

**PALM BAY**  
**COMMUNITY DEVELOPMENT**  
**DISTRICT**

**REGULAR MEETING**  
**AGENDA**

**April 26, 2018**

**Palm Bay Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431  
Phone (561) 571-0010•Fax (561) 571-0013•Toll-Free (877) 276-0889

April 19, 2018

**ATTENDEES:**  
Please identify yourself each  
time you speak to facilitate  
accurate transcription of  
meeting minutes.

Board of Supervisors  
Palm Bay Community Development District

Dear Board Members:

A Regular Meeting of the Palm Bay Community Development District's Board of Supervisors will be held on Thursday, April 26, 2018 at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments: Agenda Items
3. Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2017, Prepared by Grau and Associates
4. Consideration of Resolution 2018-02, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2016
5. Consideration of Resolution 2018-03, Approving the District's Proposed Budget for Fiscal Year 2018/2019 and Setting a Public Hearing Thereon Pursuant to Florida Law; and Providing An Effective Date
6. Consideration of Resolution 2018-04, Designating a Date, Time and Location for a Landowners' Meeting; Providing for Publication; Providing for an Effective Date
7. Update: Online Utility Bill Payment Initiation
8. Update: New Dock Project
9. Discussion: CDD Topics Discussed at Recent Homeowners Association Meeting
10. Approval of Unaudited Financial Statements as of March 31, 2018
11. Approval of January 11, 2018 Regular Meeting Minutes
12. Staff Reports
  - A. District Counsel: *Buchanan Ingersoll & Rooney PC*

- B. District Engineer: *Landmark Engineering & Surveying Corp.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - i. NEXT MEETING DATE: July 12, 2018 at 9:00 A.M.
13. Public Comments: Non-Agenda Items
14. Supervisors' Requests
15. Adjournment

Should you have any questions, please do not hesitate to contact me directly at 239-464-7114.

Sincerely,



Chesley E. Adams, Jr.  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

**CALL IN NUMBER: 1-888-354-0094**

**CONFERENCE ID: 8593810**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**3**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**4**

**RESOLUTION 2018-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
PALM BAY COMMUNITY DEVELOPMENT DISTRICT  
HEREBY ACCEPTING THE AUDITED FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

WHEREAS, the District's Auditor, Grau & Associates, has heretofore prepared and submitted to the Board, for accepting, the District's Audited Financial Report for Fiscal Year 2017;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE PALM BAY COMMUNITY  
DEVELOPMENT DISTRICT;**

1. The Audited Financial Report for Fiscal Year 2017, heretofore submitted to the Board, is hereby accepted for Fiscal Year 2017, for the period ending September 30, 2017; and
2. A verified copy of said Audited Financial Report for Fiscal Year 2017 shall be attached hereto as an exhibit to this Resolution, in the District's "Official Record of Proceedings".

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

**PALM BAY COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**5**

**RESOLUTION 2018-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PALM BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET FOR FISCAL YEAR 2018/2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of Palm Bay Community Development District (the "Board") prior to June 15, 2018, a proposed operating budget for Fiscal Year 2018/2019; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PALM BAY COMMUNITY DEVELOPMENT DISTRICT:**

1. The operating budget proposed by the District Manager for Fiscal Year 2018/2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

**DATE: July 12, 2018**

**HOUR: 9:00 A.M.**

**LOCATION: Courtyard by Marriott Tampa/Oldsmar  
4014 Tampa Road  
Oldsmar, Florida 34677**

3. The District Manager is hereby directed to submit a copy of the proposed budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post this approved budget on the District's website at least two days before the budget hearing date as set forth in Section 2 and said budget shall remain on the District's website for at least forty-five (45) days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.



5. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

ATTEST:

**BOARD OF SUPERVISORS OF  
THE PALM BAY COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By:\_\_\_\_\_

Its:\_\_\_\_\_

**EXHIBIT A**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**6**

**RESOLUTION 2018-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALM BAY COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING; PROVIDING FOR PUBLICATION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Palm Bay Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

**WHEREAS**, the District's Board of Supervisors ("**Board**") is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the effective date of Ordinance No., 93-25, creating the District was the 3<sup>rd</sup> day of December, 1993; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PALM BAY COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on the 8<sup>th</sup> day of November, 2018, at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, located at 4014 Tampa Road, Oldsmar, Florida 34677.

Section 2. The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

Section 3. Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners' meeting and election has been announced by the Board at its April 26, 2018 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Wrathell, Hunt & Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

Section 4. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

**PALM BAY COMMUNITY DEVELOPMENT DISTRICT**

**ATTEST:**

\_\_\_\_\_  
**CHAIR/VICE CHAIR**

\_\_\_\_\_  
**SECRETARY/ASSTISTANT SECRETARY**

**EXHIBIT A**

**NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE PALM BAY COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within Palm Bay Community Development District (the "District") in Hillsborough County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 8, 2018  
TIME: 9:00 A.M.  
PLACE: Courtyard by Marriott Tampa/Oldsmar  
4014 Tampa Road  
Oldsmar, Florida 34677

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (877) 276-0889, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

\_\_\_\_\_  
District Manager  
Run Date(s): \_\_\_\_\_ & \_\_\_\_\_

**PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT**

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
PALM BAY COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Thursday, November 8, 2018**

TIME: **9:00 A.M.**

LOCATION: **Courtyard by Marriott Tampa/Oldsmar  
4014 Tampa Road  
Oldsmar, Florida 34677**

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District (“**District**”) has been established and the landowners have held their initial election, there shall be a subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors (“**Board**”) every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners’ meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners’ meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

**LANDOWNER PROXY**

**PALM BAY COMMUNITY DEVELOPMENT DISTRICT  
HILLSBOROUGH COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER 8, 2018**

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 Palm Bay Community Development District to be held at Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677, on November 8, 2018, at 9:00 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert 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.]

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2015), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner 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**

**PALM BAY COMMUNITY DEVELOPMENT DISTRICT  
HILLSBOROUGH COUNTY, FLORIDA  
LANDOWNERS' MEETING - NOVEMBER 8, 2018**

---

**For Election (3 Supervisors):** The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Palm Bay Community Development District and described as follows:

<b><u>Description</u></b>	<b><u>Acreage</u></b>
_____	_____
_____	_____
_____	_____

[Insert 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.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

<b>NAME OF CANDIDATE</b>	<b>NUMBER OF VOTES</b>
1. _____	_____
2. _____	_____
3. _____	_____

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**10**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
MARCH 31, 2018**

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
MARCH 31, 2018**

	Major Funds	Total
<b>ASSETS</b>	General	Governmental Funds
Cash	\$ 132,480	\$ 132,480
Investments	469	469
Accounts receivable	250	250
Teco deposit	430	430
Total assets	\$ 133,629	\$ 133,629
<b>LIABILITIES AND FUND BALANCES</b>		
<b>Liabilities:</b>		
Accounts payable	\$ 10,100	\$ 10,100
Lease deposit refundable	2,700	2,700
Due to other funds		
Enterprise	827	827
Total liabilities	13,627	13,627
<b>Fund Balances:</b>		
Unassigned	120,002	120,002
Total fund balances	120,002	120,002
Total liabilities and fund balance	\$ 133,629	\$ 133,629

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED MARCH 31, 2018**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessments	\$ 1,626	\$ 147,976	\$ 157,663	94%
Interest & miscellaneous	105	402	250	161%
Total revenues	<u>1,731</u>	<u>148,378</u>	<u>157,913</u>	94%
<b>EXPENDITURES</b>				
<b>Professional</b>				
Supervisors	-	2,153	5,383	40%
Management	1,545	9,268	18,536	50%
Audit	4,700	7,200	7,200	100%
Legal	-	-	500	0%
Postage	-	164	425	39%
Meeting room	-	696	1,000	70%
Insurance	-	6,406	6,500	99%
Printing and binding	42	250	500	50%
Legal advertising	219	986	1,500	66%
Other current charges	80	394	750	53%
Annual district filing fee	-	175	175	100%
Website	-	616	500	123%
Tax bills	-	1,352	1,881	72%
Total professional	<u>6,586</u>	<u>29,660</u>	<u>44,850</u>	66%
<b>Parks &amp; recreation</b>				
Boat lift repair and maintenance	-	2,731	5,000	55%
Lake maintenance	205	1,025	2,000	51%
Capital outlay - dock	-	2,850	50,000	6%
Total parks & recreation	<u>205</u>	<u>6,606</u>	<u>57,000</u>	12%
<b>Access control</b>				
Telephone - gate	318	1,438	1,700	85%
Insurance - property & causality	-	2,389	2,500	96%
Repairs & maintenance - gate	2,176	9,435	25,000	38%
Landscape maintenance	1,342	6,522	15,000	43%
Contingency	-	-	3,115	0%
Capital outlay	-	18,753	45,000	0%
Total access control	<u>3,836</u>	<u>38,537</u>	<u>92,315</u>	42%
<b>Roadway/signage/street lighting</b>				
Electric utility service	1,316	6,452	10,000	65%
Repairs and maintenance	-	2,540	3,000	85%
Capital outlay	-	6,800	2,500	272%
Total roadway/signage/street lighting	<u>1,316</u>	<u>15,792</u>	<u>15,500</u>	102%

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED MARCH 31, 2018**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Other fees &amp; charges</b>				
Property appraiser	-	-	2,463	0%
Tax collector	33	2,959	3,285	90%
Total other fees & charges	<u>33</u>	<u>2,959</u>	<u>5,748</u>	51%
Total expenditures	<u>11,976</u>	<u>93,554</u>	<u>215,413</u>	43%
 Excess/(deficiency) of revenues over/(under) expenditures	 (10,245)	 54,824	 (57,500)	
 Fund balances - beginning	 130,247	 65,178	 90,290	
Fund balances - ending	<u>\$ 120,002</u>	<u>\$ 120,002</u>	<u>\$ 32,790</u>	

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPRIETARY FUND  
STATEMENT OF NET POSITION  
MARCH 31, 2018**

**ASSETS**

Current assets:

Cash - SunTrust	\$ 162,886
Accounts receivable - (net of allowances for uncollectible)	11,167
Due from governmental funds	<u>827</u>
Total current assets	<u>174,880</u>

Noncurrent assets:

Utility plant and improvements	171,505
Less accumulated depreciation	<u>(171,505)</u>
Total capital assets, net of accumulated depreciation	<u>-</u>
Total noncurrent assets	<u>-</u>
Total assets	<u>174,880</u>

**LIABILITIES**

Current liabilities:

Customer deposits payable	<u>8,395</u>
Total liabilities	<u>8,395</u>

**NET POSITION**

Unrestricted	<u>166,485</u>
Total net position	<u><u>\$ 166,485</u></u>

**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT  
PROPRIETARY FUND  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
FOR THE PERIOD ENDED MARCH 31, 2018**

	Current Month	Year to Date	Budget	% of Budget
<b>OPERATING REVENUES</b>				
Assessment levy	\$ 163	\$ 14,867	\$ 15,850	94%
Charges for sales and services:				
Water & sewer	8,717	54,535	110,000	50%
Interest	5	31	10	310%
Total operating revenues	<u>8,885</u>	<u>69,433</u>	<u>125,860</u>	55%
<b>OPERATING EXPENSES</b>				
Water & sewer - county	7,921	42,119	95,767	44%
Maintenance costs	803	3,182	15,000	21%
Other current charges	64	425	850	50%
Total operating expenses	<u>8,788</u>	<u>45,726</u>	<u>111,617</u>	41%
Operating income	<u>97</u>	<u>23,707</u>	<u>14,243</u>	166%
<b>NONOPERATING REVENUES/(EXPENSES)</b>				
Property appraiser	-	-	(238)	N/A
Tax collector	(3)	(297)	(317)	N/A
Total nonoperating revenues/(expenses)	<u>(3)</u>	<u>(297)</u>	<u>(555)</u>	N/A
Change in net position	94	23,410	13,688	
Total net position - beginning	166,391	143,075	154,384	
Total net position - ending	<u>\$ 166,485</u>	<u>\$ 166,485</u>	<u>\$ 168,072</u>	



**PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**11**

1 **MINUTES OF MEETING**  
2 **PALM BAY**  
3 **COMMUNITY DEVELOPMENT DISTRICT**  
4

5 A Regular Meeting of the Palm Bay Community Development District’s Board of  
6 Supervisors was held on Thursday, January 11, 2018 at 9:00 a.m., at the Courtyard by Marriott  
7 Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677.  
8

9 **Present and constituting a quorum were:**

10 Rob Bergman	Chair
11 Joe Aschenbrenner	Vice Chair
12 Stacy Turner	Assistant Secretary
13 Gary Miller	Assistant Secretary
14 Win Williamson	Assistant Secretary

15  
16  
17 **Also present:**

18 Chuck Adams	District Manager
19 Daryl Crawford	Resident
20 Martha Nadar	HOA President
21 Jeff Lynn	Resident
22 Wendy Popielarcheck	Resident
23 Judy Anderson	Resident

24  
25  
26  
27 **FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

28  
29 Mr. Adams called the meeting to order at 9:01 a.m. Supervisors Bergman,  
30 Aschenbrenner, Miller and Williamson were present in person. Supervisor Turner was not  
31 present at roll call.  
32

33 **SECOND ORDER OF BUSINESS**

**Public Comments**

34  
35 Mr. Daryl Crawford, a resident, asked about the water and sewer billing process, as one  
36 homeowner reported that payments were not being posted in a timely manner and changes were  
37 to have been made in July. Mr. Adams stated this item would be covered during the Third Order  
38 of Business.

39 Ms. Martha Nadar, a resident and HOA President, asked if the paving contractor was paid  
40 in full. Mr. Adams replied that the contractor was paid for the original job. Ms. Nadar read on  
41 the website about the District trying to get EC to repair the pavers. Mr. Adams stated that Mr.

42 Williamson would give an update. Ms. Nadar felt that the water company issue has gone on too  
43 long.

44 Mr. Jeff Lynn, a resident, stated that he had two months of bills, reaching \$1,038, and  
45 reluctantly paid, because the person he spoke to was extremely forceful and told him that there  
46 was no mistake. Despite installing a pool and sod during various months, he felt he was billed  
47 for more gallons than he should have and questioned the accuracy of the bills. The house was in  
48 foreclosure for a year prior to purchase and, even though he challenged the meter reads, they still  
49 wanted him to pay back water bills for that year. Mr. Adams stated that water bills were based  
50 on usage; if a high bill is received, the water meter should be checked to ensure it is performing  
51 accurately. Costs are calculated using a tier structure and, once the base amount is exceeded,  
52 charges are steep, in terms of cost per 1,000 gallons.

53 ***\*\*\*Supervisor Turner arrived at the meeting at 9:07 a.m.\*\*\****

54 Ms. Wendy Popielarcheck, a resident, felt that the frequency and timing of meetings were  
55 inconvenient and asked about moving meetings to a more realistic time, such as after work, so  
56 more residents could attend. Mr. Adams stated the CDD meetings were held quarterly and it  
57 would be up to the Board to change the time. Discussion ensued regarding the best time to  
58 schedule the meetings. Ms. Popielarcheck asked about the CDD's responsibilities and whether  
59 the financials were posted on the CDD website. Mr. Adams confirmed the CDD website  
60 contains a plethora of current and historical information, including minutes, audits, budgets,  
61 schedules, agendas, Board Member contact information and the CDD's responsibilities. The  
62 duty of the CDD is to manage the infrastructure. The CDD issued bonds to pay for the initial  
63 infrastructure, which were paid in full and the District was now in the process of reinvesting in  
64 the infrastructure before reducing operating assessments. Ms. Nadar stated, as HOA President,  
65 her time is consumed with CDD issues such as water, pavers, gates, decals. Mr. Adams stated  
66 that Ms. Nadar should direct people to the CDD website. Mr. Lynn believed that was because of  
67 CDD meeting schedule and time; he was in favor of increasing the budget to hold evening  
68 meetings and combining the HOA and CDD meetings; communication between the HOA and  
69 CDD should be synced. A Board Member stated an increase in fees was not warranted but  
70 improving communication between the HOA and CDD and information between the HOA and  
71 residents were needed. In response to a suggestion to send the minutes, via email, Mr. Adams  
72 suggested sending them to Ms. Nadar who would send them to residents, via HOA e-blast.  
73 Because Sunshine Law applies to information being public, the CDD does not have an email

74 database. The email message should encourage residents visit the CDD website to review  
75 minutes and to learn more about the CDD. A Board Member stated he attended past HOA  
76 meetings and gave snippets of CDD updates and, in return, brought certain resident concerns or  
77 future projects to the CDD. Mr. Adams stated having a CDD liaison at the HOA meeting was  
78 common; however, they must be careful, as, under the Sunshine Law, two or more CDD Board  
79 Members cannot discuss CDD-related items outside of a public CDD meeting.

80 Ms. Judy Anderson, a resident, was attending to gain a better understanding of the  
81 differences between the CDD and the HOA. She asked how to get on the email list and offered  
82 to volunteer her services. Ms. Nadar advised her to attend the next HOA meeting on January 25,  
83 2018 at 5:30 p.m., at the library. Mr. Adams stated changing the frequency and time of the  
84 meetings should be discussed during the May budget meeting. Mr. Lynn asked if leftover  
85 receipts for power washing and re-staining the deck area could be submitted for reimbursement.  
86 Mr. Adams would review them to determine whether those could be reimbursed. Going forward,  
87 before performing any work on CDD assets, it should first be discussed at a CDD meeting.

88  
89 **THIRD ORDER OF BUSINESS**

**Update: Online Utility Bill Payment  
Initiation**

90  
91  
92 Mr. Adams presented a timeline of the issues causing delays in the online utility bill pay  
93 process. Severn Trent’s central processing center, in Houston, Texas, was shut down due to  
94 Hurricane Harvey, thus delaying processing payments; normal services returned in October.  
95 More delays occurred in December, when Severn Trent North America was acquired by  
96 Inframark. Further delays were caused by the recent Federal Regulation changes in banking, in  
97 regard to online payment services requiring additional information from Management, who, as a  
98 private entity, was not willing to provide. This issue resulted in having to create a direct  
99 agreement between the Bank and the CDD so that payments could be made through  
100 Management, solely as their treasury service provider. Within 30 to 45 days, residents should be  
101 able to pay online. Once residents begin paying online, likely no later than July, and, with the  
102 new language added to the irrigation rule, which states bills would be considered past due when  
103 it is 20 days past the date on the actual statement, a decline in late fees should occur.

104 Mr. Adams stated that Hillsboro County supplies water and sewer and bulk services for  
105 the CDD. He explained that Hillsboro County stops services on the CDD side of the Master  
106 meter. The CDD owns the lift station and everything internal to the community, in terms of

107 water and sewer. Severn Trent provides meter reading and addresses line breaks, sewage back-  
108 ups at the connection points to the home, raising meters, and emergency response when there are  
109 issues with the lift station. In response to a question, Mr. Adams stated residents may contact  
110 Severn Trent directly to replace a water meter box and they, in turn, submit an invoice to the  
111 CDD for payment. The budget is funded for those types of repairs and maintenance. Mr.  
112 Crawford asked if Severn Trent would continue to waive late fees for all residents until the  
113 online payment process was finalized. Mr. Adams replied affirmatively; however, once online  
114 payment is active, residents must begin using that process to insure there are no further late fee  
115 charges. The cost to offer online payment services is \$3,000 and \$4,000, annually. From his  
116 recent discussions with the Vice President of the Bank, the documents were being fast tracked;  
117 and Inframark is ready with a template to set up and create the CDD's website. Once the process  
118 is finalized, an informational package would be sent to residents. Ms. Nadar suggested using  
119 Midway Services as their online services provider. Mr. Adams stated that, until the online  
120 payment process is set up, the District should wait before considering any other options.

#### 121 122 **FOURTH ORDER OF BUSINESS**

#### **Update: New Dock Project**

123  
124 Mr. Turner stated the new design plans for the dock should arrive soon; he expects the  
125 permits to be pulled using the Construction Contractor's license. Regarding awarding a contract,  
126 Mr. Adams stated that the first step is the Request for Proposals (RFP) process and, once  
127 selected, it would become an exhibit to the Construction Contract. The additional dock and sea  
128 wall project is expected to cost less than \$70,000, which would require an open, as opposed to  
129 closed, RFP. Mr. Adams suggested asking the Construction Contractor to seek a few contractor  
130 leads for the boat lift. Mr. Turner stated that, once the dock and lift installation were complete,  
131 there were plans to install a fish cleaning station, with water and power. He would present  
132 further details of this project at the next HOA meeting; these were the types of projects that the  
133 HOA and CDD should work on together to get community input, before beginning discretionary  
134 projects. Discussion ensued regarding rumors about building a community pool near the beach,  
135 work needed at the beach area and, as a community, investing in the area. Ms. Anderson asked if  
136 the beach was sprayed for bugs. It was suggested that she ask the County to spray the area  
137 before holding an event, since spaying does not last long.

#### 138 **Supervisors' Requests**

139 ***\*\*\*This item, previously the Eighth Order of Business, was presented out of order.\*\*\****

140 Mr. Williamson presented an overview of the paver project; proposals were submitted  
141 and it was now in the contract stage. Collectively, there are at least 30 cracked pavers. The  
142 project consists of repairing the broken pavers, replacing, sanding and beginning the sealing  
143 process. Mr. Adams would send the deposit to the Contractor. It was noted that a new contract  
144 was required because the original contractor went out of business. Discussion ensued regarding  
145 the previous contractors efforts in returning twice to make repairs and that the damages were  
146 mainly due to heavy trucks, spacing issues and the use of aggregate concrete versus smooth. Mr.  
147 Adams expected completion in February. In response to a question, Mr. Williamson stated that,  
148 once a project timetable is developed, the intent was to present it at an HOA meeting. Residents  
149 would be notified when the project would begin, the areas being closed off and how long the  
150 sealing process would take. Once the contract is executed, the project should start in February  
151 and would be broken down into stages; certain roads will be portioned off, hopefully resulting in  
152 as little inconvenience as possible. Between repairing and sealing the pavers, it will take a  
153 number of days. He preferred the project be completed before the rainy season.

154 Mr. Aschenbrenner stated the installation of the virtual guard entry system went better  
155 than expected. Repairs to the pedestrian gate were made; however, someone removed parts that  
156 prevent it from shutting automatically, so it is broken again. It would be inspected again and the  
157 combination lock was being removed. Discussion ensued regarding installing a tougher spring,  
158 welding it so that it does not go past 90°, changing the design by flipping the arm to go right to  
159 the left, whether the tampering was captured on camera and residents prying it open. Temporary  
160 repairs would be made while obtaining quotes for a new gate. Mr. Adams confirmed these costs  
161 could be allocated from the maintenance budget.

162 Mr. Aschenbrenner stated the virtual guards were given a stacking protocol to follow,  
163 which allows opening the gate when four or more vehicles are waiting for entry. Protocol would  
164 be reduced to three, which was necessary because they were not able to see past the larger trucks  
165 entering the development. All vehicles are still monitored by the cameras. Discussed ensued  
166 regarding delays caused by the Amazon and Uber drivers using private vehicles, which resulted  
167 in adding them and other standard delivery service providers to the protocol list, asking residents  
168 to install the Uber App, the speediness of the system reading licenses in under 10 seconds and  
169 asking residents to add delivery providers to their temporary visitors list. Some residents were  
170 requesting more than four decals; however, when the decals were purchased, it was decided that  
171 each household would only receive two and was limited to obtaining up to four; they would be

172 charged \$25 per decal, beyond the first two. The CDD purchased the decals for \$12. Since  
173 residents cannot remove decals when changing vehicles, he offered to show how to link the decal  
174 to the App; those instructions are also on the website. Discussion ensued regarding trash and it  
175 was noted that, not only is the trash to be removed at the Marina but they were also asked to  
176 remove trash from the beach.

177 Mr. Aschenbrenner reiterated that the vendor for the pedestrian gate considered the  
178 project complete; because residents tampered with it, he would confirm if the warranty would  
179 cover those repairs. Mr. Adams stated repairs would likely result in additional charges.  
180 Discussion ensued regarding residents using key fobs, since the lock was being removed, issues  
181 with the combination lock, concerns about removing the lock, since it is useful for those with  
182 younger children, the number of people knowing the combination, fewer vehicles were broken  
183 into or stolen this year because of the lock and that the HD cameras should help with that issue.

184

**FIFTH ORDER OF BUSINESS**

**Approval of Unaudited Financial  
Statements as of November 30, 2017**

185  
186  
187

188 Mr. Adams presented the Unaudited Financial Statements as of November 30, 2017.  
189 Assessment revenue collections were at 17% and expenditures were at 9%. Some of the  
190 proprietary funds could be used to offset some of the costs associated with the dock. In response  
191 to the question, Mr. Adams stated that a not-to-exceed amount of \$60,000 was approved for the  
192 dock. The design process was almost complete; the next step would be the RFP and then  
193 determining how to fund it. Funding was allotted; however, unrestricted surplus funds were  
194 available if there is a need to offset some of the costs.

195

**SIXTH ORDER OF BUSINESS**

**Approval of October 12, 2017 Regular  
Meeting Minutes**

196  
197  
198

199 Mr. Adams presented the October 12, 2017 Regular Meeting Minutes and asked for any  
200 deletions, additions or corrections.

201

**On MOTION by Mr. Miller and seconded by Mr. Bergman,  
with all in favor, the October 12, 2017 Regular Meeting  
Minutes, as presented, were approved.**

202  
203  
204  
205  
206

207 SEVENTH ORDER OF BUSINESS Staff Reports

208

209 A. District Counsel

210 There being no report, the next item followed.

211 B. District Engineer

212 There being no report, the next item followed.

213 C. District Manager

214 i. NEXT MEETING DATE: April 26, 2018 at 9:00 A.M.

- 215 • Approve Fiscal Year 2018/2019 Proposed Budget
- 216 • Accept Audited Financial Report for Fiscal Year 2017

217 The next meeting will be held on April 26, 2018 at 9:00 a.m., at this location.

218

219 EIGHTH ORDER OF BUSINESS Supervisors' Requests

220

221 Supervisors' requests were presented, in part, following the Fourth Order of Business.

222 Mr. Turner stated the HOA asked him to go over some items with the Board relating to  
 223 the broken pavers and the dock project, which were discussed earlier in the meeting. The HOA  
 224 was also concerned about the stacking stones, outside the walls and beyond the pond at the  
 225 entrance, falling down. Mr. Adams suggested setting the stones in concrete or using an epoxy.  
 226 Residents were pleased with the mail box project and were now concerned with the white street  
 227 and stop sign posts not being black. Discussion ensued regarding painting the posts, funding the  
 228 project, whether paint would adhere, maintenance of the posts, etc. Mr. Aschenbrenner would  
 229 request bids for this project. In response to a question, Mr. Adams stated there was enough in  
 230 the maintenance budget to purchase and install more mounted garbage cans at the Marina.

231

232 NINTH ORDER OF BUSINESS Adjournment

233

234 There being no further business to discuss, the meeting adjourned.

235

<p>236 On MOTION by Mr. Aschenbrenner and seconded by Mr.          237 Miller, with all in favor, the meeting adjourned at 10:07 a.m.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------

238

239



240  
241  
242  
243  
244  
245  
246

---

Secretary/Assistant Secretary

---

Chair/Vice Chair

DRAFT