



**MARSH HARBOUR
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
JUNE 15, 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
June 15, 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. May 18, 2018 Regular Board Meeting Minutes.....Page 3
- G. Old Business
 - 1. Discussion Regarding Security
 - 2. Consider Approval of Hurricane Agreement with Leaderscape.....Page 6
- 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.

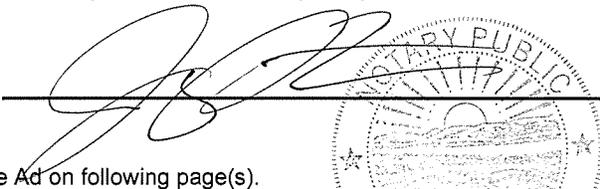
MARSH HARBOUR CDD
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

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| Invoice/Order Number: | 0000225928 |
| Ad Cost: | \$268.32 |
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Signed 

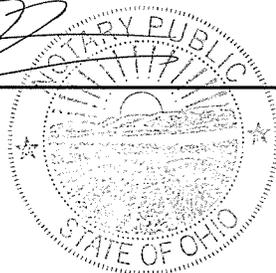
(Legal Advertising Agent)

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)
My Commission Expires July 31, 2019

Please see Ad on following page(s).



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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
MAY 18, 2018

A. CALL TO ORDER

District Manager Jason Pierman called the May 18, 2018, Regular Board Meeting of the Marsh Harbour Community Development District to order at 10:01 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 May 18, 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 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 Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present were: HOA Manager, Briana Palmer; Dan Shannon and Joe Valencia of Allied Universal; Don Cook, HOA President; Heston Samuel, an HOA Member; and Bryan from Leaderscape.

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. April 20, 2018, Regular Board Meeting

Mr. Pierman presented the minutes of the April 20, 2018, Regular Board Meeting. Without discussion, Ms. Briggs **moved** approval and Mr. Walker seconded that the minutes of the April 20, 2018, Regular Board Meeting be approved, as presented. The **motion** carried 4 to 0.

G. OLD BUSINESS

MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MAY 18, 2018

Bryan from Leaderscape noted that they had taken out trees and fixed irrigation lines in recent weeks. They have also removed leaves and fertilized. He noted that his employees have been egged while working onsite. Ms. Eccles noted that there were still trees with red berries that needed to be removed. Ms. Palmer was unaware of the trees in question, so Leaderscape was not asked to remove them. However, Bryan stated that they would be removed. Bryan also stated that they were working on plant replacement costs. Mr. Cook requested that irrigation costs be passed on to homeowners. Bryan offered to send individual invoices.

1. Discussion Regarding Security

Mr. Shannon introduced himself and Mr. Valencia, and explained that the District has not been charged for the golf cart, as stated in the contract. He also noted that Allied Universal would like to increase the pay for their guards, which would necessitate a rate increase. Ms. Steinerts explained that the contract extension was just entered into in March with set rates, and that the golf cart is contemplated at \$300 per month. Following a discussion regarding compensation for guards, Mr. Pierman and Ms. Steinerts explained that the CDD cannot stipulate compensation for individual guards. Mr. Pierman noted that the golf cart is included in the contract for an additional \$300, and could be added, should the Board wish to continue to have one onsite. Mr. Shannon explained that, currently, the supervisor is being paid more than what is stipulated in our contract, and requested an increase to the contract in order to keep her at the same rate. Mr. Pierman noted that the increase amounted to a nominal amount for the remainder of the fiscal year. Further discussion ensued regarding the use of Cycop and electronic reports, with Mr. Valencia assuring the Board that reports would be electronic going forward. A **motion** was made by Mr. Walker, and seconded by Ms. Little, to amend the Allied Universal security contract to reflect the increased supervisor rate, effective June 1, 2018. The **motion** passed 3-1, with Ms. Eccles dissenting.

2. Discussion Regarding Street Flooding

Ms. Palmer noted that she was requesting proposals for cleaning the storm drains.

H. NEW BUSINESS

Mr. Cook requested the CDD Board only meet when statutorily required in order to save the community money. He also stated that the HOA would like to take back security and landscaping to make it more efficient and cost effective. Mr. Pierman noted that the Board directs how often they would like to meet. He also explained the process for the HOA to take over security and landscaping, noting that the HOA would first need to vote to make the request, then the CDD would need to vote to give control to the HOA, and to continue funding it through their budget.

MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MAY 18, 2018

I. ADMINISTRATIVE MATTERS

Mr. Pierman reminded the Board to complete their Financial Disclosure form (Form 1) prior to the July deadline. He also noted that the qualifying period for Seats 2 and 4 (Ms. Briggs and Mr. Gordon, respectively) runs from noon, June 18, 2018 to noon, June 22, 2018.

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 11:40 a.m. on a **motion** made by Mr. Walker, seconded by Ms. Eccles and the **motion** carried 4 to 0.

Secretary/Assistant Secretary

Chairman/Vice Chairman



2018 Hurricane Preparedness Plan

Hurricane season is from June 1 through November 30. At Leaderscape we are committed to keeping your community at the forefront of our concerns. Typically, there are warning systems in place for hurricanes that allow ample time for evacuation and/or preparedness procedures to be implemented. When a Hurricane Watch is issued for the Palm Beach area, Leaderscape will begin Hurricane preparation planning.

The first phase will begin as soon as conditions are deemed safe for our crews to come out. The first phase of the plan is the removal of debris, which may impair normal traffic flow (thoroughfares, streets, driveways) and cause damage to homes. When the first phase is complete in all of our communities we move to the second phase. The second phase is the cleanup of the remaining debris. Leaderscape will contact the Property Manager for a designated area where debris can be stored until it can be removed off-site.

After these first two phases are complete in all of your communities, we then return to your regularly scheduled maintenance program and begin to work with you regarding restoration and replanting.

We sincerely request that you pre-register in order for us to plan appropriately to include your community in our clean up schedule. By registering your community now, this authorization affords you as quick of a response, as possible, providing it is safe for our staff and vehicles to travel while obeying all enforcement and curfew laws. Please return the signed letter to us by email or fax. Typically, after a hurricane, phones and fax machines are not working and because of evacuations, it is impossible to find a community representative to sign and authorize a work order to begin cleanup operations. Our employees know the importance of their role after a storm. If safety or imposed curfew is not an issue, we will be ready to begin the cleanup process of your community the day after the storm, provided we have a signed authorization on file.



Hurricane Clean-up Authorization Form

By signing below, Leaderscape is authorized to begin clean up the day after a hurricane, safety or imposed curfew, at the following rates:

| | |
|--|--------------------------|
| General Labor | \$45 / hour |
| Chipper & Truck | \$170 / hour |
| Loader & Operator | \$150 / hour |
| Dump Fees *If Necessary* (Branches, Leaves, Debris) | \$200 / each (No Stumps) |
| Stumps | Prices will vary by size |
| Tree Men / Climbers | \$85 / hour |

_____ Have Leaderscape shut down Master Association irrigation system.

Initials

Authorized Signature

Contact PH#

Print Name

Email Contact

PROPERTY NAME

Alternate PH# (Land Line)

Leaderscape
(561) 241-2424 PH
(561) 541-4144 FAX
Carolyn@leader-scape.com