



**MARSH HARBOUR  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
APRIL 21, 2017  
10:00 A.M.**

Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

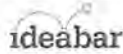
[www.marshharbourcdd.org](http://www.marshharbourcdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**MARSH HARBOUR**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Marsh Harbour Community Clubhouse  
1000 Marsh Harbour Drive  
Riviera Beach, Florida 33404  
**REGULAR BOARD MEETING**  
April 21, 2017  
10:00 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. March 17, 2017 Regular Board Meeting Minutes.....Page 2
- G. Old Business
- H. New Business
  - 1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget.....Page 5
  - 2. Consider Resolution No. 2017-02 – Electronic Approval Process and Authorized Signatories...Page 12
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

# The Palm Beach Post

Palm Beach Daily News



## MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Marsh Harbour Community Development District will hold Regular Meetings at 10:00 a.m. in the Marsh Harbour Community Clubhouse located at 1000 Marsh Harbour Drive, Riviera Beach, Florida 33404 on the following dates:

- October 21, 2016
- November 18, 2016
- December 16, 2016
- January 20, 2017
- February 17, 2017
- March 17, 2017
- April 21, 2017
- May 19, 2017
- June 16, 2017
- July 21, 2017
- August 18, 2017
- September 15, 2017

The purpose of the 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 Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more 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. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

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

MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT  
www.marshharbourcdd.org  
PUB: The Palm Beach Post  
10-3/2016 #656261

MARSH HARBOUR CDD PROOF OF PUBLICATION STATE OF FLORIDA COUNTY OF PALM BEACH Before the undersigned authority personally appeared Tiffani Everett, who on oath says that she is Call Center Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertising for a Notice was published in said newspaper on First date of Publication 10/03/2016 and last date of Publication 10/03/2016 Affiant further says that the said The Post is a newspaper published at West Palm Beach, in said Palm Beach County, Florida, and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she/he 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. Also published in Martin and St. Lucie Counties. MEETING NOTICE Ad ID: 1278794 Ad Cost: 271.76

Signed



NADIA VAGEDES, Notary Public  
In and for the State of Ohio  
My Commission Expires Sept. 2, 2019

Sworn to and subscribed before 10/04/2016.

Who is personally known to me.

MARSH HARBOUR  
COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 17, 2017

**A. CALL TO ORDER**

District Manager Richard Ellington called the March 17, 2017, Regular Board Meeting of the Marsh Harbour Community Development District to order at 10:00 a.m. at the Marsh Harbour Community Clubhouse located at 1000 Marsh Harbor Drive, Riviera Beach, Florida 33404.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the March 17, 2017, Regular Board Meeting had been published in *The Palm Beach Post* on October 3, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Ellington determined that the attendance of Chairperson Charlene Little (by conference call), Vice Chairman Nathan Gordon and Supervisors Judy Briggs, Heather Eccles and Allen Walker constituted a quorum and it was in order to proceed with the meeting.

Staff present were: District Manager Richard Ellington of Special District Services, Inc.; and District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Others present were Bryan Vaughn and Mike Freedland of Leaderscape Landscaping.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. February 17, 2017, Regular Board Meeting**

Mr. Ellington presented the minutes of the February 17, 2017, Regular Board Meeting. Without discussion, Mr. Gordon **moved** approval and Ms. Eccles seconded that the minutes of the February 17, 2017, Regular Board Meeting be approved, as presented. The **motion** carried 5 to 0.

**G. OLD BUSINESS**

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

MARSH HARBOUR  
COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 17, 2017

**H. NEW BUSINESS**

**1. Discussion Regarding Replacing Coco Palms on Outside Wall**

Mr. Ellington indicated that he had received a request from the HOA on 2 matters related to landscaping. The first was a matter of replacing the coco palms on the outside wall with bougainvillea plants to deter jumpers from coming over the wall. Ms. Briggs questioned the need for that in light of the fact that the coco palms had been planted several years ago and now there was a desire to come along and remove those and put in the bougainvillea. Mr. Ellington indicated that he thought it was a security issue, but that he would yield to the Board as to any decision they wanted to make thereon. Mr. Freedland from Leaderscape indicated that that was his understanding of the purpose of the change in the landscaping from the coco palms to the bougainvillea. Mr. Gordon indicated that he thought that this could wait and that he would like to revisit with the HOA. Mr. Gordon then **moved** and Ms. Briggs seconded that this item be deferred to a later meeting and that **motion** carried 5 to 0.

**2. Discussion on Proposal from Leaderscape for Removal of Fox Tail Palms**

Mr. Ellington then introduced the proposal from Leaderscape regarding the replacement of 18 dead fox tail palms. Mr. Ellington indicated that he had asked Leaderscape to also provide a quote for the replacement of these trees. Mr. Freedland indicated that to replace the trees with an alternate type of palm would cost \$5,850 in addition to the \$2,595 quote for the removal of the dead palms. This brought the total amount on this particular project to \$8,445. Ms. Eccles then **moved** and Mr. Walker seconded that the work presented by Leaderscape for the removal of the fox tail palms and the replacement with alternate palms be approved and that **motion** carried 5 to 0.

**I. ADMINISTRATIVE MATTERS**

Mr. Ellington indicated that he had received a request on security matters from the HOA administrator, but said that the areas that had been raised and were of concern were not the responsibility of the CDD and Ms. Wald confirmed that.

**J. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

**K. ADJOURNMENT**

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 10:20 a.m. on a **motion** made by Mr. Gordon, seconded by Ms. Briggs and the **motion** carried 5 to 0.

MARSH HARBOUR  
COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 17, 2017

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

**RESOLUTION NO. 2017-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (“Board”) of the Marsh Harbour 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 2017/2018 has been prepared and considered by the Board.

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

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for \_\_\_\_\_, 2017 at 10:00 a.m. in the Marsh Harbour Community Clubhouse, 1000 Marsh Harbour Drive, Riviera Beach, Florida 33404, for the purpose of receiving public comments on the Proposed Fiscal Year 2017/2018 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 21<sup>st</sup> day of April, 2017.

**ATTEST:**

**MARSH HARBOUR  
COMMUNITY DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_  
Chairman/Vice Chairman

Marsh Harbour  
Community Development District

**Proposed Budget For  
Fiscal Year 2017/2018  
October 1, 2017 - September 30, 2018**



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**PROPOSED BUDGET**  
**MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	<b>FISCAL YEAR 2017/2018 BUDGET</b>
<b>REVENUES</b>	
O & M Assessments	533,045
Debt Assessments	254,572
Other Revenues	0
Interest Income	180
<b>TOTAL REVENUES</b>	<b>\$ 787,797</b>
<b>EXPENDITURES</b>	
Supervisor Fees	10,000
Payroll Taxes - Employer	800
Engineering/Inspections	2,750
Lake Maintenance	12,500
Landscaping/Irrigation/Maintenance	130,000
Lighting	37,000
Security	222,000
Security - HOA/Police	45,000
Management	31,512
Secretarial	4,200
Legal	11,000
Assessment Roll	7,500
Audit Fees	3,600
Insurance	6,356
Legal Advertisements	1,750
Miscellaneous	1,000
Postage	325
Office Supplies	775
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	500
Website Management	1,500
Reserve	5,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 537,743</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 250,054</b>
Bond Payments	(239,297)
<b>BALANCE</b>	<b>\$ 10,757</b>
County Appraiser & Tax Collector Fee	(15,752)
Discounts For Early Payments	(31,505)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (36,500)</b>
Carryover Funds From Prior Year	36,500
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M Assessments	534,009	533,116	533,045	Expenditures Less Interest & Carryover/.94
Debt Assessments	254,401	254,507	254,572	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	365	60	180	Interest Projected At \$15 Per Month
<b>TOTAL REVENUES</b>	<b>788,775</b>	<b>\$ 787,683</b>	<b>\$ 787,797</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	7,800	10,000	10,000	No Change From 2016/2017 Budget
Payroll Taxes - Employer	597	800	800	Projected At 8% Of Supervisor Fees
Engineering/Inspections	1,925	3,000	2,750	\$250 Decrease From 2016/2017 Budget
Lake Maintenance	7,800	14,500	12,500	\$2,000 Decrease From 2016/2017 Budget
Landscaping/Irrigation/Maintenance	157,202	120,000	130,000	Fiscal Year 16/17 Expenditure Through March 2017 Was \$67,248
Lighting	32,722	38,000	37,000	\$1,000 Decrease From 2015/2016 Budget
Security	218,362	215,000	222,000	Fiscal Year 16/17 Expenditure Through Feb 2017 Was \$92,420
Security - HOA/Police	32,440	48,000	45,000	\$3,000 Decrease From 2015/2016 Budget
Management	30,660	30,864	31,512	CPI Adjustment
Secretarial	4,200	4,200	4,200	No Change From 2016/2017 Budget
Legal	8,197	11,000	11,000	No Change From 2016/2017 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,600	3,600	3,600	Accepted Amount For 2016/2017 Audit
Insurance	5,665	6,100	6,356	Insurance Company Estimate
Legal Advertisements	1,562	1,800	1,750	\$50 Decrease From 2016/2017 Budget
Miscellaneous	724	1,000	1,000	No Change From 2016/2017 Budget
Postage	163	375	325	\$25 Decrease From 2016/2017 Budget
Office Supplies	766	775	775	No Change From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fee	2,500	2,500	2,500	No Change From 2016/2017 Budget
Continuing Disclosure Fee	500	500	500	No Change From 2016/2017 Budget
Website Management	1,500	1,500	1,500	No Change From 2016/2017 Budget
Reserve	0	10,000	5,000	Reserve
<b>TOTAL EXPENDITURES</b>	<b>526,560</b>	<b>\$ 531,189</b>	<b>\$ 537,743</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>262,215</b>	<b>\$ 256,494</b>	<b>\$ 250,054</b>	
Bond Payments	(240,452)	(239,237)	(239,297)	2018 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>21,763</b>	<b>\$ 17,257</b>	<b>\$ 10,757</b>	
County Appraiser & Tax Collector Fee	(3,281)	(15,752)	(15,752)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(23,285)	(31,505)	(31,505)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (4,803)</b>	<b>\$ (30,000)</b>	<b>\$ (36,500)</b>	
Carryover Funds From Prior Year	0	30,000	36,500	Carryover Funds From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ (4,803)</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**  
**MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	FISCAL YEAR 2015/2016	FISCAL YEAR 2016/2017	FISCAL YEAR 2017/2018	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	16	25	25	Projected Interest For 2017/2018
NAV Tax Collection	240,452	239,237	239,297	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 240,468</b>	<b>\$ 239,262</b>	<b>\$ 239,322</b>	
<b>EXPENDITURES</b>				
Principal Payments	130,000	135,000	140,000	Principal Payment Due In 2018
Interest Payments	72,951	100,359	95,904	Interest Payments Due In 2018
Additional Principal Payments	0	3,903	3,418	Additional Principal Payments
<b>Total Expenditures</b>	<b>\$ 202,951</b>	<b>\$ 239,262</b>	<b>\$ 239,322</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 37,517</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2015 Bond Refunding Information**

Original Par Amount =	\$3,295,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.24% - 5.45%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	August 2015		
Maturity Date =	May 2035		

## MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

	Fiscal Year 2014/2015 <u>Assessment*</u>	Fiscal Year 2015/2016 <u>Assessment*</u>	Fiscal Year 2016/2017 <u>Assessment*</u>	Fiscal Year 2017/2018 <u>Projected Assessment*</u>
O & M For Two Bedroom Units	\$ 1,424.62	\$ 1,327.74	\$ 1,326.16	\$ 1,325.98
<u>Debt For Two Bedroom Units</u>	<u>\$ 541.51</u>	<u>\$ 499.52</u>	<u>\$ 499.52</u>	<u>\$ 499.52</u>
<b>Total For Two Bedroom Units</b>	<b>\$ 1,966.13</b>	<b>\$ 1,827.26</b>	<b>\$ 1,825.68</b>	<b>\$ 1,825.50</b>
O & M For Three Bedroom Units	\$ 1,424.62	\$ 1,327.74	\$ 1,326.16	\$ 1,325.98
<u>Debt For Three Bedroom Units</u>	<u>\$ 738.42</u>	<u>\$ 684.28</u>	<u>\$ 684.28</u>	<u>\$ 684.28</u>
<b>Total For Three Bedroom Units</b>	<b>\$ 2,163.04</b>	<b>\$ 2,012.02</b>	<b>\$ 2,010.44</b>	<b>\$ 2,010.26</b>

\* Assessments Include the Following :

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

Community Information:

Two Bedroom Units	111
<u>Three Bedroom Units</u>	<u>291</u>
Total Units	402

**RESOLUTION NO. 2017-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The Marsh Harbour Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

**WHEREAS**, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

**WHEREAS**, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl and \_\_\_\_\_ to serve as the signatories, as required, on the District checking/operating account; and

**WHEREAS**, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

**Section 3.** When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

**PASSED, ADOPTED and becomes EFFECTIVE** this 21<sup>st</sup> day of April, 2017.

**ATTEST:**

**MARSH HARBOUR  
COMMUNITY DEVELOPMENT DISTRICT**

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

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