



**MARSH HARBOUR
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
JUNE 21, 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 & PUBLIC HEARING
June 21, 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. May 17, 2019 Regular Board Meeting.....Page 3
- G. Public Hearing
 - 1. Proof of Publication
 - 2. Receive Public Comment on Fiscal Year 2019/2020 Final Budget
 - 3. Consider Resolution No. 2019-02 – Adopting a Fiscal Year 2019/2020 Final Budget
- H. Old Business
 - 1. Discussion Regarding Landscaping.....Page 6
 - 2. Discussion Regarding Security
- I. New Business
 - 1. Consider Resolution No. 2019-03 – Adopting a Fiscal Year 2019/2020 Meeting Schedule
- J. Administrative Matters
 - 1. Statement of Financial Interests-Disclosure – 2018 Form 1, Filing Deadline: July 1, 2019
- K. Board Members Comments
- L. Adjourn

PROOF OF PUBLICATION STATE OF FLORIDA

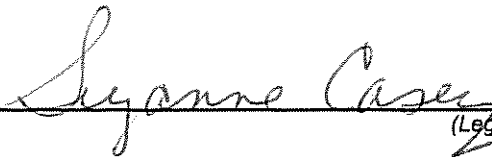
PUBLIC NOTICE

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

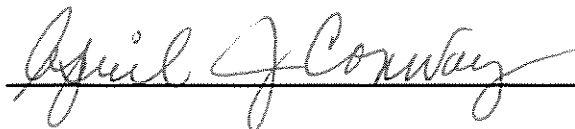
Signed



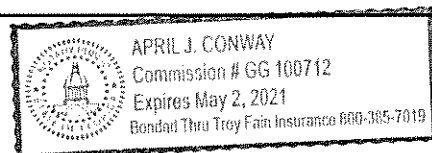
(Legal Advertising Agent)

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).

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

**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
MAY 17, 2019**

A. CALL TO ORDER

The May 17, 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.; and District Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present was HOA Manager, Tara Bennett.

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 19, 2019, Regular Board Meeting

The minutes of April 19, 2019, Regular Board Meeting.

Mr. Gordon **moved** approval and Ms. Little seconded that the minutes of April 19, 2019, Regular Board Meeting be approved, as presented. The **motion** carried 4 to 0.

G. OLD BUSINESS

1. Discussion Regarding Landscaping

The Board reviewed the new proposal that was sent by Only Trees after the site visit with Ms. Bennett from the HOA had been completed. The new proposal changed many of the trees identified as “removal” to “trimming.”

A **motion** was made by Ms. Briggs, seconded by Mr. Gordon, approving the proposal upon the removal of the stump grinding from the proposal for an amount not to exceed \$5,600. The **motion** passed 4-0, as presented.

Mr. Walker advised that residents had been complaining of debris left behind after the landscaping crews leave the premises. Ms. Bennett confirmed that 5 to 6 complaints had been received and that she had spoken to Bryan at Leaderscape about rectifying the issue. Ms. Briggs commented that she saw some landscaping crew return to remove debris after Ms. Bennett’s discussion with Leaderscape.

2. Discussion Regarding Security

Ms. Bennett advised that she had contacted the security company and switched up the roving guard’s hours, per the request of the Board.

Ms. Briggs asked that Ms. Bennett contact the security company to inform them that the roving guard needs to slow down while driving on patrol.

H. NEW BUSINESS

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

I. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

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 10:16 a.m. on a **motion** made by Ms. Little, seconded by Ms. Briggs and the **motion** carried 4 to 0.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Palm Beach Post, The
May 31, 2019
Miscellaneous Notices

Notice of Public Hearing and Regular Board Meeting of the Marsh Harbour Community Development District The Board of Supervisors of the Marsh Harbour Community Development District will hold a Public Hearing and Regular Board Meeting on June 21, 2019, at 10:00 a.m., or as soon thereafter as can be heard, at Marsh Harbour Community Clubhouse located at 1000 Marsh Harbour Drive, Riviera Beach, Florida 33404. The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2019/2020 Proposed Final Budget of the Marsh Harbour Community Development District. The purpose of the Regular Board Meeting is for the Board to consider any business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained at the offices of the District Manager, 2501 Burns Road, Suite A, Palm Beach Gardens, Florida 33410, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Meetings may be continued as found necessary to a time and place specified on the record. There may be occasions when one or more Supervisors will 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. In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at 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 meetings. If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based. Meetings may be cancelled from time to time without advertised notice. Marsh Harbour Community Development District
www.marshharbourcdd.org PUBLISH: THE PALM BEACH POST 5-31, 6-7/ 2019

RESOLUTION NO. 2019-02

A RESOLUTION OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2019/2020 BUDGET.

WHEREAS, the Marsh Harbour Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2019/2020 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

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

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 21st day of June, 2018.

ATTEST:

**MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Marsh Harbour
Community Development District

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

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

FINAL 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 FINAL 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 FINAL 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



PROPOSAL

Date: June 3, 2019

Job Name: Storm Clean up from June 1st 2019
 Property Name: Marsh Harbor
 Client:
 Address:
 City/State/Zip:
 Phone:

Project: 10360033.101

We hereby submit a proposal for:

<u>Scope of Work:</u>	<u>Qty</u>	<u>Total</u>
Storm clean up	1	\$ 3,142.86
		<u><u>\$ 3,142.86</u></u>

Note: Price includes all associated costs of procurement and installation of materials.

Payment due 30 days after receipt of pay application.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written. Leaderscape workers are fully covered by workman's compensation insurance. The attached Terms and Conditions of Sale are part of this proposal.

Authorized Signatures

Steve

Branch Manager

ACCEPTANCE OF PROPOSAL

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

Date of Acceptance: _____

Signature: _____

RESOLUTION NO. 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Marsh Harbour Community Development District ("District") to establish a regular meeting schedule for fiscal year 2019/2020; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2019/2020 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2019/2020 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 21st day of June, 2019.

ATTEST:

**MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE**

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MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT

www.marshharbourcdd.org

PUBLISH: PALM BEACH POST 10/05/18