



**CENTURY PARC
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
APRIL 3, 2024
11:00 A.M.**

Special District Services, Inc.
8785 SW 165th 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
At the Renaissance Planning Office Conference Room
5757 Blue Lagoon Drive, Suite 330
Miami, Florida 33126
REGULAR BOARD MEETING
April 3, 2024
11:00 a.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. November 1, 2023 Regular Board Meeting.....Page 2
- G.** Old Business
- H.** New Business
 - 1. Consider Approval of Resolution No. 2024-01 – Electronic Signature Policy.....Page 6
 - 2. Consider Approval of Resolution No. 2024-02 – Approving a Proposed Budget for FY 2024/2025.....Page 9
 - 3. Consider Approval of Storm Drainage Cleaning Proposals.....Page 16
- I.** Administrative Matters
 - 1. Financial Update.....Page 25
 - 2. District Counsel’s Memorandum Regarding Required Ethics Training and Financial Disclosure.....Page 29
- J.** Board Member Comments
- K.** Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

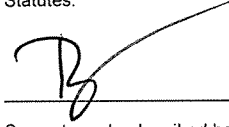
Before the undersigned authority personally appeared ROSANA SALGADO, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in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

CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

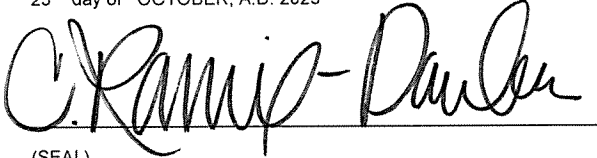
in the XXXX Court,
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

10/23/2023

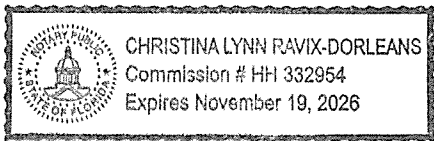
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.



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



(SEAL)
ROSANA SALGADO personally known to me



**CENTURY PARC COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Century Parc Community Development District will hold Regular Meetings in the Renaissance Planning Office Conference Room located at 5757 Blue Lagoon Drive, Suite 330, Miami, FL 33126 at 11:00 a.m. on the following dates:

- November 1, 2023
- February 7, 2024
- April 3, 2024
- June 5, 2024
- August 7, 2024

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 Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (786) 347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 five (5) days 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 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 (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.centuryparcdd.org
10/23

23-16/000690091M

**CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 1, 2023**

A. CALL TO ORDER

The November 1, 2023, Regular Board Meeting of the Century Parc Community Development District (the “District”) was called to order at 11:03 a.m. in the Renaissance Planning Office Conference Room located at 5757 Blue Lagoon Drive, Suite 330, Miami, Florida 33126.

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* October 23, 2023, as part of the District’s Fiscal Year 2023/2024 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 Chairperson Ysela Llorc (via phone) and Supervisors Ramon German and Marco Tulio Villalobos.

Staff in attendance included: District Manager Gloria Perez of Special District Services, Inc.; and District Counsel Gregory George 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. May 3, 2023, Public Hearing & Regular Board Meeting

The minutes of the May 3, 2023, Public Hearing & Regular Board Meeting were presented and the Board was asked if there were any corrections and/or additions.

There being no changes, a MOTION was made by Supervisor German, seconded by Supervisor Villalobos and unanimously passed approving the minutes of the May 3, 2023, Public Hearing & Regular Board Meeting, as presented.

G. OLD BUSINESS

There were no Old Business items to come before the Board.

H. NEW BUSINESS

1. Consider Resolution No. 2023-04 – Adopting Fiscal Year 2022/2023 Amended Budget

Mrs. Perez presented Resolution No. 2023-04, entitled:

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Perez explained, as 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, 2023. 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 adopting Resolution No. 2023-04, adopting a Fiscal Year 2022/2023 Amended Budget, as presented.

2. Alvarez Engineer’s Response to Drainage Inquiry and Paver Installation at Enclave

Information regarding paver modifications and ponding concerns were forwarded to the District Engineer pursuant to a Board Member’s request and the same was presented in the meeting book. The District Engineer’s email response as to the paver installations thereby eliminating certain grass areas/swales located within Enclave and the approved paving and drainage plans for said areas. As well as an image reflecting said modification.

From: "Juan R. Alvarez" <Juan.Alvarez@alvarezeng.com>
Date: June 1, 2023 at 8:42:24 AM EDT
To: Gloria Perez <gperez@sdsinc.org>
Cc: "Nelson Avendano (navendano351@gmail.com)" <navendano351@gmail.com>, Ronald Galvis <rGalvis@sdsinc.org>
Subject: RE: CP Enclave 8759 SW 3 Lane Miami Fl 33174

Good morning, Gloria:

Please refer to the attached set of paving and drainage plans for Century Villas approved by Miami-Dade County Public Works, and more specifically, to Typical Roadway Sections A-A and B-B on the second sheet.

The approved roadway sections call for solid sod on the 3-foot-wide strips of land located between the pavement and the sidewalk. Except for the driveways at each residential unit, no pavers should be installed on these grassed strips, as they would be a deviation from the approved set of plans, they would create an enticement for illegal parking, which in turn would block the pedestrian sidewalks, and create confusion in terms of vehicular access management, since only at the driveways are cars allowed to enter the residential sites.

Please let me know if you have any questions.

Thank you.

Juan R. Alvarez, P.E.
(305) 640-1345
Juan.Alvarez@alvarezeng.com

A discussion ensued and no further action was taken, as the Chairman noted that he had shared the same with the Association's management.

I. ADMINISTRATIVE MATTERS
1. Financial Update

Mrs. Perez presented the financial statement and indicated that finances were stable and would cover anticipated budgeted expenditures. Available funds as of September 30, 2023, were \$171,212.56.

A **MOTION** was made by Supervisor German, seconded by Supervisor Avendano and passed unanimously ratifying and approving the financials, as presented.

2. Accept and Receive 2023 Annual Engineering Report

The annual engineer's report was presented in the meeting materials for the Board's review.

A **MOTION** was made by Supervisor German, seconded by Supervisor Avendano and unanimously passed accepting and receiving the District's 2023 Annual Engineering Report, as presented.

3. Update on 2022 Form 1 – Statement of Financial Interests

Mrs. Perez provided an update on the 2022 Form 1 – Statement of Financial Interests, advising, pursuant to the Public Ethics State of Florida website (<http://public.ethics.state.fl.us/search.cfm>), that all of the Board Members had complied with this requirement.

4. District Counsel Update on 2023 Florida Legislative Session

Mr. George provided an overview of the memorandum on the Update on the 2023 Florida Legislative Session, which was provided in the meeting materials.

5. District Counsel Update on 2023 Require Ethics Training

Mr. George provided an overview of the memorandum on the Update on the 2023 Required Ethics Training, noting that this would become effective in 2024 and further advising that additional materials would be circulated in January.

J. BOARD AND STAFF CLOSING COMMENTS

There were no further Board or staff closing comments.

K. ADJOURNMENT

The Regular Board Meeting was adjourned at 11:19 a.m. on a **MOTION** made by Supervisor Avendano, seconded by Supervisor German and passed unanimously.

ATTESTED BY:

Secretary/Assistant Secretary

Chairman/Vice-Chairperson

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTURY PARC 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.

WHEREAS, the Century Parc Community Development District (the “District”), is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “Act”); and

WHEREAS, the Board of Supervisors of the District regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

WHEREAS, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

WHEREAS, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

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

Section 1. The foregoing recitals are hereby incorporated as findings of fact of the District Board of Supervisors.

Section 2. The Board of Supervisors of the Century Parc Community Development District hereby establishes and adopts the “Electronic Signature Policy,” as follows:

ELECTRONIC SIGNATURE POLICY

PURPOSE: The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, “Electronic Signature Act”.

DEFINITIONS:

Electronic means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

Electronic record means a record created, generated, sent, communicated, received, or stored by electronic means.

Electronic signature means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

Electronic transaction means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

Record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

POLICY: This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District’s right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by applicable policies, laws or regulations.

PROCEDURE: When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.

2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

3. The District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.

5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.

6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.

Section 3. The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.

Section 4. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

Section 5. If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6. The Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 3rd DAY OF APRIL, 2024.

**CENTURY PARC COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairman/Vice Chairman

RESOLUTION NO. 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Century Parc Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2024/2025 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2024/2025 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 5, 2024 at 11:00 a.m. in the Conference Room Renaissance Planning Office, 5757 Blue Lagoon Drive, Suite 330, Miami, Florida 33126, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

PASSED, ADOPTED and EFFECTIVE this 3rd day of April, 2024.

ATTEST:

**CENTURY PARC
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Century Parc
Community Development District

**Proposed Budget For
Fiscal Year 2024/2025
October 1, 2024 - September 30, 2025**

CONTENTS

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

PROPOSED BUDGET
CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
Administrative Assessments	75,190
Maintenance Assessments	60,602
Debt Assessments	351,984
Other Revenues	0
Interest Income	840
TOTAL REVENUES	\$ 488,616
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Maintenance/Contingency - Drainage	16,100
Maintenance/Contingency - Roads	37,860
Engineering/Inspections	3,000
TOTAL MAINTENANCE EXPENDITURES	\$ 56,960
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	6,000
Payroll Taxes (Employer)	480
Management	35,616
Secretarial	4,200
Legal	8,000
Assessment Roll	6,000
Audit Fees	3,900
Insurance	7,000
Legal Advertisements	2,000
Miscellaneous	675
Postage	300
Office Supplies	575
Dues & Subscriptions	175
Trustee Fees	3,600
Continuing Disclosure Fee	350
Website Management	2,000
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 80,871
TOTAL EXPENDITURES	\$ 137,831
REVENUES LESS EXPENDITURES	\$ 350,785
Bond Payments	(330,865)
BALANCE	\$ 19,920
County Appraiser & Tax Collector Fee	(9,760)
Discounts For Early Payments	(19,520)
Excess/ (Shortfall)	\$ (9,360)
Carryover From Prior Year	9,360
Net Excess/ (Shortfall)	\$ -

DETAILED PROPOSED BUDGET
CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	77,071	75,204	75,190	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	59,539	60,602	60,602	Expenditures/.94
Debt Assessments	351,986	351,984	351,984	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	22,278	540	840	Interest Estimated At \$70 Per Month
TOTAL REVENUES	\$ 510,874	\$ 488,330	\$ 488,616	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Maintenance/Contingency - Drainage	8,811	16,100	16,100	Maintenance/Contingency - Drainage
Maintenance/Contingency - Roads	0	37,860	37,860	2031 Road Project - 8th Year
Engineering/Inspections	1,359	3,000	3,000	No Change From 2023/2024 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 10,170	\$ 56,960	\$ 56,960	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	2,400	6,000	6,000	Supervisor Fees
Payroll Taxes (Employer)	184	480	480	Projected At 8% Of Supervisor Fees
Management	33,588	34,584	35,616	CPI Adjustment (Capped At 3%)
Secretarial	4,200	4,200	4,200	No Change From 2023/2024 Budget
Legal	6,157	8,000	8,000	No Change From 2023/2024 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,700	3,800	3,900	\$100 Increase From 2023/2024 Budget
Insurance	6,134	6,500	7,000	Fiscal Year 23/24 Expenditure Was \$6,594
Legal Advertisements	262	525	2,000	Costs Will Increase Due To Closing Of The Miami Business Review
Miscellaneous	400	700	675	\$25 Decrease From 2023/2024 Budget
Postage	199	300	300	No Change From 2023/2024 Budget
Office Supplies	239	600	575	\$25 Decrease From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fees	3,400	3,600	3,600	No Change From 2023/2024 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2023/2024 Budget
Website Management	2,000	2,000	2,000	No Change From 2023/2024 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 69,388	\$ 77,814	\$ 80,871	
TOTAL EXPENDITURES	\$ 79,558	\$ 134,774	\$ 137,831	
REVENUES LESS EXPENDITURES	\$ 431,316	\$ 353,556	\$ 350,785	
Bond Payments	(335,824)	(330,865)	(330,865)	2025 P & I Payments Less Earned Interest
BALANCE	\$ 95,492	\$ 22,691	\$ 19,920	
County Appraiser & Tax Collector Fee	(4,705)	(9,760)	(9,760)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(17,698)	(19,521)	(19,520)	Four Percent Of Total Assessment Roll
Excess/ (Shortfall)	\$ 73,089	\$ (6,590)	\$ (9,360)	
Carryover From Prior Year	0	6,590	9,360	Carryover From Prior Year
Net Excess/ (Shortfall)	\$ 73,089	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET

CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2024/2025

OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	18,740	1,025	1,273	Projected Interest For 2024/2025
NAV Tax Collection	335,824	330,865	330,865	2025 P & I Payments Less Earned Interest
Total Revenues	\$ 354,564	\$ 331,890	\$ 332,138	
EXPENDITURES				
Principal Payments	215,000	235,000	245,000	Principal Payment Due In 2025
Interest Payments	110,056	96,890	87,138	Interest Payments Due In 2025
Total Expenditures	\$ 325,056	\$ 331,890	\$ 332,138	
Excess/ (Shortfall)	\$ 29,508	\$ -	\$ -	

Series 2012 Refunding Bonds Information

Original Par Amount =	\$4,305,000	Annual Principal Payments Due =	November 1st
Interest Rate =	1.5% - 4.25%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	April 2012		
Maturity Date =	November 2031		
Par Amount As Of 1/1/2024 =	\$2,185,000		

Century Parc Community Development District Assessment Comparison

	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Assessment*	Fiscal Year 2024/2025 Projected Assessment*
Administrative	\$ 102.06	\$ 99.71	\$ 98.31	\$ 98.29
Maintenance	\$ 77.83	\$ 77.83	\$ 79.22	\$ 79.22
<u>Debt</u>	<u>\$ 459.60</u>	<u>\$ 461.93</u>	<u>\$ 461.93</u>	<u>\$ 461.93</u>
Total For 691 Units	\$ 639.49	\$ 639.47	\$ 639.46	\$ 639.44
Administrative	\$ 102.06	\$ 99.71	\$ 98.31	\$ 98.29
Maintenance	\$ 77.83	\$ 77.83	\$ 79.22	\$ 79.22
<u>Debt</u>	<u>\$ 459.60</u>	<u>\$ 461.93</u>	<u>\$ 461.93</u>	<u>\$ 461.93</u>
Total For 74 Townhomes	\$ 639.49	\$ 639.47	\$ 639.46	\$ 639.44

* Assessments Include the Following :

-
- 4% Discount for Early Payments
 - 1% County Tax Collector Fee
 - 1% County Property Appraiser Fee

Community Information:

Condominiums	691
<u>Townhomes</u>	<u>74</u>
Total Units	765

Townhomes Information

Total Units	74
<u>Prepayments</u>	<u>3</u>
Billed For Debt	71

Century Parc CDD – Storm Drainage Cleaning		
Americlean	Caraballo Express	Raptor Vac Systems
Perform the cleaning of the 29 storm drainage structures/catch basins (As per inspection performed by Field Operations in January 2024).		
Total Cost: \$3,335.00	Total Cost: \$10,150.00	Total Cost: \$3,132.00

W Flagler ST

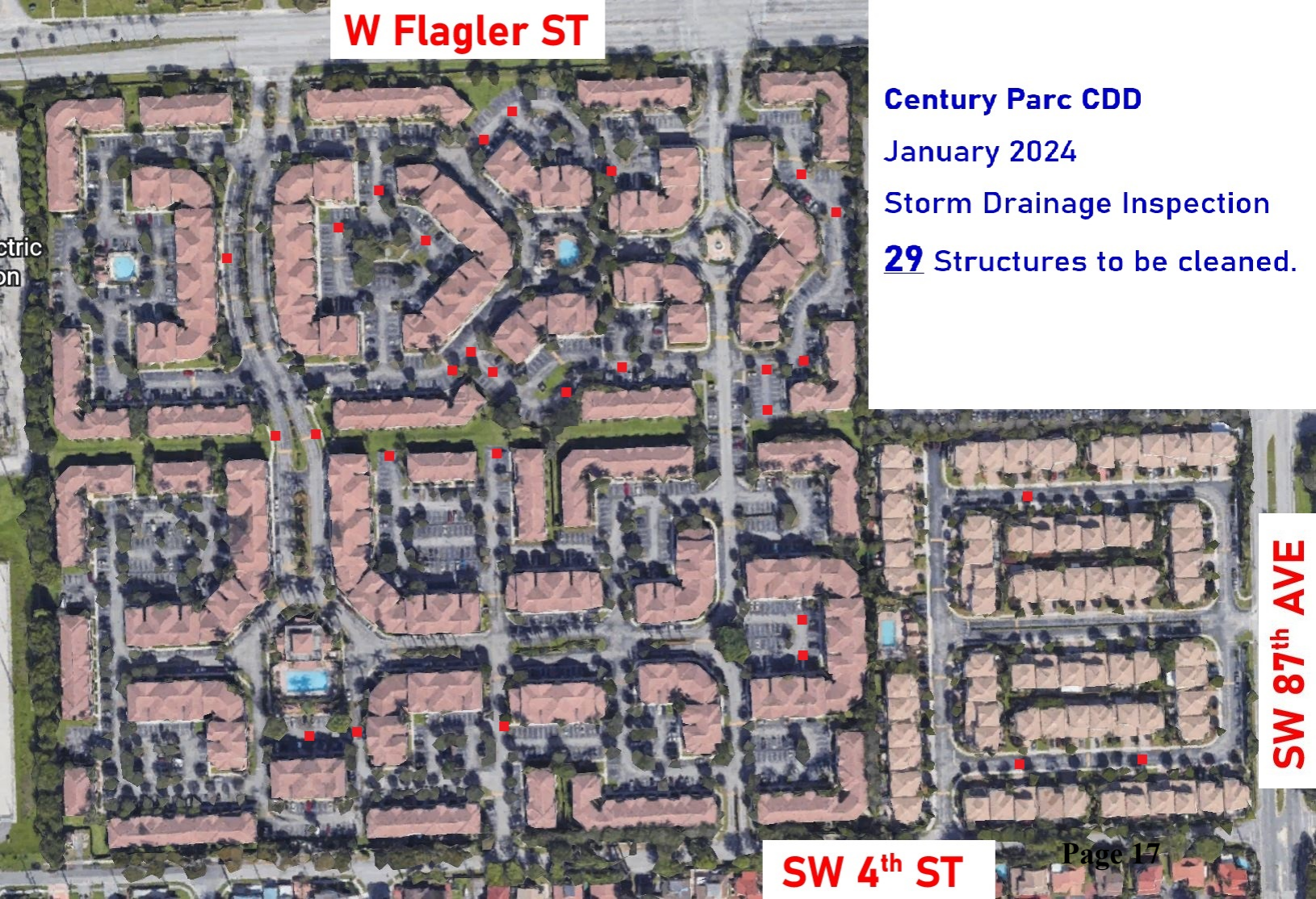
Century Parc CDD

January 2024

Storm Drainage Inspection

29 Structures to be cleaned.

Electric
on



SW 4th ST

SW 87th AVE

CP Storm Drainage Structures to be Cleaned	
PAGE	Structure Number
CP NORTH SECTION	8B
	9A
	9C
	10
	12
	12A
	13A
	17C
	17D
	18A
	19
	19A
	24
	24A
	25
	26A
	28
29	
30	
CP SOUTH SECTION	37
	37D
	46D
	51
	51A
	62
63	
EAST SECTION (THE ENCLAVE)	63
	64
	66



PO Box 560951 Miami, FL 33256 Phone (305) 270-3233 Fax (305) 259-4214

January 12, 2024

Century Park Community Development District
c/o Special District Service, Inc.
2501A Burns Road
Palm Beach Gardens, FL 33410
Attn: Ronald Galvis

STORM DRAIN CLEANING

(29) Catch Basins

Scope of Work:

Vacuum pump truck to remove debris from each drain and pit.
Pressure jet clean drains pit walls and bottom.
Remove debris from area.

All work is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Total Cost for Storm Drain System Cleaning: \$ 3,335.00

With payment to be made at: Terms: Net 30 days.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Sincerely submitted,

Oscar Vincas

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payments will be made as outlined above.

Signature: _____ Date: _____

Note: Proposal may be withdrawn by us if not accepted within 90 days.



Caraballo Express Pump Outs Corp.

Yerandis Leal
Business Number 786-346-9807
240 west 28 st Hialeah Florida 33010
License # SA0181993
305-776-0802 OWNER
caraballoexpress.com
caraballoexpress_ctw@yahoo.com

ESTIMATE
EST1063

DATE
Jan 18, 2024

TOTAL
USD \$10,150.00

TO

Century parc cdd

+1 (786) 503-1633
rgalvis@sdsinc.org

DESCRIPTION	RATE	QTY	AMOUNT
-------------	------	-----	--------

Catch basin pump out This cleaning includes pump out and pressure clean to break solids inside tank.	\$350.00	29	\$10,150.00
---	----------	----	-------------

** If storm drains have accumulated water on top there is a separate fee

*Payment must be made upon completion

TOTAL	USD \$10,150.00
--------------	------------------------

I authorize Caraballo Express Pump Outs Corp to have access to above said property to complete the work described on this service order on the agreed upon date of service. All services must be conducted using the best possible care. We are not responsible for any damages on property. We will not be responsible for grass or sprinklers! There will be no refunds or claims accepted. Payment is due upon completion of services. When 50% deposit is given customer is aware and agrees to our terms and conditions.



PROPOSAL

4122 NE 22nd Court, Homestead, FL 33033
Tel 786-694-0709
E-mail: operations@raptorvac.com

STORM DRAIN MAINTENANCE

PROPOSAL SUBMITTED TO: Century Parc CDD % SDS, Inc.	PROJECT NAME: Century Parc
BUSINESS ADDRESS: 2501A Burns Road, Palm Beach Gardens, FL	PROJECT LOCATION: 8950 W Flagler St, Miami, FL 33174
CONTACT: Ronald Galvis	DATE: January 30, 2024

We hereby propose to furnish all labor and equipment to complete the work outlined in this proposal in accordance with the Scope of Work listed below.

SCOPE OF WORK: Vac-con combination sewer cleaner truck to vacuum sediment out of twenty nine (29) structures. Disposal of sediment at Miami Dade County Treatment Plant.

COST: We propose to conduct this work in accordance with the above Scope of Work for the sum of \$3,132.00.

Three Thousand One Hundred Thirty Two Dollars and 00/100 Cents

TERMS: Net 30

ACCEPTANCE: Client hereby accepts and agrees to the terms, Scope of Work, and all other conditions and specifications hereinabove. Raptor Vac Systems is authorized to perform the work. Payment shall be made in accordance with the provisions contained hereinabove.

Accepted by:

Authorized Representative's Signature

Date of Acceptance

Century Parc
Community Development District

**Financial Report For
February 2024**

Century Parc Community Development District
Budget vs. Actual
October 2023 through February 2024

	<u>Oct '23 - Feb 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
363.101 · Maintenance Assessments	56,863.29	60,602.00	-3,738.71	93.83%
369.399 · Carryover From Prior Year	0.00	6,590.00	-6,590.00	0.0%
369.401 · Interest Income	13,100.89	540.00	12,560.89	2,426.09%
363.820 · Debt Assessment-Paid to Trustee	-314,262.10	-330,865.00	16,602.90	94.98%
363.831 · Assessment Discounts	-17,927.21	-19,521.00	1,593.79	91.84%
363.830 · Assessment Fees	-4,398.73	-9,760.00	5,361.27	45.07%
363.810 · Debt Assessments	330,372.39	351,984.00	-21,611.61	93.86%
363.100 · Admin Assessment Income	71,039.27	75,204.00	-4,164.73	94.46%
Total Income	<u>134,787.80</u>	<u>134,774.00</u>	<u>13.80</u>	<u>100.01%</u>
Expense				
511.315 · Legal Fees	1,875.00	8,000.00	-6,125.00	23.44%
511.320 · Audit Fees	0.00	3,800.00	-3,800.00	0.0%
511.310 · Engineering	0.00	3,000.00	-3,000.00	0.0%
511.122 · Payroll Expense	61.20	480.00	-418.80	12.75%
511.131 · Supervisors Fees	800.00	6,000.00	-5,200.00	13.33%
511.305 · MaintenanceContingency-Drainage	0.00	16,100.00	-16,100.00	0.0%
511.306 · Maintenance/Contingency - Roads	0.00	37,860.00	-37,860.00	0.0%
511.311 · Management Fees	14,410.00	34,584.00	-20,174.00	41.67%
511.312 · Secretarial Fees	1,750.00	4,200.00	-2,450.00	41.67%
511.450 · Insurance	6,594.00	6,500.00	94.00	101.45%
511.480 · Legal Advertisements	101.58	525.00	-423.42	19.35%
511.512 · Miscellaneous Expense	89.29	700.00	-610.71	12.76%
511.513 · Postage and Delivery	81.29	300.00	-218.71	27.1%
511.514 · Office Supplies	54.60	600.00	-545.40	9.1%
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	3,600.00	-3,600.00	0.0%
511.734 · Continuing Disclosure Fee	0.00	350.00	-350.00	0.0%
511.750 · Website Management	833.30	2,000.00	-1,166.70	41.67%
Total Expense	<u>26,825.26</u>	<u>134,774.00</u>	<u>-107,948.74</u>	<u>19.9%</u>
Net Income	<u>107,962.54</u>	<u>0.00</u>	<u>107,962.54</u>	<u>100.0%</u>

**CENTURY PARC COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL REPORT
FEBRUARY 2024**

	Annual Budget 10/1/23 - 9/30/24	Actual Feb-24	Year To Date Actual 10/1/23 - 2/29/24
REVENUES			
Administrative Assessments	75,204	2,215	71,039
Maintenance Assessments	60,602	1,403	56,863
Debt Assessments	351,984	8,148	330,372
Other Revenues	0	0	0
Interest Income	540	0	13,101
Total Revenues	\$ 488,330	\$ 11,766	\$ 471,375
EXPENDITURES			
MAINTENANCE EXPENDITURES			
Maintenance/Contingency - Drainage	16,100	0	0
Maintenance/Contingency - Roads	37,860	0	0
Engineering/Inspections	3,000	0	0
TOTAL MAINTENANCE EXPENDITURES	\$ 56,960	\$ -	\$ -
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	6,000	0	800
Payroll Taxes (Employer)	480	0	61
Management	34,584	2,882	14,410
Secretarial	4,200	350	1,750
Legal	8,000	0	1,875
Assessment Roll	6,000	0	0
Audit Fees	3,800	0	0
Insurance	6,500	0	6,594
Legal Advertisements	525	0	102
Miscellaneous	700	0	89
Postage	300	5	81
Office Supplies	600	7	55
Dues & Subscriptions	175	0	175
Trustee Fees	3,600	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	167	833
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 77,814	\$ 3,411	\$ 26,825
Total Expenditures	\$ 134,774	\$ 3,411	\$ 26,825
REVENUES LESS EXPENDITURES	\$ 353,556	\$ 8,355	\$ 444,550
Bond Payments	(330,865)	(7,895)	(314,262)
Balance	\$ 22,691	\$ 460	\$ 130,288
County Appraiser & Tax Collector Fee	(9,760)	(110)	(4,399)
Discounts For Early Payments	(19,521)	(241)	(17,927)
Excess/ (Shortfall)	\$ (6,590)	\$ 109	\$ 107,962
Carryover from Prior Year	6,590	0	0
Net Excess/ (Shortfall)	\$ -	\$ 109	\$ 107,962
Bank Balance As Of 2/29/24	\$ 755,057.57		
Accounts Payable As Of 2/29/24	\$ 11,705.30		
Accounts Receivable As Of 2/29/24	\$ 4,651.00		
Reserve Funds - Drainage As Of 2/29/24	\$ 102,840.00		
Reserve Funds - Roads As Of 2/29/24	\$ 409,040.00		
Available Funds As Of 2/29/24	\$ 236,123.27		

**CENTURY PARC CDD
TAX COLLECTIONS
2023-2024**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Fees	Discount	Net From Tax Collector	Admin. Assessment Income (Before Discounts & Fee)	Maint. Assessment Income (Before Discounts & Fee)	Debt Assessment Income (Before Discounts & Fee)	Admin. Assessment Income (After Discounts & Fee)	Maint. Assessment Income (After Discounts & Fee)	Debt Assessment Income (After Discounts & Fee)	Debt Assessments Paid to Trustee
									\$487,790.00	\$75,204.00	\$60,602.00	\$ 351,984.00	\$75,204.00	\$60,602.00	\$351,984.00	
									\$457,523.00	\$70,692.00	\$55,966.00	\$ 330,865.00	\$70,692.00	\$55,966.00	\$330,865.00	\$330,865.00
1	1	Miami-Dade Tax Collector	11/20/23	NAV Taxes	\$ 68,834.85		\$ (660.44)	\$ (2,790.10)	\$ 65,384.31	\$ 10,612.27	\$ 8,552.04	\$ 49,670.54	\$ 10,080.30	\$ 8,123.35	\$ 47,180.66	\$ 47,180.66
2	2	Miami-Dade Tax Collector	11/24/23	NAV Taxes	\$ 58,190.86		\$ (558.64)	\$ (2,327.78)	\$ 55,304.44	\$ 8,946.21	\$ 7,209.02	\$ 42,035.63	\$ 8,501.45	\$ 6,850.62	\$ 39,952.37	\$ 39,952.37
3	3	Miami-Dade Tax Collector	12/08/23	NAV Taxes	\$ 290,030.44		\$ (2,784.28)	\$ (11,601.94)	\$ 275,644.22	\$ 44,731.05	\$ 36,045.10	\$ 209,254.29	\$ 42,512.96	\$ 34,257.63	\$ 198,873.63	\$ 198,873.63
4	4	Miami-Dade Tax Collector	12/27/23	NAV Taxes	\$ 14,068.12		\$ (135.62)	\$ (505.20)	\$ 13,427.30	\$ 2,162.82	\$ 1,742.84	\$ 10,162.46	\$ 2,064.03	\$ 1,663.22	\$ 9,700.05	\$ 9,700.05
5	5	Miami-Dade Tax Collector	01/09/24	NAV Taxes	\$ 15,384.67		\$ (149.24)	\$ (461.54)	\$ 14,773.89	\$ 2,371.86	\$ 1,911.39	\$ 11,101.42	\$ 2,277.69	\$ 1,835.51	\$ 10,660.69	\$ 10,660.69
6	6	Miami-Dade Tax Collector	02/08/24	NAV Taxes	\$ 11,291.77		\$ (110.51)	\$ (240.65)	\$ 10,940.61	\$ 1,740.82	\$ 1,402.90	\$ 8,148.05	\$ 1,686.61	\$ 1,359.30	\$ 7,894.70	\$ 7,894.70
7	Int - 1	Miami-Dade Tax Collector	02/27/24	Interest		\$ 474.24			\$ 474.24	\$ 474.24			\$ 474.24			\$ -
8									\$ -							\$ -
9									\$ -							\$ -
10									\$ -							\$ -
11									\$ -							\$ -
12									\$ -							\$ -
13									\$ -							\$ -
14									\$ -							\$ -
15									\$ -							\$ -
16									\$ -							\$ -
					\$ 457,800.71	\$ 474.24	\$ (4,398.73)	\$ (17,927.21)	\$ 435,949.01	\$ 71,039.27	\$ 56,863.29	\$ 330,372.39	\$ 67,597.28	\$ 54,089.63	\$ 314,262.10	\$ 314,262.10

Assessment Roll = \$487,801.11

Note: \$487,790, \$75,204, \$60,602, and \$351,984 are 2023/2024 Budgeted assessments before discounts and fees.
\$457,523, \$70,692, \$55,966 and \$330,865 are 2023/2024 Budgeted assessments after discounts and fees.

\$ 457,800.71	
\$ 474.24	\$ 435,949.01
\$ (71,039.27)	\$ (67,597.28)
\$ (56,863.29)	\$ (54,089.63)
\$ -	\$ -
\$ (330,372.39)	\$ (314,262.10)
\$ -	\$ -

MEMORANDUM

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
District Counsel

DATE: January 19, 2024

RE: Required Ethics Training and Financial Disclosure

Ethics Training

This memorandum serves as a reminder that beginning January 1, 2024, elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts are required to complete four (4) hours of ethics training annually. The training must address, at a minimum, s. 8, Art. II of the Florida Constitution (ethics for public officers and financial disclosure), the Code of Ethics for Public Officers and Employees, and the Florida Public Records Law and Open Meetings laws.

Deadlines & Recordkeeping

The deadline to complete training for this calendar year is December 31, 2024. There is no requirement to submit proof that you have completed the training. However, the Florida Commission on Ethics recommends that Supervisors maintain a record of all completed trainings, including the date and time of completion. This documentation may be useful if Supervisors are ever required to provide evidence of training completion. The training is a calendar year requirement and corresponds to the form year. Therefore, Supervisors will report their 2024 training when filling out their Form 1 for the 2025 year.

Links to Online Training

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#). This presentation is audio only and is offered by the Office of the Attorney General. This presentation covers public records and Florida public records law. The presentation can be accessed for free. Completing this presentation will satisfy 2 of the 4 hours of required ethics training.

[State Ethics Laws for Constitutional Officers & Elected Municipal Officers](#). This training is presented by the Florida Commission on Ethics. The training is an overview of Florida's Ethics Code (Part III, Chapter 112, and Article II, Section 8, Florida Constitution) geared toward Constitutional Officers and Elected Municipal Officers. Topics covered include gifts, voting conflict, misuse of office, prohibited business relationships, conflicting employment relationships, revolving door, and Amendment 12. This presentation can be accessed for free. Completing this training will satisfy 2 of the 4 hours of required ethics training.

[State-Mandated Continuing Education in Ethics](#). This class is presented by the Florida League of Cities. The class covers Chapter 112 of Florida’s Ethics Code (2 Hours) and Florida Public Records and Public Meetings Law (2 Hours). To take this class, you must register for it, however there is no registration fee. Completing this class will meet your ethics training requirement.

[“4-Hour Ethics Course”](#). The “4-Hour Ethics Course” is available online and presented by the Florida Institute of Government. There are three sessions. Session 1 covers Florida’s Public Records Laws (1 hour), session 2 covers Florida Government in the Sunshine Law (1 hour), and session 3 covers Florida’s Ethics Laws (2 hours). The registration fee is \$79. Completing this entire course will meet your ethics training requirement.

[Sunshine Law, Public Records and Ethics for Public Officers and Public Employees 2023](#). This seminar is offered by the Florida Bar. This seminar covers sunshine law and public records; true stories of excess corruption in the ethics world; navigating Florida public records law, privacy, ethics and social media; complaints, misuse, anti-nepotism and voting; ethics during and after public service: conflicting contractual relationships & revolving door restrictions; gifts bribes, honoraria, and expenditures. The cost for this seminar is \$280. Completing this entire seminar will meet your ethics training requirement. Those Supervisors or Officers who are members of the Florida Bar may wish to purchase this option as Continuing Legal Education Credits can be earned.

We will notify you directly or through the District Manager’s office if and when other training opportunities become available.

Form 1 or Form 6

Section 8, Article II of the Florida Constitution requires constitutional officers and certain elected public officials to file a Form 6. In the last session, the legislature expanded the requirements to include *elected members of municipalities*. Independent special district officials remain exempt from the requirement to file a Form 6. Elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts (including community development districts) are required to file Form 1.

For this year’s filing requirement, a completed Form 1 must be submitted prior to July 1, 2024 using the Electronic Filing System of the Florida Commission on Ethics, which can be accessed via the link at [Login - Electronic Financial Disclosure Management System \(floridaethics.gov\)](#). You will no longer be able to file your completed Form 1 through your local Supervisor of Elections office.

If you have any questions or need additional information about ethics training requirements or financial disclosure, please do not hesitate to contact our office.