



**CRESTVIEW WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
LANDOWNERS' MEETING &
REGULAR BOARD MEETING
NOVEMBER 12, 2020
5:00 P.M.**

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

www.crestviewwestcdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING
Miami Executive Airport
Signature Flight Support Building Conference Room
14150 SW 129th Street, Miami, Florida 33186
November 12, 2020
5:00 p.m.

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- C. Establish Quorum
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- E. Election of Chairperson for Landowners' Meeting
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- I. Certification of the Results
- J. Landowners' 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 GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, 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 -
LANDOWNERS' MEETING AND REGULAR BOARD MEETING -
NOV. 12, 2020

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

10/16/2020 10/23/2020

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.

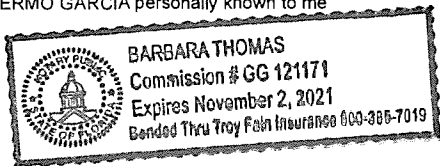
Guillermo Garcia

Sworn to and subscribed before me this
23 day of OCTOBER, A.D. 2020

Barbara Thomas

(SEAL)

GUILLERMO GARCIA personally known to me



**CRESTVIEW WEST COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF LANDOWNERS' MEETING
AND REGULAR BOARD MEETING**

NOTICE IS HEREBY GIVEN that the Crestview West Community Development District will hold a Landowners' Meeting and Regular Board Meeting at 5:00 p.m., or as soon thereafter as can be heard, on November 12, 2020, in the Second Floor Conference Room of Signature Flight School at Miami Executive Airport located at 14150 SW 129th Street, Miami, Florida 33186.

The primary purpose of the Landowners' Meeting is to elect three (3) Supervisors to the Board of Supervisors for the Crestview West Community Development District. The purpose of the Regular Board Meeting is to consider any business that may lawfully and properly come before the Board. Copies of the Agendas for these 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.

The meetings are open to the public and are conducted in accordance with the provisions of Florida law for community development districts. The meetings may be continued as found necessary to a date, time and place specified on the record. Also, there may be occasions when Staff and/or Supervisors may participate by speaker telephone.

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 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 these particular meetings.

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

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT

www.crestviewwestcdd.org
10/16-23

20-32/0000493419M



SPECIAL DISTRICT (CDD) ELECTION PROCEDURES

1. Landowners' Meeting

In accordance with the provisions of Chapter 190, Florida Statutes, it is required that an initial meeting of the Landowners of the District be held within ninety (90) days following the effective date of the rule or ordinance establishing the District and thereafter every two (2) years during the month of November for the purpose of electing Supervisors. The second election by Landowners shall be held on the first Tuesday in November; thereafter, there shall be an election of supervisors every two (2) years in November on a date established by the Board of Supervisors. The assembled Landowners shall organize by electing a Chairperson, who shall preside over the meeting; and a Secretary shall also be elected for recording purposes.

2. Establishment of Quorum

Any Landowner(s) present or voting by proxy shall constitute a quorum at the meeting of the Landowners.

3. Nomination of Candidates

At the meeting, the Chairperson shall call for nominations from the floor for Candidates for the Board of Supervisors. When there are no further nominations, the Chairperson shall close the floor for nominations. The names of each Candidate and the spelling of their names shall be announced. Nominees need not be present to be nominated.

4. Voting

Each Landowner shall be entitled to cast one (1) vote for each acre (or lot parcel), or any fraction thereof, of land owned by him or her in the District, for each open position on the Board. (For example, if there are three (3) positions open, an owner of one (1) acre or less (or one lot parcel) may cast one (1) vote for each of the three (3) positions. An owner of two (2) acres (or two lot parcels) may cast two (2) votes for each of the three (3) positions. Each Landowner shall be entitled to vote either in person or by a representative present with a lawful written proxy.

5. Registration for Casting Ballots

The registration process for the casting of ballots by Landowners or their representatives holding their proxies shall be as follows:

a) At the Landowners' Meeting and prior to the commencement of the first casting of ballots for a Board of Supervisor position, each Landowner, or their representative if proxies are being sub-mitted in lieu thereof, shall be directed to register their attendance and the total number of votes by acreage (or lot parcels) to which each claims to be entitled, with the elected Secretary of the meeting or the District's Manager.

Corporate Office

The Oaks Center
2501A Burns Rd
Palm Beach Gardens, FL 33410
Direct: 561.630.4922

Contact Information

Toll Free: 877.737.4922
Fax: 561.630.4923
Web: www.sdsinc.org

Miami Branch

Crexent Business Center
6625 Miami Lakes Drive, Ste. 374
Miami Lakes, FL 33014
Direct: 305.666.6666

-
- b) At such registration, each Landowner, or their representative with a lawful proxy, shall be provided a numbered ballot for the Board of Supervisor position(s) open for election. A District representative will mark on the ballot the number of votes that such Landowner, or their representative, is registered to cast for each Board of Supervisor position open for election.
 - c) All Landowner proxies shall be collected at the time of registration and retained with the Official Records of the District for subsequent certification or verification, if required.

6. Casting of Ballots

Registration and the issuance of ballots shall cease once the Chairperson calls for the commencement of the casting of ballots for the election of a Board Supervisor(s) and thereafter no additional ballots shall be issued.

The Chairperson will declare that the Landowners, or their representatives, be requested to cast their ballots for the Board Supervisor(s). Once the ballots have been cast, the Chairperson will call for a collection of the ballots.

7. Counting of Ballots

Following the collection of ballots, the Secretary or District Manager shall be responsible for the tabulation of ballots in order to determine the total number of votes cast for each candidate that is seeking election.

At the second and subsequent landowner elections*, the two (2) candidates receiving the highest number of votes will be declared by the Chairperson as elected to the Board of Supervisors for four-year terms. The candidate receiving the next highest number of votes will fill the remaining open position on the Board of Supervisors for a two-year term, as declared by the Chairperson.

*At the final landowner election (*after the 6th or 10th year*), the candidate receiving the highest number of votes will be elected to the Board of Supervisors for a four-year term (two {2} supervisors are elected by General Election).

8. Contesting of Election Results

Following the election and announcement of the votes, the Chairperson shall ask the Landowners present, or those representatives holding proxies for Landowners, whether they wish to contest the election results. If no contests are received, said election results shall thereupon be certified.

If there is a contest, the contest must be addressed to the Chairperson and thereupon the individual casting a ballot that is being contested will be required to provide proof of ownership of the acreage (or lot parcels) for which they voted at the election within five (5) business days of the Landowners' Meeting. The proof of ownership shall be submitted to the District Manager who will thereupon consult with the District's General Counsel and together they will review the material provided and will determine the legality of the contested ballot(s). Once the contests are resolved, the Chairperson shall reconvene the Landowners' Meeting and thereupon certify the election results.

9. Recessing of the Landowners' Meeting

In the event there is a contest of a ballot or of the election, the Landowners' Meeting shall be recessed to a future time, date and location, at which time the election findings on the contest shall be reported in accordance with the procedure above and the newly elected Supervisor(s) shall thereupon take their Oath of Office.

10. Miscellaneous Provisions

- a) Each Landowner shall only be entitled to vote in person or by means of a representative attending in person and holding a lawful written proxy in order to cast said Landowner's votes.
- b) Proxies will not require that proof of acreage ownership be attached. Rather, proof of ownership must be provided timely by the holder of the proxy, if the proxy is contested in accordance with the procedure above.

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING
NOVEMBER 8, 2018**

A. CALL TO ORDER

District Manager Armando Silva called the November 8, 2018, Landowners' Meeting of the Crestview West Community Development District (the "District") to order at 5:02 p.m. in the Signature Flight Support Building Conference Room located at 14150 SW 129th Street, Miami, Florida 33186.

B. PROOF OF PUBLICATION

Mr. Silva presented proof of publication that notice of the Landowners' Meeting had been published in the *Miami Daily Business Review* on October 12, 2018, and October 19, 2018, as legally required.

C. ESTABLISH QUORUM

Mr. Silva stated that the attendance of Julian Ross, Jaime Arratia, Karen Davila and Yunior Santiesteban, legal owners of residential dwelling units in the District, were present and therefore, constituted a quorum and it was in order to proceed with the meeting.

Also in attendance were: District Manager Armando Silva of Special District Services, Inc.; and Ginger Wald, District Counsel, Billing, Cochran, Lyles, Mauro and Ramsey, P.A.

D. CONSIDER ADOPTION OF ELECTION PROCEDURES

Mr. Silva presented the Election Procedures. The landowners reviewed the Election Procedures and stated that the procedures were acceptable and approved, as presented.

E. ELECTION OF CHAIR FOR LANDOWNERS' MEETING

Mr. Ross elected Armando Silva to serve as Chairperson to preside over this Landowners' Meeting.

F. ELECTION OF SECRETARY FOR LANDOWNERS' MEETING

Mr. Ross, for meeting recording purposes, elected Mr. Silva to serve as Secretary for this Landowners' Meeting.

G. APPROVAL OF MINUTES

1. November 16, 2016, Landowners' Meeting

Mr. Silva asked if there were any revisions to the November 16, 2016, Landowners' Meeting minutes. There being no revisions, a **motion** was made by Mr. Ross, seconded by Ms. Arratia and unanimously passed to approving the Landowners' Meeting Minutes of November 16, 2016, as presented.

H. ELECTION OF SUPERVISORS

1. Determine Number of Voting Units Represented or Assigned by Proxy

Mr. Silva stated that there were a total of **4 Voting Units**, which were being represented by the landowners within the District.

2. Nomination of Candidates

Mr. Silva stated that the terms of office for *Julian Ross, Jaime Arratia and a vacant seat (Seat #5)* were expiring and it would be in order to nominate candidates to fill the expiring terms of office.

Mr. Santiesteban nominated the following persons to be considered for election: *Julian Ross and Jaime Arratia*. Mr. Silva called for additional nominations from the floor. There being no further nominations, Mr. Silva closed the nomination portion of the Landowners' Meeting.

3. Casting of Ballots

Mr. Silva stated that it would now be in order to cast ballots for the candidates listed: *Julian Ross and Jaime Arratia*. Furthermore, Mr. Silva stated that the two (2) candidates receiving the highest number of votes would each be elected to a four (4) year term of office and the remaining candidate would be elected to a two (2) year term of office, with the term of office of each successful candidate commencing upon election.

4. Ballot Tabulations

Mr. Silva tabulated the ballots and announced that *Jaime Arratia and Julian Ross* had each received **4 votes**, resulting in each serving a 4-year term of office (will serve up to the Election in November, 2022); and *Seat #5 will remain vacant* (2-year term of office and this term will expire in November, 2020).

I. CERTIFICATION OF RESULTS

Mr. Silva asked the landowners if there were any objections to the procedures or results of the election. There being no comments or objections to the election results or procedures, Mr. Silva declared the election results complete, final and certified.

J. LANDOWNERS' COMMENTS

There were no comments from the Proxy Holder.

K. ADJOURNMENT

There being no further business to discuss, the Landowners' Meeting was adjourned by acting Chairperson Armando Silva at 5:10 p.m. There were no objections.

Secretary

Chairperson

LANDOWNER PROXY

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the **Crestview West Community Development District** to be held on November 12, 2020 at 5:00 p.m. in the 2nd Floor Conference Room at the Signature Flight Support Building, Miami Executive Airport, located at 14150 S.W. 129th Street, Miami, Florida 33186, and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may be considered at said meeting including, but not limited to the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may be legally considered at said meeting.

This proxy is to continue in full force and effect from the hereof until the conclusion of the annual meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder exercising the voting rights conferred herein.

Printed Name of Legal Owner/Entity

Signature of Legal Owner (or Authorized Representative)

Date

Parcel(s) Description(s)*{Folio Number(s)}

of Units/Acres

*Insert in the space above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. [If more space is needed, identification of Parcels owned may be incorporated by reference to an attachment hereto.]

Pursuant to section 190.006(2)(b), Florida Statutes (2018), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto.

TOTAL NUMBER OF AUTHORIZED VOTES: _____

If the Legal Owner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g. bylaws, corporate resolution, etc.)

OFFICIAL BALLOT

BALLOT # _____

**CRESTVIEW WEST
COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

ELECTION OF BOARD SUPERVISORS

NOVEMBER 12, 2020

The undersigned certifies that he/she is the owner (____) or duly authorized **representative of lawful proxy of an owner** (____) of land in the **Crestview West Community Development District**, constituting _____ Acre(s)/Lot(s)/Unit(s) and hereby casts up to the corresponding number of his/her vote(s) for the following candidate/candidates to hold the above-named open position:

Name of Candidate

Number of Votes

{The two (2) candidates receiving the highest number of votes shall each be elected for a four (4) year term each; the candidate receiving the next highest number of votes shall be elected for a two (2) year term.}

Signature: _____

Printed Name: _____

Street Address or Tax Parcel Id Number for your Real Property:

AGENDA
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING

Miami Executive Airport
Signature Flight Support Building Conference Room
14150 SW 129th Street, Miami, Florida 33186

November 12, 2020

5:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 11
- C. Seat & Welcome Elected Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
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- G. Election of Officers
- H. Confirmation of Landowners’ Election Results
- I. Additions or Deletions to Agenda
- J. Comments from the Public for Items Not on the Agenda
- K. Approval of Minutes
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 - 1. Staff Report, as Required
- M. New Business
 - 1. Consider Resolution No. 2020-06 – Adopting a Fiscal Year 2019/2020 Amended Budget....Page 16
- N. Administrative & Operational Matters
 - 1. Consider Resolution No. 2020-07 – Ratifying Actions Taken Pursuant to EO No. 20-69.....Page 21
- O. Board Member & Staff Closing Comments
- P. 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 GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, 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 -
LANDOWNERS' MEETING AND REGULAR BOARD MEETING -
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in the XXXX Court,
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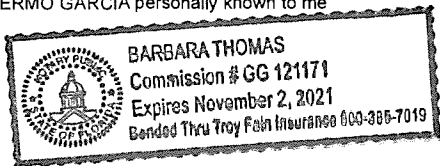
Guillermo Garcia

Sworn to and subscribed before me this
23 day of OCTOBER, A.D. 2020

Barbara Thomas

(SEAL)

GUILLERMO GARCIA personally known to me



**CRESTVIEW WEST COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF LANDOWNERS' MEETING
AND REGULAR BOARD MEETING**

NOTICE IS HEREBY GIVEN that the Crestview West Community Development District will hold a Landowners' Meeting and Regular Board Meeting at 5:00 p.m., or as soon thereafter as can be heard, on November 12, 2020, in the Second Floor Conference Room of Signature Flight School at Miami Executive Airport located at 14150 SW 129th Street, Miami, Florida 33186.

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

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT

www.crestviewwestcdd.org
10/16-23

20-32/0000493419M

August 26, 2020

To Whom It May Concern:

Please accept this as my formal resignation. It has been a sincere pleasure working with you and the team. I wish you all the best.

Best wishes, and thank you for everything,

Yunior Santiesteban
305-725-0330

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
AUGUST 13, 2020**

Note: The Crestview West Community Development District (the “District”) Regular Board Meeting was held via technological means as a result of the public health emergency that exists in the State of Florida as a consequence of the COVID-19 coronavirus, in light of the guidelines established by the Centers for Disease Control for the protection of all members of the community, and with the authority granted by Executive Orders issued by Governor Ron DeSantis, including Executive Order 20-69 (Emergency Management—COVID-19—Local Government Public Meetings) authorizing the use of communications technology, as provided in Section 120.54(5)(b)2, Florida Statutes.

A. CALL TO ORDER

District Manager Nancy Nguyen called the August 13, 2020, Regular Board Meeting of Crestview West Community Development District (the “District”) to order at approximately 5:03 p.m. via technological means pursuant to Executive Orders 20-52, 20-69, 20-112, 20-114, 20-150, and 20-179 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 8, 2020, June 24, 2020, and July 29, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the August 13, 2020, Regular Board Meeting had been published in the *Miami Daily Business Review* on July 23, 2020 and July 30, 2020, as legally required.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the virtual attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Chairperson Julian Ross, Vice Chairperson Jamie Arratia, and Supervisor Karen Davila.

Staff in virtual attendance included: District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel Ginger Wald 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 11, 2020, Special Board Meeting

Ms. Nguyen presented the June 11, 2020, Special Board Meeting and asked if there were any comments and/or changes. There being no changes and/or comments on the minutes, a **motion** was

made by Mr. Ross, seconded by Ms. Arratia and unanimously passed approving the June 11, 2020, Special Board Meeting minutes, *as presented*.

NOTE: At approximately 5:04 p.m., Ms. Nguyen recessed the Regular Meeting and simultaneously opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

Ms. Nguyen presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on July 23, 2020, and July 30, 2020, as legally required.

2. Receive Public Comments on Fiscal Year 2020/2021 Final Budget

Ms. Nguyen opened the public comment portion of the public hearing to receive comments on the 2020/2021 fiscal year final budget and non-ad valorem special assessments. There being no comments, Ms. Nguyen closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2020-04 – Adopting a Fiscal Year 2020/2021 Final Budget

Ms. Nguyen presented Resolution No. 2020-04, entitled:

RESOLUTION NO. 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2020/2021 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen stated that the document provides for approving and adopting the fiscal year 2020/2021 final budget and the non-ad valorem special assessment tax roll. A discussion ensued after which:

A **motion** was made by Ms. Arratia, seconded by Ms. Davila and unanimously passed to approve and adopt Resolution No. 2020-04, *as presented*; thereby setting the 2020/2021 final budget and non-ad valorem special assessment tax roll.

NOTE: At approximately 5:06 p.m., Ms. Nguyen closed the Public Hearing and simultaneously reconvened the Regular Meeting.

H. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Consider Resolution No. 2020-05 – Adopting a Fiscal Year 2020/2021 Meeting Schedule

Ms. Nguyen presented Resolution No. 2020-05, entitled:

RESOLUTION NO. 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen read the title of the resolution into the record provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Ross, seconded by Ms. Davila and unanimously passed to approve and adopt Resolution No. 2020-05, *as amended*, removing the October 8, 2020 meeting date; thereby setting the 2020/2021 regular meeting schedule and authorizing the publication of the annual meeting schedule, as required by law.

J. ADMINISTRATIVE & OPERATIONAL MATTERS
1. Staff Report, as Required

There was no Staff Report at this time.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

Ms. Nguyen reminded the Board that the next meeting would be held on November 12, 2020, at 5:00 p.m. to adopt the fiscal year 2019/2020 amended budget.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Arratia, seconded by Ms. Davila and passed unanimously to adjourn the Regular Board Meeting at approximately 5:09 p.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2020-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2019/2020 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) of the Crestview West Community Development District (the “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 2019/2020 attached hereto as Exhibit “A” is hereby approved and adopted by the Board.

Section 2. The Secretary/Assistant Secretary of the District is authorized by the Board 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 12th day of November, 2020.

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 2019/2020
October 1, 2019 - September 30, 2020**

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

AMENDED FINAL BUDGET
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

| | FISCAL YEAR 2019/2020 BUDGET 10/1/19 - 9/30/20 | AMENDED FINAL BUDGET 10/1/19 - 9/30/20 | YEAR TO DATE ACTUAL 10/1/19 - 9/29/20 |
|--|---|---|--|
| REVENUES | | | |
| Administrative Assessments | 50,099 | 50,579 | 50,579 |
| Maintenance Assessments | 2,234 | 2,234 | 2,234 |
| Debt Assessments | 168,769 | 168,774 | 168,774 |
| Other Revenues | 0 | 0 | 0 |
| Interest | 48 | 110 | 110 |
| TOTAL REVENUES | \$ 221,150 | \$ 221,697 | \$ 221,697 |
| EXPENDITURES | | | |
| MAINTENANCE EXPENDITURES | | | |
| Engineering - Annual Report/Inspections | 900 | 2,900 | 2,345 |
| Special Projects | 600 | 300 | 0 |
| Miscellaneous Maintenance | 600 | 300 | 0 |
| TOTAL MAINTENANCE EXPENDITURES | \$ 2,100 | \$ 3,500 | \$ 2,345 |
| ADMINISTRATIVE EXPENDITURES | | | |
| Management | 18,336 | 18,336 | 18,336 |
| Legal | 7,000 | 6,528 | 6,528 |
| Assessment Roll | 4,750 | 4,750 | 4,750 |
| Audit Fees | 3,800 | 3,500 | 3,500 |
| Insurance | 5,750 | 5,251 | 5,251 |
| Legal Advertisements | 700 | 700 | 415 |
| Miscellaneous | 700 | 550 | 92 |
| Postage | 200 | 140 | 135 |
| Office Supplies | 400 | 215 | 193 |
| Dues & Subscriptions | 175 | 175 | 175 |
| Trustee Fee | 2,500 | 2,500 | 2,500 |
| Continuing Disclosure Fee | 480 | 350 | 350 |
| Website Management | 1,450 | 1,450 | 1,450 |
| Administrative Contingency | 900 | 600 | 0 |
| TOTAL ADMINISTRATIVE EXPENDITURES | \$ 47,141 | \$ 45,045 | \$ 43,675 |
| TOTAL EXPENDITURES | \$ 49,241 | \$ 48,545 | \$ 46,020 |
| REVENUES LESS EXPENDITURES | \$ 171,909 | \$ 173,152 | \$ 175,677 |
| Bond Payments | (158,643) | (161,356) | (161,356) |
| BALANCE | \$ 13,266 | \$ 11,796 | \$ 14,321 |
| County Appraiser & Tax Collector Fee | (4,422) | (2,139) | (2,139) |
| Discounts For Early Payments | (8,844) | (7,583) | (7,583) |
| EXCESS/ (SHORTFALL) | \$ - | \$ 2,074 | \$ 4,599 |
| Carryover From Prior Year | 0 | 0 | 0 |
| NET EXCESS/ (SHORTFALL) | \$ - | \$ 2,074 | \$ 4,599 |

| | |
|----------------------------|--|
| FUND BALANCE AS OF 9/30/19 | |
| FY 2019/2020 ACTIVITY | |
| FUND BALANCE AS OF 9/30/20 | |

| |
|----------|
| \$18,649 |
| \$2,074 |
| \$20,723 |

Note
\$1,000 Of Fund Balance To Be Used To Reduce 2020/2021 Assessments.

AMENDED FINAL BUDGET
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

| | FISCAL YEAR 2019/2020 BUDGET 10/1/19 - 9/30/20 | AMENDED FINAL BUDGET 10/1/19 - 9/30/20 | YEAR TO DATE ACTUAL 10/1/19 - 9/29/20 |
|----------------------------|---|---|--|
| REVENUES | | | |
| Interest Income | 100 | 1,147 | 1,146 |
| NAV Tax Collection | 158,643 | 161,356 | 161,356 |
| Total Revenues | \$ 158,743 | \$ 162,503 | \$ 162,502 |
| | | | |
| EXPENDITURES | | | |
| Principal Payments | 50,000 | 48,000 | 48,000 |
| Interest Payments | 108,630 | 109,590 | 109,590 |
| Bond Redemption | 113 | 0 | 0 |
| | | | |
| Total Expenditures | \$ 158,743 | \$ 157,590 | \$ 157,590 |
| | | | |
| Excess/ (Shortfall) | \$ - | \$ 4,913 | \$ 4,912 |

| | |
|----------------------------|-----------|
| FUND BALANCE AS OF 9/30/19 | \$161,241 |
| FY 2019/2020 ACTIVITY | \$4,913 |
| FUND BALANCE AS OF 9/30/20 | \$166,154 |

Notes

Reserve Fund Balance = \$39,700*. Revenue Fund Balance = \$126,454*.

Revenue Fund Balance To Be Used To Make 11/1/2020 Principal & Interest Payment Of \$104,315 -

Principal Payment Of \$50,000 & Interest Payment Of \$54,315.

* 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 9/30/20: \$2,238,000

RESOLUTION 2020-07

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT RATIFYING AND APPROVING ACTIONS TAKEN BY THE BOARD OF SUPERVISORS AT MEETINGS HELD VIA MEDIA COMMUNICATIONS TECHNOLOGY PURSUANT TO EXECUTIVE ORDER NO. 20-69, AS AMENDED AND EXTENDED, AS A RESULT OF THE COVID-19 PANDEMIC

WHEREAS, the COVID-19 pandemic has significantly impacted the Crestview West Community Development District (the “District”) and those residing and owning property within the boundaries of the District; and

WHEREAS, on March 1, 2020, Governor Ron DeSantis (the “Governor”) issued Executive Order No. 20-51, directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, the Governor issued Executive Order No. 20-52, declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, in a series of actions in March 2020, President Donald Trump, the Centers for Disease Control and Prevention (the “CDC”), and the White House Coronavirus Task Force have issued guidance advising individuals to adopt far-reaching social distancing measures recommending restrictions on mass gatherings and congregations, including public meetings; and

WHEREAS, on March 20, 2020, the Governor issued Executive Order No. 20-69 temporarily suspending the statutory requirement that a quorum be present in person at a specific

public place, authorizing the use of media communications technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes; and

WHEREAS, Executive Order No. 20-69 was amended and extended by subsequent Executive Orders of Governor Ron DeSantis, including Executive Order No. 20-246, which extended the temporary suspension of the statutory requirement that a quorum be present at a specific place and authorizing the use of media communications technology, until November 1, 2020 at 12:01 AM; and

WHEREAS, on March 24, 2020, the Governor issued Executive Order No. 20-83, directing the State of Florida Surgeon General and State Health Officer to issue a public health advisory urging the public to avoid all social and recreational gatherings of ten or more people and urging those can work remotely to do so; and

WHEREAS, the Governor, on April 3, 2020, issued Executive Order No. 20-91 (later amended by Executive Order 20-92), directing that all persons in Florida shall limit their movements and personal interactions outside their home to those necessary to obtain or provide essential services or to conduct essential activities; and

WHEREAS, on June 11, 2020, and on August 13, 2020, the District Board of Supervisors met, pursuant to and under the authority of Executive Order No. 20-69, as amended and extended, utilizing media communications technology; and

WHEREAS, the District Board of Supervisors intends to ratify and approve those actions taken by the District Board of Supervisors at its meeting(s) held via media communications technology on June 11, 2020, and on September 10, 2020; and

WHEREAS, due to the COVID-19 pandemic and the health concerns associated with securing signatures on certain instruments necessary for the District to conduct business,

including, but not limited to, agreements, proposals, resolutions, and approved meeting minutes, in accordance with the authority granted in Chapter 668, Florida Statutes, the District may have utilized DocuSign or other acceptable electronic signature software to secure signatures the proper District officials; and

WHEREAS, the Board hereby finds and determines that the use of DocuSign or other acceptable electronic signature software pursuant to Chapter 668, Florida Statutes, if any, between March 9, 2020 and October 31, 2020, was necessary to properly conduct the business of the District.

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

Section 1. The above recitals are true and correct and incorporated herein as if set forth in full herein. The Executive Orders referenced herein are incorporated herein by reference.

Section 2. Those actions taken by the District Board of Supervisors at its meetings held pursuant to the authority of the Governor's Executive Order No. 20-69, as amended and extended, via media communications technology on June 11, 2020, and on August 13, 2020, are hereby ratified and approved.

Section 3. Any use by the District between March 9, 2020 and October 31, 2020 of DocuSign or other acceptable electronic signature software pursuant to Chapter 668, Florida Statutes, in order to secure the signature(s) of the proper District officials on those instruments necessary for the District to conduct business, including, but not limited to, agreements, proposals, resolutions, and approved meeting minutes, is hereby ratified and approved.

Section 4. All sections, or parts thereof, which conflict herewith, are, to the extent of such conflict, superseded and repealed. In the event that any portion of this Resolution is found to be unconstitutional or improper, it shall be severed herein and shall not affect the validity of the remaining portions of this Resolution.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 12th day of November, 2020, by the Board of Supervisors of the Crestview West Community Development District.

ATTEST:

**CRESTVIEW WEST COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/Assistant Secretary

Print Name: _____
Chair/Vice Chair