017 ACTIVITY	
FUND BALANCE AS OF 9/30/17	

\$7,182
\$2,951
\$10,133

**AMENDED FINAL BUDGET**  
**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2016/2017**  
**OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

	<b>FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17</b>	<b>AMENDED FINAL BUDGET 10/1/16 - 9/30/17</b>	<b>YEAR TO DATE ACTUAL 10/1/16 - 9/29/17</b>
<b>REVENUES</b>			
Interest Income	50	620	616
NAV Tax Collection	158,100	161,088	161,088
<b>Total Revenues</b>	<b>\$ 158,150</b>	<b>\$ 161,708</b>	<b>\$ 161,704</b>
<b>EXPENDITURES</b>			
Principal Payments	44,000	42,000	42,000
Interest Payments	114,150	114,990	114,990
<b>Total Expenditures</b>	<b>\$ 158,150</b>	<b>\$ 156,990</b>	<b>\$ 156,990</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 4,718</b>	<b>\$ 4,714</b>

FUND BALANCE AS OF 9/30/16	\$143,308
FY 2016/2017 ACTIVITY	\$4,718
FUND BALANCE AS OF 9/30/17	\$148,026

Notes

Reserve Fund Balance = \$39,768\*. Revenue Fund Balance = \$108,254\*.

Revenue Fund Balance To Be Used To Make 11/1/2017

Principal Payment Of \$44,000 & Interest Payment Of \$57,075.

\* Approximate Amounts

**Series 2014 Bond Information**

Original Par Amount =	\$2,462,000	Annual Principal Payments Due:
Interest Rate =	4.00% - 5.00%	November 1st
Issue Date =	November 2014	Annual Interest Payments Due:
Maturity Date =	November 2044	May 1st & November 1st

Par Amount As Of 9/30/17: \$2,376,000

October 18, 2017

RE: Crestview West Community Development District Auditor Renewal

At the January 21, 2015 Crestview West Community Development District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2014, 9-30-2015 and 9-30-2016 year end audits of the District with an option to perform the 9-30-2017 and 9-30-2018 audits.

The fees for the 9-30-2014 audit were \$3,000. The fees for the 9-30-2015 audit were \$3,600. And the fees for the 9-30-2016 audit were \$3,700. The proposed fees for the 9-30-2017 audit is \$3,700, which is the budgeted amount for audit fees for Fiscal Year 2017/2018. The proposed fee for the 9-30-18 audit is \$3,700.

Grau & Associates has been the district auditor for the past three years. Management is pleased with the professionalism and the competence of the Grau & Associates partners and staff; therefore management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2017 and 9-30-2018 audits for Grau & Associates.

Special District Services, Inc.