



**MARSH HARBOUR
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
MARCH 15, 2019
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 15, 2019
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 15, 2019 Regular Board Meeting.....Page 3
- G. Old Business
 - 1. Discussion Regarding Landscaping
- H. New Business
 - 1. Consider Resolution No. 2019-01 – Adopting a Fiscal year 2019/2020 Proposed Budget.....Page 6
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

PROOF OF PUBLICATION STATE OF FLORIDA

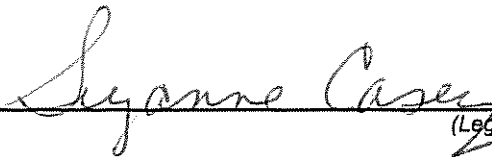
PUBLIC NOTICE

Before the undersigned authority, personally appeared Suzanne Casey, 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 - Public Hearing was published in said newspaper on: first date of Publication 10/05/2018 and last date of Publication 10/05/2018. 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:	0000427553
Ad Cost:	\$268.32
Paid:	\$0.00
Balance Due:	\$268.32

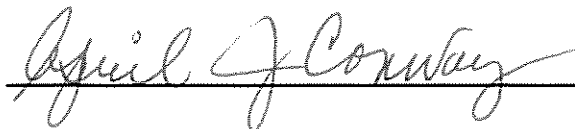
Signed



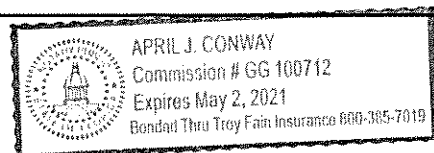
(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 5th day of October, 2018 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



(Notary)



Please see Ad on following page(s).

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**MARSH HARBOUR COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
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 19, 2018
November 16, 2018
December 21, 2018
January 18, 2019
February 15, 2019
March 15, 2019
April 19, 2019
May 17, 2019
June 21, 2019
July 19, 2019
August 16, 2019
September 20, 2019

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
10-5/2018

0000427553-01

**MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 15, 2019**

A. CALL TO ORDER

The February 15, 2019, Regular Board Meeting of the Marsh Harbour Community Development District was called 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 Regular Board Meeting had been published in *The Palm Beach Post* on October 5, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Karmeris determined that the attendance of Chairperson Charlene Little, Vice Chairman Nathan Gordon and Supervisors Judy Briggs and Allen Walker constituted a quorum and it was in order to proceed with the meeting.

Staff present were: District Managers Andrew Karmeris & Jason Pierman of Special District Services, Inc.; District Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.; and HOA Manager Kena Brown.

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 18, 2019, Regular Board Meeting

The minutes of January 18, 2019, Regular Board Meeting. It was noted that Ms. Palmer's name should be replaced with Ms. Brown.

Mr. Gordon then **moved** approval and Mr. Walker seconded that the minutes of January 18, 2019, Regular Board Meeting be approved, as amended. The **motion** carried 4 to 0.

G. OLD BUSINESS

1. Discussion Regarding Landscaping

Mr. Karmeris explained the Leaderscape proposal to remove 1 tree between units 1410 and 1412. The Board discussed the need for additional trees to be cut and removed. The Board agreed that the Leaderscape proposal was too costly and ordered staff to obtain additional proposals.

H. NEW BUSINESS

1. Consider Approval of the Universal Protection Service, LLC Security Contract

Mr. Karmeris presented the contract and recommended approval.

A **motion** was made by Ms. Briggs, seconded by Mr. Walker and passed unanimously approving the Universal Protection Service, LLC security contract, as presented.

I. ADMINISTRATIVE MATTERS

Mr. Karmeris administered the oath of office to Mr. Gordon and congratulated him on his election to Seat #4.

Mr. Karmeris then reminded the Board that the next meeting would be held on March 15, 2019, at which time the proposed budget would be presented.

J. BOARD MEMBER COMMENTS

Mr. Walker commented that he believes the security company was doing a much better job.

Ms. Little advised that the long line that backs up at the guard gate had not been resolved.

Ms. Brown advised that security had been documenting illegal tenants to get the proper paperwork. If they do not provide it, they are being removed.

K. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 10:17 a.m. on a **motion** made by Mr. Gordon, seconded by Ms. Briggs and the **motion** carried 4 to 0.

Secretary/Assistant Secretary

Chairman/Vice Chairman

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019/2020; 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 2019/2020 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 2019/2020 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 21, 2019 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 2019/2020 Budget.

PASSED, ADOPTED and EFFECTIVE this 15th day of March, 2019.

ATTEST:

**MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Marsh Harbour
Community Development District

**Proposed Budget For
Fiscal Year 2019/2020
October 1, 2019 - September 30, 2020**

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PROPOSED BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET
REVENUES	
O & M Assessments	532,996
Debt Assessments	254,572
Other Revenues	0
Interest Income	360
TOTAL REVENUES	\$ 787,928
EXPENDITURES	
Supervisor Fees	11,000
Payroll Taxes - Employer	880
Engineering/Inspections	2,000
Lake Maintenance	10,000
Landscaping/Irrigation/Maintenance	132,000
Lighting	36,000
Security	250,000
Security - HOA/Police	43,000
Management	32,772
Secretarial	4,200
Legal	11,000
Assessment Roll	7,500
Audit Fees	3,600
Insurance	6,000
Legal Advertisements	1,600
Miscellaneous	1,000
Postage	300
Office Supplies	800
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	350
Website Management	2,000
Reserve	4,300
TOTAL EXPENDITURES	\$ 562,977
REVENUES LESS EXPENDITURES	\$ 224,951
Bond Payments	(239,297)
BALANCE	\$ (14,346)
County Appraiser & Tax Collector Fee	(15,751)
Discounts For Early Payments	(31,503)
EXCESS/ (SHORTFALL)	\$ (61,600)
Carryover Funds From Prior Year	61,600
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2017/2018 ACTUAL	FISCAL YEAR 2018/2019 BUDGET	FISCAL YEAR 2019/2020 BUDGET	COMMENTS
REVENUES				
O & M Assessments	535,330	533,034	532,996	Expenditures Less Interest & Carryover/.94
Debt Assessments	255,475	254,572	254,572	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	833	300	360	Interest Projected At \$30 Per Month
TOTAL REVENUES	791,638	\$ 787,906	\$ 787,928	
EXPENDITURES				
Supervisor Fees	11,600	10,000	11,000	Supervisor Fees
Payroll Taxes - Employer	887	800	880	Projected At 8% Of Supervisor Fees
Engineering/Inspections	0	2,500	2,000	\$500 Decrease From 2018/2019 Budget
Lake Maintenance	7,800	10,500	10,000	\$500 Decrease From 2018/2019 Budget
Landscaping/Irrigation/Maintenance	129,446	132,000	132,000	No Change From 2018/2019 Budget
Lighting	34,698	36,000	36,000	No Change From 2018/2019 Budget
Security	216,224	250,000	250,000	FY 18/19 Expenditure Through Jan 19 Was \$73,357
Security - HOA/Police	37,395	43,000	43,000	No Change From 2018/2019 Budget
Management	31,512	32,172	32,772	CPI Adjustment
Secretarial	4,200	4,200	4,200	No Change From 2018/2019 Budget
Legal	11,890	11,000	11,000	No Change From 2018/2019 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,600	3,700	3,600	\$100 Decrease From 2018/2019 Budget
Insurance	5,778	6,356	6,000	Insurance Estimate
Legal Advertisements	1,231	1,700	1,600	\$100 Decrease From 2018/2019 Budget
Miscellaneous	887	1,000	1,000	No Change From 2018/2019 Budget
Postage	169	300	300	\$25 Decrease From 2018/2019 Budget
Office Supplies	828	750	800	\$50 Increase From 2018/2019 Budget
Dues & Subscriptions	175	175	175	No Change From 2018/2019 Budget
Trustee Fee	2,500	2,500	2,500	No Change From 2018/2019 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2018/2019 Budget
Website Management	1,500	1,500	2,000	\$500 Increase From 2018/2019 Budget
Reserve	0	5,000	4,300	Reserve
TOTAL EXPENDITURES	510,170	\$ 563,003	\$ 562,977	
REVENUES LESS EXPENDITURES	281,468	\$ 224,903	\$ 224,951	
Bond Payments	(244,478)	(239,297)	(239,297)	2020 P & I Payments Less Earned Interest
BALANCE	36,990	\$ (14,394)	\$ (14,346)	
County Appraiser & Tax Collector Fee	(4,201)	(15,752)	(15,751)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(26,645)	(31,504)	(31,503)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 6,144	\$ (61,650)	\$ (61,600)	
Carryover Funds From Prior Year	0	61,650	61,600	Carryover Funds From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 6,144	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	1,776	50	100	Projected Interest For 2019/2020
NAV Tax Collection	244,478	239,297	239,297	Maximum Debt Service Collection
Total Revenues	\$ 246,254	\$ 239,347	\$ 239,397	
EXPENDITURES				
Principal Payments	140,000	140,000	145,000	Principal Payment Due In 2020
Interest Payments	98,172	91,368	86,751	Interest Payments Due In 2020
Bond Redemption	0	7,979	7,646	Estimated Excess Debt Collections
Total Expenditures	\$ 238,172	\$ 239,347	\$ 239,397	
Excess/ (Shortfall)	\$ 8,082	\$ -	\$ -	

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 1/1/19 =	\$2,890,000		

MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

	Fiscal Year 2016/2017 <u>Assessment*</u>	Fiscal Year 2017/2018 <u>Assessment*</u>	Fiscal Year 2018/2019 <u>Assessment*</u>	Fiscal Year 2019/2020 <u>Projected Assessment*</u>
O & M For Two Bedroom Units	\$ 1,326.16	\$ 1,325.98	\$ 1,325.96	\$ 1,325.87
<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	\$ 1,825.68	\$ 1,825.50	\$ 1,825.48	\$ 1,825.39
O & M For Three Bedroom Units	\$ 1,326.16	\$ 1,325.98	\$ 1,325.96	\$ 1,325.87
<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	\$ 2,010.44	\$ 2,010.26	\$ 2,010.24	\$ 2,010.15

* 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