



**MARSH HARBOUR
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
MARCH 16, 2018
10:00 A.M.**

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

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
March 16, 2018
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. February 16, 2018 Regular Board Meeting Minutes.....Page 3
- G. Old Business
 - 1. Discussion Regarding Security
 - 2. Discussion Regarding LandscapingPage 6
 - 3. Consider Resolution No. 2018-01 – Adopting a Fiscal Year 2018/2019 Proposed Budget.....Page 8
- H. New Business
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

PROOF OF PUBLICATION

STATE OF FLORIDA

PUBLIC NOTICE

Before the undersigned authority, personally appeared Tiffani Everett, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - Notice was published in said newspaper on: first date of Publication 10/02/2017 and last date of Publication 10/02/2017. Affiant further says that the said The Palm Beach Post is a newspaper published in 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 he/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 said newspaper.

MARSH HARBOUR CDD
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

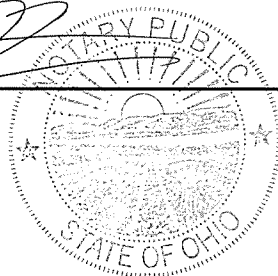
Invoice/Order Number:	0000225928
Ad Cost:	\$268.32
Paid:	\$0.00
Balance Due:	\$268.32

Signed

(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 4th day of October, 2017 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



(Notary)
Notary Public
In and for the State of Ohio
My Commission Expires July 31, 2019

Please see Ad on following page(s).

MARSH HARBOUR CDD
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

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**MARSH HARBOUR COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
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 20, 2017
November 17, 2017
December 15, 2017
January 19, 2018
February 16, 2018
March 16, 2018
April 20, 2018
May 18, 2018
June 15, 2018
July 20, 2018
August 17, 2018
September 21, 2018**

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 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
PUBLISH: PALM BEACH POST
10-2/ 2017**

0000225928-01

MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2018

A. CALL TO ORDER

District Manager Jason Pierman called the February 16, 2018, 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 February 16, 2018, Regular Board Meeting had been published in *The Palm Beach Post* on October 2, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairperson Charlene Little, 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 Jason Pierman of Special District Services, Inc.; and District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present was the HOA Manager, Briana Palmer.

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. January 19, 2018, Regular Board Meeting

Mr. Pierman presented the minutes of the January 19, 2018, Regular Board Meeting. Without discussion, Mr. Gordon **moved** approval and Mr. Walker seconded that the minutes of the December 15, 2017, Regular Board Meeting be approved, as presented. The **motion** carried 5 to 0.

G. OLD BUSINESS

1. Consider Security Proposals

MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2018

Mr. Pierman presented proposals from Delux, Frontline, and Marksman. Ms. Wald noted that the current agreement with ABM Security expires at the end of the month, so action needs to be taken today. Ms. Palmer explained that the ABM reports are not legible, and ABM has not followed through on a number of items. Following discussion, it was noted that the ABM agreement has a 30-day termination clause, and that the Board could vote to extend their contract, keeping the 30-day option in case they do not improve. A **motion** was made by Mr. Walker, seconded by Ms. Briggs, and unanimously passed to renew the ABM contract with the same terms.

H. NEW BUSINESS

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

I. ADMINISTRATIVE MATTERS

Mr. Pierman explained that the Board would consider the proposed budget at the next meeting, and that, because there is a potential that security would increase, he would include a worst-case cost for that line item. The Board can decide to lower the amount at the meeting.

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 10:29 a.m. on a **motion** made by Mr. Gordon, seconded by Mr. Walker and the **motion** carried 5 to 0.

MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2018

Secretary/Assistant Secretary

Chairman/Vice Chairman





RESOLUTION NO. 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2018/2019; 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 2018/2019 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 2018/2019 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2018 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 2018/2019 Budget.

PASSED, ADOPTED and EFFECTIVE this 16th day of March, 2018.

ATTEST:

**MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Marsh Harbour
Community Development District

Scenario #1

**Proposed Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

CONTENTS

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

PROPOSED BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET
REVENUES	
O & M Assessments	533,034
Debt Assessments	254,572
Other Revenues	0
Interest Income	300
TOTAL REVENUES	\$ 787,906
EXPENDITURES	
Supervisor Fees	10,000
Payroll Taxes - Employer	800
Engineering/Inspections	2,500
Lake Maintenance	10,500
Landscaping/Irrigation/Maintenance	132,000
Lighting	36,000
Security	250,000
Security - HOA/Police	43,000
Management	32,172
Secretarial	4,200
Legal	11,000
Assessment Roll	7,500
Audit Fees	3,700
Insurance	6,356
Legal Advertisements	1,700
Miscellaneous	1,000
Postage	300
Office Supplies	750
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	350
Website Management	1,500
Storm Cleanup - IRMA	0
Reserve	5,000
TOTAL EXPENDITURES	\$ 563,003
REVENUES LESS EXPENDITURES	\$ 224,903
Bond Payments	(239,297)
BALANCE	\$ (14,394)
County Appraiser & Tax Collector Fee	(15,752)
Discounts For Early Payments	(31,504)
EXCESS/ (SHORTFALL)	\$ (61,650)
Carryover Funds From Prior Year	61,650
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
REVENUES				
O & M Assessments	537,232	533,045	533,034	Expenditures Less Interest & Carryover/.94
Debt Assessments	256,588	254,572	254,572	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	859	180	300	Interest Projected At \$25 Per Month
TOTAL REVENUES	794,679	\$ 787,797	\$ 787,906	
EXPENDITURES				
Supervisor Fees	10,400	10,000	10,000	No Change From 2017/2018 Budget
Payroll Taxes - Employer	796	800	800	Projected At 8% Of Supervisor Fees
Engineering/Inspections	0	2,750	2,500	\$250 Decrease From 2017/2018 Budget
Lake Maintenance	7,800	12,500	10,500	\$2,000 Decrease From 2017/2018 Budget
Landscaping/Irrigation/Maintenance	130,344	130,000	132,000	\$2,000 Increase From 2017/2018 Budget
Lighting	33,445	37,000	36,000	\$1,000 Decrease From 2017/2018 Budget
Security	223,927	222,000	250,000	\$28,000 Increase From 2017/2018 Budget
Security - HOA/Police	30,506	45,000	43,000	\$2,000 Decrease From 2017/2018 Budget
Management	30,864	31,512	32,172	CPI Adjustment
Secretarial	4,200	4,200	4,200	No Change From 2017/2018 Budget
Legal	8,143	11,000	11,000	No Change From 2017/2018 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,600	3,600	3,700	\$1,000 Increase From 2017/2018 Budget
Insurance	5,778	6,356	6,356	Insurance Company Estimate
Legal Advertisements	1,001	1,750	1,700	\$50 Decrease From 2017/2018 Budget
Miscellaneous	776	1,000	1,000	No Change From 2017/2018 Budget
Postage	166	325	300	\$25 Decrease From 2017/2018 Budget
Office Supplies	556	775	750	\$25 Decrease From 2017/2018 Budget
Dues & Subscriptions	175	175	175	No Change From 2017/2018 Budget
Trustee Fee	2,500	2,500	2,500	No Change From 2017/2018 Budget
Continuing Disclosure Fee	350	500	350	\$150 Decrease From 2017/2018 Budget
Website Management	1,500	1,500	1,500	No Change From 2017/2018 Budget
Storm Cleanup - IRMA	37,665	0	0	Fiscal Year 2016/2017 Expenditure
Reserve	0	5,000	5,000	Reserve
TOTAL EXPENDITURES	541,992	\$ 537,743	\$ 563,003	
REVENUES LESS EXPENDITURES	252,687	\$ 250,054	\$ 224,903	
Bond Payments	(245,957)	(239,297)	(239,297)	2019 P & I Payments Less Earned Interest
BALANCE	6,730	\$ 10,757	\$ (14,394)	
County Appraiser & Tax Collector Fee	(4,181)	(15,752)	(15,752)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(25,347)	(31,505)	(31,504)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (22,798)	\$ (36,500)	\$ (61,650)	
Carryover Funds From Prior Year	0	36,500	61,650	Carryover Funds From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (22,798)	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017	FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	400	25	50	Projected Interest For 2018/2019
NAV Tax Collection	245,957	239,297	239,297	Maximum Debt Service Collection
Total Revenues	\$ 246,357	\$ 239,322	\$ 239,347	
EXPENDITURES				
Principal Payments	135,000	140,000	140,000	Principal Payment Due In 2019
Interest Payments	102,546	95,904	91,368	Interest Payments Due In 2019
Bond Redemption	0	3,418	7,979	Estimated Excess Debt Collections
Total Expenditures	\$ 237,546	\$ 239,322	\$ 239,347	
Excess/ (Shortfall)	\$ 8,811	\$ -	\$ -	

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		
Par Amount As Of 1/1/18 =	\$3,030,000		

MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

	Fiscal Year 2015/2016 <u>Assessment*</u>	Fiscal Year 2016/2017 <u>Assessment*</u>	Fiscal Year 2017/2018 <u>Assessment*</u>	Fiscal Year 2018/2019 <u>Projected Assessment*</u>
O & M For Two Bedroom Units	\$ 1,327.74	\$ 1,326.16	\$ 1,325.98	\$ 1,325.96
<u>Debt For Two Bedroom Units</u>	<u>\$ 499.52</u>	<u>\$ 499.52</u>	<u>\$ 499.52</u>	<u>\$ 499.52</u>
Total For Two Bedroom Units	\$ 1,827.26	\$ 1,825.68	\$ 1,825.50	\$ 1,825.48
O & M For Three Bedroom Units	\$ 1,327.74	\$ 1,326.16	\$ 1,325.98	\$ 1,325.96
<u>Debt For Three Bedroom Units</u>	<u>\$ 684.28</u>	<u>\$ 684.28</u>	<u>\$ 684.28</u>	<u>\$ 684.28</u>
Total For Three Bedroom Units	\$ 2,012.02	\$ 2,010.44	\$ 2,010.26	\$ 2,010.24

* 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

Marsh Harbour
Community Development District

Scenario #2

**Proposed Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

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

PROPOSED BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET
REVENUES	
O & M Assessments	598,620
Debt Assessments	254,572
Other Revenues	0
Interest Income	300
TOTAL REVENUES	\$ 853,492
EXPENDITURES	
Supervisor Fees	10,000
Payroll Taxes - Employer	800
Engineering/Inspections	2,500
Lake Maintenance	10,500
Landscaping/Irrigation/Maintenance	132,000
Lighting	36,000
Security	250,000
Security - HOA/Police	43,000
Management	32,172
Secretarial	4,200
Legal	11,000
Assessment Roll	7,500
Audit Fees	3,700
Insurance	6,356
Legal Advertisements	1,700
Miscellaneous	1,000
Postage	300
Office Supplies	750
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	350
Website Management	1,500
Storm Cleanup - IRMA	0
Reserve	5,000
TOTAL EXPENDITURES	\$ 563,003
REVENUES LESS EXPENDITURES	\$ 290,489
Bond Payments	(239,297)
BALANCE	\$ 51,192
County Appraiser & Tax Collector Fee	(17,064)
Discounts For Early Payments	(34,128)
EXCESS/ (SHORTFALL)	\$ -
Carryover Funds From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

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Website Management	1,500	1,500	1,500	No Change From 2017/2018 Budget
Storm Cleanup - IRMA	37,665	0	0	Fiscal Year 2016/2017 Expenditure
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EXCESS/ (SHORTFALL)	\$ (22,798)	\$ (36,500)	\$ -	
Carryover Funds From Prior Year	0	36,500	0	Carryover Funds From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (22,798)	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017	FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	
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Series 2015 Bond Refunding Information

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Par Amount As Of 1/1/18 =	\$3,030,000		

MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

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O & M For Two Bedroom Units	\$ 1,327.74	\$ 1,326.16	\$ 1,325.98	\$ 1,489.11
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Total For Three Bedroom Units	\$ 2,012.02	\$ 2,010.44	\$ 2,010.26	\$ 2,173.39

* Assessments Include the Following :

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Community Information:

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