



**CRESTVIEW WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
FEBRUARY 10, 2022
5:00 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.crestviewwestcdd.org

786.303.3661 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
Miami Executive Airport
Signature Flight Support Building Conference Room
14150 SW 129th Street, Miami, Florida 33186
REGULAR BOARD MEETING
February 10, 2022
5:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Resignation (Julian Ross Seat #3: Effective January 26, 2022).....Page 2
- E. Appointment of Officer to Vacant Seat (Seat #3)
- F. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- G. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretary
- H. Additions or Deletions to Agenda
- I. Comments from the Public for Items Not on the Agenda
- J. Approval of Minutes
 - 1. September 9, 2021 Regular Board Meeting.....Page 3
- K. Old Business
 - 1. Staff Report, as Required
- L. New Business
 - 1. Consider Resolution No. 2022-01 – Authorizing Electronic Approvals & Check Signers.....Page 6
 - 2. Consider Resolution No. 2022-02 – Adopting a Fiscal Year 2022/2023 Proposed Budget.....Page 7
- M. Administrative & Operational Matters
 - 1. Discussion Regarding Qualified Elector (Registered Voter) Certification/Possible Special Meeting: May 12, 2022
- N. Board Member & Staff Closing Comments
- O. 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:

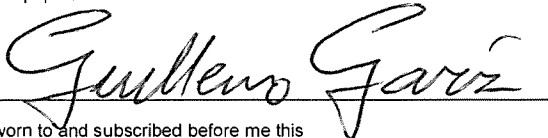
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County,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

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT-
FISCAL YEAR 2021/2022 REGULAR MEETING SCHEDULE

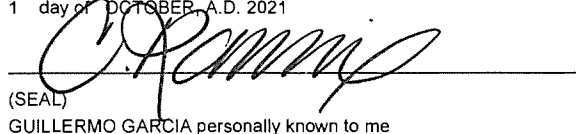
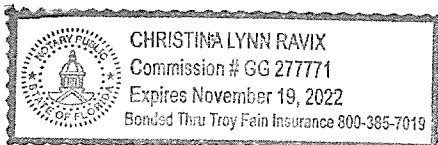
in the XXXX Court,
was published in said newspaper in the issues of

10/01/2021

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
1 day of OCTOBER, A.D. 2021


(SEAL)
GUILLERMO GARCIA personally known to me

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2021/2022 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 in the Signature Flight Support 2nd Floor Conference Room at the Miami Executive Airport located at 14150 S.W. 129th Street, Miami, Florida 33186 at 5:00 p.m. on the following dates:

October 14, 2021
November 11, 2021
February 10, 2022
April 14, 2022
June 9, 2022
September 8, 2022

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 561-630-4922 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

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 561-630-4922 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
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21-44/0000553871M

January 26, 2022

Board of Supervisors
Crestview West Community Development District
C/o Special District Services, Inc., District Manager
2501A Burns Road
Palm Beach Gardens, FL 33410


RE: Resignation

Dear Board of Supervisors,

Please be advised that I am resigning my position as Board Member and Officer on the Board of Supervisors of the **Crestview West Community Development District** effective January 26, 2022.

It has been a pleasure serving as a Board Member.

Sincerely,



Julian Ross

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 9, 2021**

A. CALL TO ORDER

District Manager Nancy Nguyen called the September 9, 2021, Regular Board Meeting of the Crestview West Community Development District (the “District”) to order at 5:08 p.m. in the Signature Flight Support Building Conference Room located at 14150 SW 129th Street, Miami, Florida 33186.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on November 2, 2020,, as part of the District’s Fiscal Year 2020/2021 Regular Meeting Schedule, *as legally required*.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairman Julian Ross, Vice Chairperson Jamie Arratia and Supervisors Karen Davila and Ana Ibarra constituted a quorum and it was in order to proceed with the meeting.

Staff in 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. May 13, 2021, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the May 13, 2021, Regular Board Meeting and Public Hearing minutes and asked if there were any comments and/or changes.

There being no changes, a **motion** was made by Ms. Arratia, seconded by Ms. Davila and unanimously passed approving the May 13, 2021, Regular Board Meeting and Public Hearing minutes, *as presented*.

G. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Consider Resolution No. 2021-05 – Adopting a Fiscal Year 2020/2021 Amended Budget

Ms. Nguyen presented Resolution No. 2021-05, entitled:

RESOLUTION NO. 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2020/2021 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Ms. Arratia, seconded by Mr. Ross and unanimously passed to adopt Resolution No. 2021-05, as presented, thereby setting the amended/revised budget for the 2020/2021 fiscal year.

2. Legislative Session Update

Ms. Nguyen explained that District Counsel had prepared a memorandum summarizing the legislative acts that had become law during the most recent legislative session. Ms. Wald provided the Board an explanation of the laws that pertain to the District. Ms. Wald advised that if they have any questions regarding these new laws, they may contact her office or visit <http://laws.flrules.org/>.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until February 10, 2022, in order to approve the fiscal year 2022/2023 proposed budget and on June 9, 2022, in order to finalize the fiscal year 2022/2023 final budget.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

Everyone exchanged best wishes for the holiday season.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Arratia, seconded by Ms. Ibarra and passed unanimously to adjourn the Regular Board Meeting at approximately 5:19 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair

RESOLUTION NO. 2022-01

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

WHEREAS, The Crestview West Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Nancy Nguyen, Armando Silva, Gloria Perez and _____ to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

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

Section 1. The above recitals are hereby adopted by the Board.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 10th day of February, 2022.

ATTEST:

**CRESTVIEW WEST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

RESOLUTION NO. 2022-02

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 2022/2023; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) of the Crestview West Community Development District (the “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 2022/2023 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 2022/2023 attached hereto as Exhibit “A” is approved and adopted by the Board.

Section 2. A Public Hearing is hereby scheduled for April 14, 2022 at 5:00 p.m. in the Signature Flight Support Building Conference Room located at Miami Executive Airport, 14150 S.W. 129th Street, Miami, Florida 33186, for the purpose of receiving public comments on the Proposed Fiscal Year 2022/2023 Budget.

PASSED, ADOPTED and EFFECTIVE this 10th day of February, 2022.

ATTEST:

**CRESTVIEW WEST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Crestview West Community Development District

**Proposed Budget For
Fiscal Year 2022/2023
October 1, 2022 - September 30, 2023**

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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 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET
REVENUES	
Administrative Assessments	59,197
Maintenance Assessments	2,234
Debt Assessments	168,769
Other Revenues	0
Interest	60
TOTAL REVENUES	\$ 230,260
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Engineering - Annual Report/Inspections	1,000
Special Projects	600
Miscellaneous Maintenance	500
TOTAL MAINTENANCE EXPENDITURES	\$ 2,100
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	5,000
Payroll Taxes	383
Management	19,572
Legal	7,000
Assessment Roll	6,500
Audit Fees	3,800
Insurance	6,200
Legal Advertisements	800
Miscellaneous	500
Postage	200
Office Supplies	375
Dues & Subscriptions	175
Trustee Fee	3,000
Continuing Disclosure Fee	350
Website Management	1,450
Administrative Contingency	400
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 55,705
TOTAL EXPENDITURES	\$ 57,805
REVENUES LESS EXPENDITURES	\$ 172,455
Bond Payments	(158,643)
BALANCE	\$ 13,812
County Appraiser & Tax Collector Fee	(4,604)
Discounts For Early Payments	(9,208)
EXCESS/ (SHORTFALL)	\$ 0
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ 0

DETAILED PROPOSED BUDGET
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2020/2021 ACTUAL	FISCAL YEAR 2021/2022 BUDGET	FISCAL YEAR 2022/2023 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	50,277	50,083	59,197	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	2,234	2,234	2,234	Expenditures/.94
Debt Assessments	168,769	168,769	168,769	Bond Payments/.94
Other Revenues	0	0	0	
Interest	106	48	60	Estimated At \$5 Per Month
TOTAL REVENUES	\$ 221,386	\$ 221,134	\$ 230,260	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Engineering - Annual Report/Inspections	975	900	1,000	\$100 Increase From 2021/2022 Budget
Special Projects	0	600	600	No Change From 2021/2022 Budget
Miscellaneous Maintenance	0	600	500	\$100 Decrease From 2021/2022 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 975	\$ 2,100	\$ 2,100	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	3,400	5,000	5,000	Supervisor Fees
Payroll Taxes	260	383	383	Supervisor Fees * 7.65%
Management	18,756	19,008	19,572	CPI Adjustment (Capped at 3%)
Legal	6,700	7,000	7,000	No Change From 2021/2022 Budget
Assessment Roll	5,000	6,500	6,500	As Per Contract
Audit Fees	3,600	3,700	3,800	Accepted Amount For 2021/2022 Audit
Insurance	5,513	5,800	6,200	Insurance Estimate
Legal Advertisements	466	900	800	\$100 Decrease From 2021/2022 Budget
Miscellaneous	335	500	500	No Change From 2021/2022 Budget
Postage	114	200	200	No Change From 2021/2022 Budget
Office Supplies	160	400	375	\$25 Decrease From 2021/2022 Budget
Dues & Subscriptions	175	175	175	No Change From 2021/2022 Budget
Trustee Fee	3,000	3,000	3,000	No Change From 2021/2022 Budget
Continuing Disclosure Fee	350	350	350	Dissemination Agent Fee
Website Management	1,450	1,450	1,450	No Change From 2021/2022 Budget
Administrative Contingency	0	400	400	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 49,279	\$ 54,766	\$ 55,705	
TOTAL EXPENDITURES	\$ 50,254	\$ 56,866	\$ 57,805	
REVENUES LESS EXPENDITURES	\$ 171,132	\$ 164,268	\$ 172,455	
Bond Payments	(160,955)	(158,643)	(158,643)	2023 P & I Payments Less Interest
BALANCE	\$ 10,177	\$ 5,625	\$ 13,812	
County Appraiser & Tax Collector Fee	(2,131)	(4,422)	(4,604)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(8,107)	(8,843)	(9,208)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (61)	\$ (7,640)	\$ 0	
Carryover From Prior Year	0	7,640	0	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (61)	\$ (0)	\$ 0	

DETAILED FINAL DEBT SERVICE FUND BUDGET

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022/2023

OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2020/2021	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	16	25	25	Projected Interest For 2022/2023
NAV Tax Collection	160,955	158,643	158,643	Maximum Debt Service Collection
Total Revenues	\$ 160,971	\$ 158,668	\$ 158,668	
EXPENDITURES				
Principal Payments	50,000	54,000	56,000	Principal Payments Due In 2023
Interest Payments	107,630	104,550	102,390	Interest Payments Due In 2023
Bond Redemption	0	118	278	Estimated Excess Debt Collections
Total Expenditures	\$ 157,630	\$ 158,668	\$ 158,668	
Excess/ (Shortfall)	\$ 3,341	\$ -	\$ -	

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 1/1/22 =	\$2,136,000		

Crestview West Community Development District Assessment Comparison

	Fiscal Year 2018/2019 Assessment*	Fiscal Year 2019/2020 Assessment*	Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Projected Assessment*
Administrative	\$ 439.83	\$ 439.47	\$ 439.37	\$ 439.33	\$ 519.27
Maintenance	\$ 19.60	\$ 19.60	\$ 19.60	\$ 19.60	\$ 19.60
Debt	\$ 1,480.43	\$ 1,480.43	\$ 1,480.43	\$ 1,480.43	\$ 1,480.43
Total	\$ 1,939.86	\$ 1,939.50	\$ 1,939.40	\$ 1,939.36	\$ 2,019.30

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units 114