



**CRESTVIEW WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
APRIL 14, 2022
5:00 P.M.**

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

www.crestviewwestcdd.org
786.347.2700 ext. 2027 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
April 14, 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 5
 - 2. Consider Resolution No. 2022-02 – Adopting a Fiscal Year 2022/2023 Proposed Budget.....Page 6
 - 3. Consider Resolution No. 2022-03 – Calling for a Landowners’ Meeting.....Page 13
- 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:

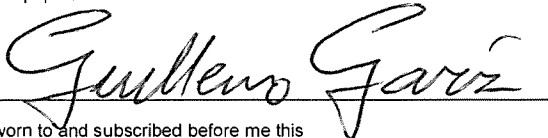
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County,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

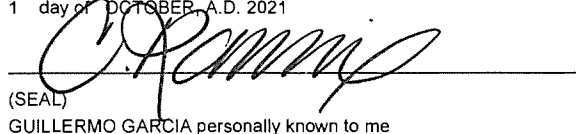
in the XXXX Court,
was published in said newspaper in the issues of

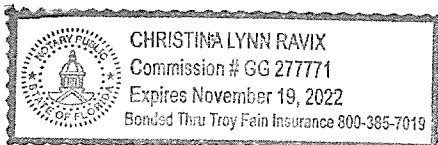
10/01/2021

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
10/1

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, 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 14th day of April, 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 July 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 14th day of April, 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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- 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	FISCAL YEAR	FISCAL YEAR	
	2020/2021	2021/2022	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

RESOLUTION NO. 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT ORDERING AND CALLING FOR A LANDOWNERS' MEETING AND PUBLIC NOTICE THEREOF FOR THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT'S ELECTION OF MEMBERS TO THE BOARD OF SUPERVISORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Crestview West Community Development District (the "District") was established by Ordinance #08-32 of the Board of County Commissioners of Miami-Dade County, Florida, pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, as outlined in Chapter 190, Section 190.006, *Florida Statutes*, a landowners' election shall be announced at a public meeting of the Board at least ninety (90) days prior to the date of the landowners' meeting, which meeting shall be for the purpose of electing three (3) supervisors; and

WHEREAS, at such meeting, each landowner shall be entitled to cast one (1) vote per acre (or fraction thereof) or one vote for each platted lot of land owned and located within the District for each person to be elected; and

WHEREAS, the two (2) candidates receiving the highest number of votes shall each serve a four (4) year term of office and the one (1) candidate receiving the next largest number of votes shall serve a two (2) year term of office; and

WHEREAS, a Notice of the Landowners' Meeting shall be published once a week for two consecutive weeks in a newspaper of general circulation in the area of the District, the last day of such publication to be not fewer than 14 days or more than 28 days before the date of the election.

WHEREAS, attached hereto as Exhibit "A" and made a part hereof are (i) instructions (Election Procedures) on how all landowners may participate in the election, (ii) proxy form that may be utilized by the landowners at such meeting; and (iii) a sample ballot for information purposes.

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

Section 1. The above recitals are hereby adopted.

Section 2. The Landowners' Meeting will be held on November 10, 2022 at 5:00 p.m. in the Signature Flight Support Building 2nd Floor Conference Room located at the Miami Executive Airport, 14150 S.W. 129th Street Miami, Florida 33186.

Section 3. The instructions (Election Procedures), proxy form and the form of sample ballot attached hereto as Exhibit "A" are hereby acknowledged and approved.

Section 4. A Notice of Landowners' Meeting shall be published as prescribed by law.

PASSED, ADOPTED and EFFECTIVE this 14th day of April, 2022.

ATTEST:

**CRESTVIEW WEST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson



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

Kendall Executive Center
8785 SW 165 Avenue, Ste. 200
Miami, FL 33193

- 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.

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 10, 2022 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.)

SAMPLE BALLOT

BALLOT # _____

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

ELECTION OF BOARD SUPERVISORS

NOVEMBER 10, 2022

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:

