

# CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT

### **MIAMI-DADE COUNTY**

REGULAR BOARD MEETING DECEMBER 6, 2017 11:00 A.M.

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

> > www.centuryparccdd.org

786.347.2711 ext. 2011 Telephone 877.SDS.4922 Toll Free 561.630.4923 Facsimile

### AGENDA CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT

Century Park Clubhouse 8950 West Flagler Street Miami, Florida 33174

#### REGULAR BOARD MEETING

December 6, 2017 11:00 a.m.

A.	Call to Order
B.	Proof of Publication
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. October 4, 2017 Regular Board Meeting Minutes
G.	Old Business
H.	New Business
	1. Receive and Accept 2017 Annual Engineer's Report
I.	Administrative Matters
	1. Financial UpdatePage 11
J.	Board Member/Staff Comments and Requests
K.	Adjourn

#### MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and Legal Holidays Miami, Miami-Dade County, Florida

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

Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, 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

CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT - FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

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

09/20/2017

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 20 day of SEPTEMBER, A.D. 2017

Diana Herrera

(SEAL)

MARIA MESA personally known to me



## CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Century Pard Community Development District will hold Regular Meetings in the Century Park Caubhouse, located at 8950 West Ragter Street, Miami, Florida 33174 at 11:00 a.m. on the following dates:

> October 4, 2017 December 6, 2017 February 7, 2018 April 4, 2018 June 6, 2018 August 1, 2018

The purpose of these meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Fiorida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Menager at (785) 347-2711 Ext. 2011 and/or toll tree at 1-877-737-4822 prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors 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 verbalim 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 (786) 347-2711 Ext. 2011 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 without advertised notice.

CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT

www.conturyparcedd.ang

77-160000259083M

#### CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT REGULAR BOARD MEETING OCTOBER 4, 2017

#### A. CALL TO ORDER

The October 4, 2017, Regular Board Meeting of the Century Parc Community Development District was called to order at 11:04 a.m. in the Century Park Clubhouse located at 8950 West Flagler Street, Miami, Florida 33174.

#### B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 20, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

#### C. ESTABLISH A QUORUM

It was determined that the attendance of the following Supervisors constituted a quorum and it was in order to proceed with the meeting: Chairman Nelson Avendano, Vice Chairman Jorge Luis Romero and Supervisors Ovidio Laria, Ysela Llort (via telephone) and Ramon German.

Staff in attendance were: District Manager Gloria Perez of Special District Services, Inc. and District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

#### D. ADDITIONS OR DELETIONS TO 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. August 2, 2017, Regular Board Meeting

Mrs. Perez presented the minutes of the August 2, 2017, Regular Board Meeting and asked if there were any corrections and/or additions.

There being no corrections and/or additions, a **MOTION** was made by Supervisor Romero, seconded by Supervisor German and unanimously passed to approve the minutes of the August 2, 2017, Regular Board Meeting, as presented.

#### G. OLD BUSINESS

No Old Business items came before the Board.

#### H. NEW BUSINESS

1. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget

#### CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT REGULAR BOARD MEETING OCTOBER 4, 2017

Mrs. Perez presented Resolution No. 2017-05, entitled:

#### **RESOLUTION NO. 2017-05**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET ("AMENDED BUDGET"), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Perez explained, as is done every year for administrative and statutory requirements, within 60 days of any given fiscal year end, the Board adopts a revised/amended budget for said year. The fiscal year ended on September 30, 2017. This is the reason it is administrative in nature (past year's budget for past year's expenses) and will serve as the Board's final approval/ratification of the District's expenditures for the past fiscal year.

A **MOTION** was made by Supervisor German seconded by Supervisor Llort and unanimously passed to adopt Resolution No. 2017-05, Adopting/Approving the Amended Fiscal Year 2016-2017 Budget, as presented.

#### I. ADMINISTRATIVE MATTERS

#### 1. Annual Audit - Consider 2-Year Renewal Option with Grau & Associates

Mr. Perez reminded the Board that they had selected the firm of Grau & Associates to perform the September 30, 2014, September 30, 2015, and September 30, 2016, year end audits with an option to perform the September 30, 2017, and September 30, 2018, audits at the October 1, 2014, Board meeting.

The fee for the September 30, 2014, audit was \$3,500; the fee for the September 30, 2015, audit was \$3,600; and the fee for the September 30, 2016, audit was \$3,700. The proposed fees for the September 30, 2017, audit is \$3,800, which is the budgeted amount for fiscal year 2017/2018. The proposed fee for the September 30, 2018, audit is \$3,900.

Grau & Associates has been the District's auditor for the past fifteen years. Management is pleased with the professionalism and competence of their partners and staff; therefore management recommends that the Board approve the renewal option for the fiscal years ending September 30, 2017, and September 30, 2018, audits with Grau & Associates. A brief discussion ensued.

A **MOTION** was made by Supervisor Romero, seconded by Supervisor German and unanimously passed to approve the 2-year audit renewal option with Grau & Associates for the fiscal years ending September 30, 2017, and September 30, 2018; and approving the proposed fees for the September 30, 2017, audit in the amount of \$3,800, which is the budgeted amount for fiscal year 2017/2018 and the proposed fee for the September 30, 2018, audit which is \$3,900; and further authorizes District management to attempt negotiating to a lower fee, if possible.

#### 2. Financial Update

#### CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT REGULAR BOARD MEETING OCTOBER 4, 2017

Mrs. Perez presented the financials in the meeting book and briefly reviewed them with the Board, pointing out that available funds as of August 31, 2017, were \$116,298.65.

#### J. BOARD MEMBERS/STAFF CLOSING COMMENTS

It was noted that the next meeting was scheduled for December 6, 2017.

#### K. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Chairman Avendano, seconded by Vice Chairman Romero to adjourn the Regular Board Meeting at 11:13 a.m. Upon being put to a vote, the motion carried 5 to 0.

ATTESTED BY:	
Secretary/Assistant Secretary	Chairman/Vice-Chairperson

FL Certificate of Authorization No. 7538 10305 NW 41 Street Suite 103 Doral, Florida 33178 Tel. (305) 640-1345 Fax (305) 640-1346

E-Mail: <u>Juan.Alvarez@AlvarezEng.com</u>

September 18, 2017

Ms. Gloria Perez District Manager Century Parc Community Development District Special District Services, Inc. The Oaks Center 2501A Burns Road Palm Beach Gardens, FL 33410

#### Re: Year 2017 Century Parc CDD Report

Dear Ms. Perez:

The intent of this report is fourfold: 1) To inform as to the status of ownership of the infrastructure that was financed or constructed by the Century Parc Community Development District (the "District" or "CDD"); 2) To describe the state, working order and condition of the infrastructure still owned by the District; 3) To give recommendations as to the funds estimated necessary for the proper maintenance, repair and operation of the District's infrastructure and; 4) To give recommendations as to the insurance to be carried by the District and the amount to be budgeted for premiums.

The District is located in Section 4, Township 54S, Range 40E, in Miami-Dade County. It is bounded by State and County roads as follows: on the North by West Flagler Street, on the South by SW 4<sup>th</sup> Street, on the east by SW 87<sup>th</sup> Avenue (S.R. 973), and on the west by a Florida Power & Light property. See Exhibit 1 for a graphical representation of the development.

#### 1. Infrastructure Ownership

#### 1.1. <u>Roads</u>.

All the roads within the District were granted to the CDD via Special Warranty Deed recorded at ORB 23932, PG 1994. Refer to Exhibit 1 for a graphical representation. The pictures below depict the road improvements within the townhouse and the condominium sites respectively.





#### 1.2. Stormwater Management System.

The CDD owns the stormwater management system located within the CDD road, and consists of inlets, manholes, storm pipes and exfiltration trenches that drain the roads and adjacent lands. The stormwater management improvements are located within the same vehicular access parcels easement described above. The pictures below show the drainage infrastructure in the townhouse and condominium sites respectively.





#### 1.3. Water and Sewer Systems.

The water and sewer systems were conveyed to Miami-Dade County Water and Sewer Department ("WASD") for ownership and maintenance on March 20, 2003 and May 6, 2003 under Agreement ID's 17121 and 17122, respectively.





#### 2. State, Working Order and Condition of the Infrastructure Currently Owned by the District

Alvarez Engineers, Inc. conducted a field inspection to determine the current state, working order and condition of the infrastructure owned by the District.

#### 2.1. *Roads*

The CDD roads were found in good working order and condition.

#### 2.2. Stormwater Management System

The drainage system is in good structural condition.

#### 2.3. Water Distribution System

The system is in good working order and condition.

#### 2.4. Sanitary Sewer System

The system is in good working order and condition.

#### 3. Estimated Maintenance Costs for District Owned Infrastructure

The District currently has an agreement with the Enclave Homeowners Association for the maintenance of the District's infrastructure within the Townhomes area. The District also has agreements with the condominium associations for the maintenance of the District's infrastructure within the condominium site. Under the agreements, the District reimburses the associations for the road and drainage maintenance. The work is managed by the associations.

#### 3.1. General

a. The CDD final 2017-2018 Fiscal Year budget has the following amounts for maintenance expenditures:

2018 Budget for Maintenance	
Maintenance/Contingency - Drainage	\$19, 250
Maintenance/Contingency - Roads	34,710
Engineering/Inspections	2,000
Total 2018 Budget for Field Maintenance	\$ 55,960

Alvarez Engineers finds the District's final maintenance budget for Fiscal Year 2017/2018 adequate and sufficient.

For more detailed information on the 2018 Fiscal Year Budget please visit the District's website at the following link:

http://centuryparccdd.org/

#### 3.2. Roads

Funds will be needed to mill and resurface the roadway pavement in about 15 years. The District Board of Supervisors may decide how to provide for these funds, whether by an annual assessment or as a lump sum at some time in the future. The present costs for milling 1" of asphalt is \$3.00/SY and for placing 1" of asphalt is \$6.50/SY. Therefore, the present costs for milling and resurfacing the roads is estimated to be as follows:

a. Milling 1": 54,800 SY x \$3.00/SY = \$164,400 b. Resurfacing 1": 54,800 SY x \$6.50/SY = \$356,200 c. Total \$520.600

The unit cost to repair traffic signs is \$100 per sign. An allocation of \$500 per year should be made for maintenance of signs, both to replace panels and restore sign posts.

#### 3.3. Stormwater Management System

The District has budgeted for the stormwater system as shown above.

#### 3.4. Water Distribution System

No maintenance cost was estimated since the system is maintained by Miami-Dade County and is also in good working order and condition. WASD may be contacted in case of emergency at either of the following two numbers: 305-274-9272 (Emergencies) or 305-665-7477 (Customer Service).

#### 3.5. Sanitary Sewer System

No maintenance cost was estimated since the system is maintained by Miami-Dade County and is also in good working order and condition. WASD may be contacted in case of emergency at either of the following two numbers: 305-274-9272 (Emergencies) or 305-665-7477 (Customer Service).

#### 4. Insurance

The Engineer has reviewed the District's general liability, employment practices liability and official's liability coverage provided by Florida Insurance Alliance under Agreement No. 100116027 for the period between October 1, 2016 and October 1, 2017. The District has budgeted sufficient funds to cover the \$5,778 insurance premium.

#### 5. Description of Public Facilities the District is Building, Improving or Expanding

During the Fiscal Year 2016-2017, the District completed the following maintenance actions:

- Drainage cleaning for Century Parc 1, Century Parc 2 and Enclave.
- Inspection of 123 catch basins and cleaning of 56 with accumulated sediments.
- Repair of broken catch basin inundated with roots.
- Request to HOA of removal of tree causing root intrusion damage on pipes.
- Replacement of 6 broken/cracked grates.
- Cleaning of compacted inlet pipe.
- Inspection of condition of asphalt pavement at The Enclave per request of residents

The District is currently considering the following improvements:

- a. The District is currently considering closing the Community with soft traffic gates.
- b. The District is currently considering street lights in the medians of CDD roads.

This report was prepared to the best of my knowledge and belief and is based on field conducted by Alvarez Engineers personnel, the District Engineer's Report and public documents available.

Century Parc CDD September 18, 2017 2017 Report

If you have any questions please do not hesitate to contact me at 305-640-1345 or at Juan. Alvarez@ Alvarezeng.com,

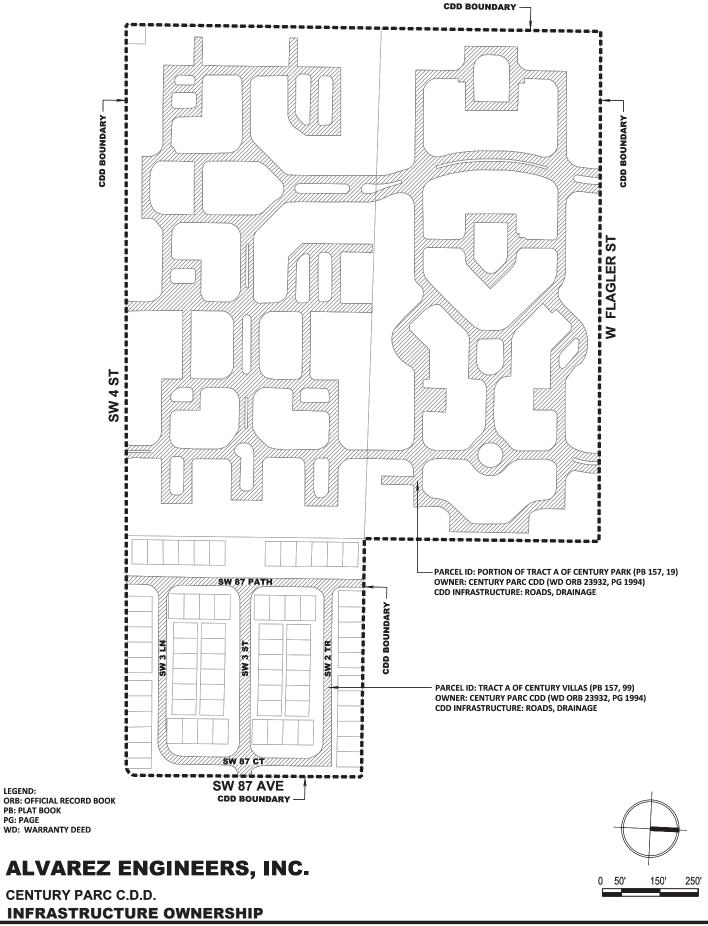
Sincerely,

Alvarez/Engineers, Inc.

Juan R. Alvarez, PE District Engineer

Florida Engineer License No. 38522

Date: September 18, 2017



# Century Parc Community Development District

# Financial Report For November 2017

## Century Parc Community Development District Budget vs. Actual

October through November 2017

	Oct - Nov 17	Budget	\$ Over Budget	% of Budget
Income				
363.101 · Maintenance Assessments	112.55	59,538.00	-59,425.45	0.19%
369.399 · Carryover From Prior Year	0.00	1,000.00	-1,000.00	0.0%
369.401 · Interest Income	44.70	360.00	-315.30	12.42%
363.820 · Debt Assessment-Paid to Trustee	-629.40	-331,109.00	330,479.60	0.19%
363.831 · Assessment Discounts	-41.29	-19,537.00	19,495.71	0.21%
363.830 · Assessment Fees	-8.81	-9,769.00	9,760.19	0.09%
363.810 · Debt Assessments	665.55	352,244.00	-351,578.45	0.19%
363.100 · Admin Assessment Income	144.35	76,426.00	-76,281.65	0.19%
Total Income	287.65	129,153.00	-128,865.35	0.22%
Expense				
511.122 · Payroll Expense	76.50	560.00	-483.50	13.66%
511.131 · Supervisors Fees	1,000.00	7,000.00	-6,000.00	14.29%
511.305 · MaintenanceContingency-Drainage	0.00	19,250.00	-19,250.00	0.0%
511.306 · Maintenance/Contingency - Roads	0.00	34,710.00	-34,710.00	0.0%
511.311 · Management Fees	5,042.00	30,252.00	-25,210.00	16.67%
511.312 · Secretarial Fees	700.00	4,200.00	-3,500.00	16.67%
511.450 · Insurance	5,778.00	6,356.00	-578.00	90.91%
511.480 · Legal Advertisements	0.00	600.00	-600.00	0.0%
511.512 · Miscellaneous Expense	99.05	750.00	-650.95	13.21%
511.513 Postage and Delivery	9.03	400.00	-390.97	2.26%
511.514 · Office Supplies	47.80	700.00	-652.20	6.83%
511.318 · Assessment/Tax Roll	0.00	6,000.00	-6,000.00	0.0%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.733 Trustee Fees	0.00	3,400.00	-3,400.00	0.0%
511.734 · Continuing Disclosure Fee	0.00	500.00	-500.00	0.0%
511.750 · Website Management	250.00	1,500.00	-1,250.00	16.67%
511. · Professional Fees				
511.320 · Audit Fees	0.00	3,800.00	-3,800.00	0.0%
511.310 · Engineering	0.00	2,000.00	-2,000.00	0.0%
511.315 · Legal Fees	810.00	7,000.00	-6,190.00	11.57%
Total 511. · Professional Fees	810.00	12,800.00	-11,990.00	6.33%
Total Expense	13,987.38	129,153.00	-115,165.62	10.83%
Income	-13,699.73	0.00	-13,699.73	100.0%

#### CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT FINANCIAL REPORT NOVEMBER 2017

		Annual Budget	Actual		Year To Date Actual
REVENUES	10/1/	17 - 9/30/18	Nov-17		11/1/17 - 11/30/17
Administrative Assessments		76,426	14	4	144
Maintenance Assessments		59,538	11	3	113
Debt Assessments		352.244		55	665
Other Revenues		0		0	0
Interest Income		360		0	45
Total Revenues	\$	488,568	\$ 92	2 \$	967
EXPENDITURES					
MAINTENANCE EXPENDITURES					
Maintenance/Contingency - Drainage		19,250		0	0
Maintenance/Contingency - Roads		34,710		0	0
Engineering/Inspections		2,000		0	0
TOTAL MAINTENANCE EXPENDITURES	\$	55,960	\$	- \$	-
ADMINISTRATIVE EXPENDITURES				+	
Supervisor Fees		7,000		0	1,000
Payroll Taxes (Employer)		560		0	77
Management		30,252	2,52	1	5,042
Secretarial		4,200	,	_	700
Legal		7,000		0	810
Assessment Roll		6,000		0	0.0
Audit Fees		3,800		0	0
Insurance		6,356		0	5,778
Legal Advertisements		600		0	0
Miscellaneous		750		9	99
Postage		400		0	9
Office Supplies		700		10	48
Dues & Subscriptions		175		0	175
Trustee Fees		3.400		0	0
Continuing Disclosure Fee		500		0	0
Website Management		1,500		_	250
TOTAL ADMINISTRATIVE EXPENDITURES	\$	73,193		_	13,987
	<u> </u>		7	Ť	
Total Expenditures	\$	129,153	\$ 3,05	5 \$	13,987
REVENUES LESS EXPENDITURES	\$	359,415	\$ (2,13	3) \$	(13,021)
D. J.D.		(004.400)	(00		200
Bond Payments		(331,109)	(62	9)	-629
Balance	\$	28,306	\$ (2,76	2) \$	(13,650)
County Approisant & Tay Collector Foo		(0.700)	,	<u>,                                    </u>	
County Appraiser & Tax Collector Fee Discounts For Early Payments	<del></del>	(9,769)	,	9)	-9 -41
Discounts For Early Payments		(19,537)	(4	1)	-41
Excess/ (Shortfall)	\$	(1,000)	\$ (2,81	2) \$	(13,700)
Carryover from Prior Year		1,000		0	0
Net Excess/ (Shortfall)	\$		\$ (2,81	2) \$	(13,700)
			Ţ (E,01	-/  Ψ	(10,700)

Bank Balance As Of 10/31/17	\$ 260,062.02
Funds Received: 11/1/17 - 11/30/17	\$ 872.35
Disbursements: 11/1/17 - 11/30/17	\$ 5,152.88
Bank Balance As Of 11/30/17	\$ 255,781.49
Accounts Payable As Of 11/30/17	\$ 4,494.15
Reserve Funds - Drainage As Of 11/30/17	\$ 14,000.00
Reserve Funds - Roads As Of 11/30/17	\$ 194,000.00
Accounts Receivable As Of 11/30/17	\$ -
Available Funds As Of 11/30/17	\$ 43,287.34

#### CENTURY PARC CDD TAX COLLECTIONS 2017-2018

#	ID#	PAYMENT FROM	DATE	FOR	Tax Co Recei		Interest Received	Fees	Discount	Net From Tax Collector \$488,208.00 \$458,902.00	Admin. Assessment Income (Before Discounts & Fee) \$76,426.00	Maint. Assessment Income (Before Discounts & Fee) \$59,538.00	Debt Assessment Income (Before Discounts & Fee) \$ 352,244.00 \$ 331,109.00	Admin. Assessment Income (After Discounts & Fee) \$76,426.00	Maint. Assessment Income (After Discounts & Fee) \$59,538.00	Debt Assessment Income (After Discounts & Fee) \$352,244.00	Debt Assessments Paid to Trustee
1	680 1	Miami-Dade Tax Collector	11/20/17	NAV Taxes	\$	922.45		\$ (8.81)	\$ (41.29)								
2	000 1	VIIditii Dade Tax Collector	11/20/11	TOTAL TUXOS	Ψ	022.40		ψ (0.01)	ψ (+1.20)	\$ -	φ 144.00	Ψ 112.00	Ψ 000.00	Ψ 100.00	ψ 100.40	Ψ 020.40	\$ -
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					\$ 9	922.45	\$ -	\$ (8.81)	\$ (41.29)	\$ 872.3	5 \$ 144.35	\$ 112.55	\$ 665.55	\$ 136.50	\$ 106.45	\$ 629.40	\$ 629.40

Note: \$488,208, \$76,426, \$59,538, and \$352,444 are 2017/2018 Budgeted assessments before discounts and fees. \$458,902, \$71,833, \$55,960 and \$331,109 are 2017/2018 Budgeted assessments after discounts and fees.

\$ 922.45	
\$ -	\$ 872.35
\$ (144.35)	\$ (136.50)
\$ (112.55)	\$ (106.45)
\$ -	\$ -
\$ (665.55)	\$ (629.40)
\$ 	\$ -