



**CRESTVIEW WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
MAY 15, 2024  
5:00 P.M.**

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

[www.crestviewwestcdd.org](http://www.crestviewwestcdd.org)  
786.347.2700 ext. 2027 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**  
Kendall Executive Center – Conference Room  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, Florida 33193  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
**May 15, 2024**  
**5:00 p.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. February 21, 2023 Regular Board Meeting.....Page 2
- G. Public Hearing
  - 1. Proof of Publication.....Page 5
  - 2. Receive Public Comments on Fiscal Year 2024/2025 Final Budget
  - 3. Consider Resolution No. 2024-03 – Adopting a Fiscal Year 2024/2025 Final Budget.....Page 6
- H. Old Business
  - 1. Staff Report, as Required
- I. New Business
  - 1. Consider Resolution No. 2024-04 – Adopting a Fiscal Year 2024/2025 Meeting Schedule.....Page 13
  - 2. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 15
- J. Administrative & Operational Matters
- K. Board Member & Staff Closing Comments
- L. Adjourn

## MIAMI-DADE

### STATE OF FLORIDA COUNTY OF MIAMI-DADE:

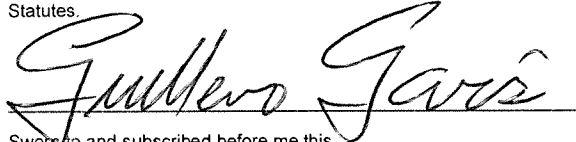
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement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

### CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT - FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

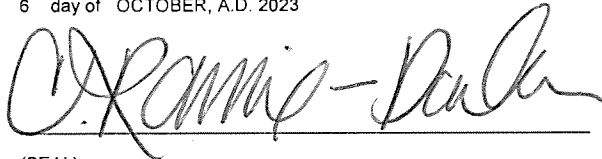
in the XXXX Court,  
was published in a newspaper by print in the issues of Miami  
Daily Business Review f/k/a Miami Review on

10/06/2023

Affiant further says that the newspaper complies with all  
legal requirements for publication in chapter 50, Florida  
Statutes.



Sworn to and subscribed before me this  
6 day of OCTOBER, A.D. 2023



(SEAL)

GUILLERMO GARCIA personally known to me



### CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2023/2024 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 Conference Room at Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193 at 5:00 p.m. on the following dates:

October 18, 2023  
November 15, 2023  
February 21, 2024  
March 20, 2024  
April 17, 2024  
May 15, 2024  
June 19, 2024  
September 18, 2024

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 [nnuyen@cdsinc.org](mailto:nnuyen@cdsinc.org) 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 [nnuyen@cdsinc.org](mailto:nnuyen@cdsinc.org) 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.crestviewwestodd.org](http://www.crestviewwestodd.org)

10%

23-44/000689728M

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 21, 2024**

**A. CALL TO ORDER**

District Manager Nancy Nguyen called the February 21, 2024, Regular Board Meeting of the Crestview West Community Development District (the “District”) to order at 5:02 p.m. in the Kendall Executive Center second floor conference room located at 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193.

**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 October 6, 2023, as part of the District’s fiscal year 2023/2024 Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Ms. Nguyen determined that the attendance of Vice Chairwoman Karen Davila, and Supervisors Eric Polanco, Jannette Gonzalez, 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 Liza Smoker 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. October 18, 2023, Regular Board Meeting**

Ms. Nguyen presented the October 18, 2023, Regular Board Meeting minutes and asked if there were any comments and/or changes.

There being no changes, a **motion** was made by Ms. Gonzalez, seconded by Mr. Polanco and unanimously passed approving the October 18, 2023, Regular Board Meeting minutes, as presented.

**G. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**H. NEW BUSINESS**

**1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget**

Resolution No. 2024-01 was presented, entitled:

**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen explained that the proposed 2024/2025 fiscal year budget would be balanced by designating a carryover of approximately \$1,625 from the projected fund balance as of September 30, 2024. Ms. Nguyen advised that since the overall proposed assessments were not increasing in the fiscal year 2024/2025, letters to the residents would not be required. Furthermore, Ms. Nguyen stated as part of Resolution No. 2024-01, the Board must set a date for the public hearing to adopt the fiscal year 2024/2025 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Ms. Davila, seconded by Ms. Gonzalez and unanimously passed to approve and adopt Resolution No. 2024-01, *as presented*, setting the public hearing to adopt the fiscal year 2024/2025 final budget and assessments for May 15, 2024, at 5:00 p.m. in the Kendall Executive Center second floor conference room located at 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193; and further authorizes publication/notice of the budget public hearing, as required by law.

**2. Consider Resolution No. 2024-02 – Adopting an Electronic Signature Policy**

Ms. Nguyen presented Resolution No. 2024-02, entitled:

**RESOLUTION 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.**

Ms. Nguyen explained that this resolution provides the District Manager the authority and responsibility for approval of electronic signatures and implementation of control process and procedures to ensure compliance, integrity, and security, in accordance with Chapter 688, Florida Statutes. A discussion ensued, after which:

A **motion** was made Ms. Ibarra, seconded by Mr. Polanco and unanimously passed to approve and adopt Resolution No. 2024-02, thereby adopting an Electronic Signature Policy.

### **3. Discussion Regarding Required Ethics Training and Financial Disclosure Memorandum**

Ms. Smoker reminded the Board that beginning January 1, 2024, elected and appointed officers of independent special districts are required to complete four (4) hours of ethics training annually. Ms. Smoker presented the Required Ethics Training and Financial Disclosure Memorandum (Memorandum) prepared by Ms. Smoker's firm which lists online training options. Ms. Smoker provided an explanation for each of the training options listed and further explained that they should have received a clickable version of the Memorandum via an email from the District Manager. Ms. Smoker further explained that the ethics training confirmation is not required when submitting the 2023 Form 1 (which is due on July 1, 2024); however, Board Supervisors are required to complete their 4-hour ethics training before December 31, 2024 to be able to confirm the training requirement confirmation when submitting their 2024 Form 1 (which is due on July 1, 2025).

## **I. ADMINISTRATIVE AND OPERATIONAL MATTERS**

### **1. Staff Report, as Required**

There was no staff report at this time.

## **J. BOARD MEMBER AND STAFF CLOSING COMMENTS**

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until May 15, 2024.

## **K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Ms. Davila, seconded by Mr. Polanco and passed unanimously adjourning the Regular Board Meeting at approximately 5:17 p.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair

Notice of Public Hearing  
and

Regular Board Meeting of the  
Crestview West Community Development District

The Board of Supervisors (the "Board") of the Crestview West Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on May 15, 2024, at 5:00 p.m., or as soon thereafter as can be heard, at Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193. The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2024/2025 Proposed Final Budget and Assessment Roll. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193, during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Board members will 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.

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 786-347-2700 ext. 2027 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meeting(s).

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

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

Crestview West Community Development District

[www.crestviewwestcdd.org](http://www.crestviewwestcdd.org)

PUBLISH: MIAMI HERALD 04/26/24 & 05/03/24

W00000000

Publication Dates

**RESOLUTION NO. 2024-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
APPROVING AND ADOPTING A FISCAL YEAR 2024/2025 FINAL  
BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS;  
AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Crestview West Community Development District (the “District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2024/2025 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

**WHEREAS**, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

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

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2024/2025 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

**Section 2.** The 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 15<sup>th</sup> day of May, 2024.

**ATTEST:**

**CRESTVIEW WEST  
COMMUNITY DEVELOPMENT DISTRICT**

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

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



# Crestview West Community Development District

**Final Budget For  
Fiscal Year 2023/2024  
October 1, 2023 - September 30, 2024**

# **CONTENTS**

- I        FINAL BUDGET**
- II       DETAILED FINAL BUDGET**
- III      DETAILED FINAL DEBT SERVICE FUND BUDGET**
- IV      ASSESSMENT COMPARISON**

**FINAL BUDGET**  
**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	<b>FISCAL YEAR 2023/2024 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	59,164
Maintenance Assessments	2,234
Debt Assessments	168,769
Other Revenues	0
Interest	240
<b>TOTAL REVENUES</b>	<b>\$ 230,407</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE EXPENDITURES</b>	
Engineering - Annual Report/Inspections	1,000
Special Projects	600
Miscellaneous Maintenance	500
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 2,100</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
Supervisor Fees	4,000
Payroll Taxes	306
Management	20,148
Legal	7,000
Assessment Roll	6,500
Audit Fees	3,900
Insurance	6,600
Legal Advertisements	750
Miscellaneous	650
Postage	200
Office Supplies	375
Dues & Subscriptions	175
Trustee Fee	3,000
Continuing Disclosure Fee	350
Website Management	1,450
Administrative Contingency	450
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 55,854</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 57,954</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 172,453</b>
Bond Payments	(158,643)
<b>BALANCE</b>	<b>\$ 13,810</b>
County Appraiser & Tax Collector Fee	(4,603)
Discounts For Early Payments	(9,207)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 0</b>
Carryover From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 0</b>

**DETAILED FINAL BUDGET**  
**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	50,476	59,197	59,164	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	2,234	2,234	2,234	Expenditures/.94
Debt Assessments	168,770	168,769	168,769	Bond Payments/.94
Other Revenues	0	0	0	
Interest	6	60	240	Estimated At \$20 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 221,486</b>	<b>\$ 230,260</b>	<b>\$ 230,407</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE EXPENDITURES</b>				
Engineering - Annual Report/Inspections	995	1,000	1,000	No Change From 2022/2023 Budget
Special Projects	0	600	600	No Change From 2022/2023 Budget
Miscellaneous Maintenance	0	500	500	No Change From 2022/2023 Budget
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 995</b>	<b>\$ 2,100</b>	<b>\$ 2,100</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
Supervisor Fees	1,600	5,000	4,000	Supervisor Fees
Payroll Taxes	122	383	306	Supervisor Fees * 7.65%
Management	19,008	19,572	20,148	CPI Adjustment (Capped at 3%)
Legal	6,634	7,000	7,000	No Change From 2022/2023 Budget
Assessment Roll	6,500	6,500	6,500	As Per Contract
Audit Fees	3,700	3,800	3,900	Accepted Amount For 2022/2023 Audit
Insurance	5,706	6,200	6,600	Fiscal Year 2022/2023 Expenditure Was \$6,134
Legal Advertisements	472	800	750	\$50 Decrease From 2022/2023 Budget
Miscellaneous	623	500	650	\$150 Increase From 2022/2023 Budget
Postage	146	200	200	No Change From 2022/2023 Budget
Office Supplies	349	375	375	No Change From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	3,000	3,000	3,000	No Change From 2022/2023 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2022/2023 Budget
Website Management	1,450	1,450	1,450	No Change From 2022/2023 Budget
Administrative Contingency	0	400	450	Administrative Contingency
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 49,835</b>	<b>\$ 55,705</b>	<b>\$ 55,854</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 50,830</b>	<b>\$ 57,805</b>	<b>\$ 57,954</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 170,656</b>	<b>\$ 172,455</b>	<b>\$ 172,453</b>	
Bond Payments	(161,060)	(158,643)	(158,643)	2024 P & I Payments Less Interest
<b>BALANCE</b>	<b>\$ 9,596</b>	<b>\$ 13,812</b>	<b>\$ 13,810</b>	
County Appraiser & Tax Collector Fee	(2,135)	(4,604)	(4,603)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(7,969)	(9,208)	(9,207)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (508)</b>	<b>\$ 0</b>	<b>\$ 0</b>	
Carryover From Prior Year	0	0	0	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ (508)</b>	<b>\$ 0</b>	<b>\$ 0</b>	

**DETAILED FINAL DEBT SERVICE FUND BUDGET****CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT****FISCAL YEAR 2023/2024****OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	
	2021/2022	2022/2023	2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	723	25	250	Projected Interest For 2023/2024
NAV Tax Collection	161,060	158,643	158,643	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 161,783</b>	<b>\$ 158,668</b>	<b>\$ 158,893</b>	
<b>EXPENDITURES</b>				
Principal Payments	52,000	56,000	55,000	Principal Payments Due In 2024
Interest Payments	105,590	102,390	100,150	Interest Payments Due In 2024
Bond Redemption	0	278	3,743	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 157,590</b>	<b>\$ 158,668</b>	<b>\$ 158,893</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 4,193</b>	<b>\$ -</b>	<b>\$ -</b>	

**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 1/1/23 = \$2,082,000

# Crestview West Community Development District Assessment Comparison

	Fiscal Year 2019/2020 Assessment*	Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Projected Assessment*
Administrative	\$ 439.47	\$ 439.37	\$ 439.33	\$ 519.27	\$ 518.99
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	\$ 1,939.50	\$ 1,939.40	\$ 1,939.36	\$ 2,019.30	\$ 2,019.02

\* 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. 2024-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024/2025 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Crestview West Community Development District (the "District") to establish a regular meeting schedule for fiscal year 2024/2025; and

**WHEREAS**, the Board of Supervisors (the "Board") of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2024/2025 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:**

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

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2024/2025 which is attached hereto as Exhibit "A" is hereby adopted and authorized by the Board to be published.

**PASSED, ADOPTED and EFFECTIVE** this 15<sup>th</sup> day of May, 2024.

**ATTEST:**

**CRESTVIEW WEST  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2024/2025 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 Conference Room at Kendall Executive Center located at 8785 SW 165<sup>th</sup> Avenue, Suite 200, Miami, Florida 33193 at **5:00 p.m.** on the following dates:

**October 16, 2024  
November 20, 2024  
February 19, 2025  
March 19, 2025  
April 16, 2025  
May 21, 2025  
June 18, 2025  
September 17, 2025**

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 [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) 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.

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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 [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) 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](http://www.crestviewwestcdd.org)**

**PUBLISH: MIAMI HERALD 10/01/24**



**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION  
EVALUATION CRITERIA**

**1.     *Ability of Personnel (10 Points).***

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

**2.     *Proposer's Experience (10 Points).***

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

**3.     *Understanding of Scope of Work (10 Points).***

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4.     *Ability to Furnish the Required Services (10 Points).***

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

**5.     *Price (10 Points).***

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2023/2024, 2024/2025 and 2025/2026  
With Two Year Option (2026/2027 and 2027/2028)  
Miami-Dade County, Florida**

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than August 21, 2024 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. REJECTION OF PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) copy of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Crestview West Community Development District” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**SECTION 15. REJECTION OF ALL PROPOSALS.** The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.