



**MARSH HARBOUR  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
MARCH 20, 2020  
10:00 A.M.**

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

[www.marshharbouredd.org](http://www.marshharbouredd.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 20, 2020  
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 21, 2020 Regular Board Meeting.....Page 3
- G. Old Business
  - 1. Discussion Regarding Landscape and Maintenance
- H. New Business
  - 1. Consider Resolution No. 2020-01 – Adopting a Fiscal Year 2020/2021 Proposed Budget.....Page 5
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

# The Palm Beach Post

Palm Beach Daily News



## PROOF OF PUBLICATION STATE OF FLORIDA

## PUBLIC NOTICE

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STE A  
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number: 0000517888  
Ad Cost: \$268.32  
Paid: \$0.00  
Balance Due: \$268.32

Signed

*Teal Pontarelli*  
\_\_\_\_\_  
(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 8th day of October, 2019 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed

*Donna Taylor*  
\_\_\_\_\_  
(Notary)



DONNA S. TAYLOR  
MY COMMISSION # GG 031838  
EXPIRES: September 19, 2020  
Bonded Thru Budget Notary Services

Please see Ad on following page(s).

MARSH HARBOUR CDD  
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**MARSH HARBOUR COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2019/2020  
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 18, 2019  
November 15, 2019  
December 20, 2019  
January 17, 2020  
February 21, 2020  
March 20, 2020  
April 17, 2020  
May 15, 2020  
June 19, 2020  
July 17, 2020  
August 21, 2020  
September 18, 2020

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](http://www.marshharbourcdd.org)  
10-7/2019

0000517888-01

**MARSH HARBOUR  
COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 21, 2020**

**A. CALL TO ORDER**

The February 21, 2020, 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 7, 2019, as part of the District's Fiscal Year 2019/2020 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Karmeris determined that the attendance of Chairperson Allen Walker and Supervisors Judy Briggs, Heather Eccles and Kent Pollock constituted a quorum and it was in order to proceed with the meeting.

Staff present were: District Manager Andrew Karmeris 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. January 17, 2020, Regular Board Meeting**

The minutes of January 17, 2020, Regular Board Meeting were presented.

Ms. Briggs **moved** approval and Mr. Pollock seconded that the minutes of January 17, 2020, Regular Board Meeting be approved, as presented. The **motion** carried 4 to 0.

**G. OLD BUSINESS**

**1. Discussion Regarding Landscape and Maintenance**

Ms. Eccles asked who was responsible for the lakes. Mr. Karmeris replied that the CDD was responsible and uses the vendor Palm Beach Aquatics (PBA). Ms. Bennett advised that PBA comes once a month.

Mr. Walker and Ms. Briggs asked that staff remind O'Hara that their employees need to pick up the leaves and debris when they come to the property.

Mr. Walker then asked if staff could get proposals for tree trimming. Mr. Pollock asked to see the schedule for the 9 tree trimmings, as listed in O'Hara's landscaping contract.

#### **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**

Mr. Pollock asked what happened to the surplus funds each year if the CDD does not spend the entire budgeted amount. Mr. Karmeris explained that it builds up in the fund balance and can be used in the future to lower assessments or fund small projects. He then explained that the most recent project the CDD authorized with some of the surplus funds was for the 5 aerators being installed in the lakes to increase the water quality.

Mr. Pollock gave an update that the first youth game night in the clubhouse was scheduled for April 16<sup>th</sup>.

#### **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. Pollock, seconded by Mr. Walker and the **motion** carried 4 to 0.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

**RESOLUTION NO. 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021; 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 2020/2021 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 2020/2021 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for \_\_\_\_\_, 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 2020/2021 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 20<sup>th</sup> day of March, 2020.

**ATTEST:**

**MARSH HARBOUR  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Marsh Harbour  
Community Development District

**Proposed Budget For  
Fiscal Year 2020/2021  
October 1, 2020 - September 30, 2021**



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**PROPOSED BUDGET**  
**MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	<b>FISCAL YEAR 2020/2021 BUDGET</b>
<b>REVENUES</b>	
O & M Assessments	532,937
Debt Assessments	253,887
Other Revenues	0
Interest Income	360
<b>TOTAL REVENUES</b>	<b>\$ 787,184</b>
<b>EXPENDITURES</b>	
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	33,516
Secretarial	4,200
Legal	12,000
Assessment Roll	7,500
Audit Fees	3,600
Insurance	5,900
Legal Advertisements	1,500
Miscellaneous	900
Postage	300
Office Supplies	800
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	350
Website Management	2,000
Reserve	2,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 562,921</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 224,263</b>
Bond Payments	(238,654)
<b>BALANCE</b>	<b>\$ (14,391)</b>
County Appraiser & Tax Collector Fee	(15,736)
Discounts For Early Payments	(31,473)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (61,600)</b>
Carryover Funds From Prior Year	61,600
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M Assessments	533,808	532,996	532,937	Expenditures Less Interest & Carryover/.94
Debt Assessments	254,869	254,572	253,887	Bond Payments/.94
Other Revenues	34,168	0	0	
Interest Income	876	360	360	Interest Projected At \$30 Per Month
<b>TOTAL REVENUES</b>	<b>823,721</b>	<b>\$ 787,928</b>	<b>\$ 787,184</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	9,000	11,000	11,000	Supervisor Fees
Payroll Taxes - Employer	794	880	880	Projected At 8% Of Supervisor Fees
Engineering/Inspections	0	2,000	2,000	No Change From 2019/2020 Budget
Lake Maintenance	7,800	10,000	10,000	No Change From 2019/2020 Budget
Landscaping/Irrigation/Maintenance	116,259	132,000	132,000	No Change From 2019/2020 Budget
Lighting	32,819	36,000	36,000	No Change From 2019/2020 Budget
Security	217,871	250,000	250,000	No Change From 2019/2020 Budget
Security - HOA/Police	37,953	43,000	43,000	No Change From 2019/2020 Budget
Management	32,172	32,772	33,516	CPI Adjustment
Secretarial	4,200	4,200	4,200	No Change From 2019/2020 Budget
Legal	13,520	11,000	12,000	\$1,000 Increase From 2019/2020 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,600	3,600	3,600	Accepted Amount For 2019/2020 Audit
Insurance	5,000	6,000	5,900	Insurance Estimate
Legal Advertisements	778	1,600	1,500	\$100 Decrease From 2019/2020 Budget
Miscellaneous	686	1,000	900	\$100 Decrease From 2019/2020 Budget
Postage	213	300	300	No Change From 2019/2020 Budget
Office Supplies	757	800	800	No Change From 2019/2020 Budget
Dues & Subscriptions	175	175	175	No Change From 2019/2020 Budget
Trustee Fee	2,500	2,500	2,500	No Change From 2019/2020 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2019/2020 Budget
Website Management	1,500	2,000	2,000	No Change From 2019/2020 Budget
Reserve	0	4,300	2,800	Reserve
<b>TOTAL EXPENDITURES</b>	<b>495,447</b>	<b>\$ 562,977</b>	<b>\$ 562,921</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>328,274</b>	<b>\$ 224,951</b>	<b>\$ 224,263</b>	
Bond Payments	(243,830)	(239,297)	(238,654)	2021 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>84,444</b>	<b>\$ (14,346)</b>	<b>\$ (14,391)</b>	
County Appraiser & Tax Collector Fee	(3,919)	(15,751)	(15,736)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(26,796)	(31,503)	(31,473)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 53,729</b>	<b>\$ (61,600)</b>	<b>\$ (61,600)</b>	
Carryover Funds From Prior Year	0	61,600	61,600	Carryover Funds From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 53,729</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**  
**MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	3,060	100	100	Projected Interest For 2020/2021
NAV Tax Collection	243,830	239,297	238,654	Maximum Debt Service Collection
Prepaid Bond Collection	5,396	0	0	
<b>Total Revenues</b>	<b>\$ 252,286</b>	<b>\$ 239,397</b>	<b>\$ 238,754</b>	
<b>EXPENDITURES</b>				
Principal Payments	140,000	145,000	150,000	Principal Payment Due In 2021
Interest Payments	93,636	86,751	81,972	Interest Payments Due In 2021
Bond Redemption	0	7,646	6,782	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 233,636</b>	<b>\$ 239,397</b>	<b>\$ 238,754</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 18,650</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		
Par Amount As Of 1/1/20 =	\$2,750,000		

## MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

	Fiscal Year 2017/2018 Assessment*	Fiscal Year 2018/2019 Assessment*	Fiscal Year 2019/2020 Assessment*	Fiscal Year 2020/2021 Projected Assessment*
O & M For Two Bedroom Units	\$ 1,325.98	\$ 1,325.96	\$ 1,325.87	\$ 1,325.72
<u>Debt For Two Bedroom Units</u>	<u>\$ 499.52</u>	<u>\$ 499.52</u>	<u>\$ 499.52</u>	<u>\$ 499.52</u>
<b>Total For Two Bedroom Units</b>	<b>\$ 1,825.50</b>	<b>\$ 1,825.48</b>	<b>\$ 1,825.39</b>	<b>\$ 1,825.24</b>
O & M For Three Bedroom Units	\$ 1,325.98	\$ 1,325.96	\$ 1,325.87	\$ 1,325.72
<u>Debt For Three Bedroom Units</u>	<u>\$ 684.28</u>	<u>\$ 684.28</u>	<u>\$ 684.28</u>	<u>\$ 684.28</u>
<b>Total For Three Bedroom Units</b>	<b>\$ 2,010.26</b>	<b>\$ 2,010.24</b>	<b>\$ 2,010.15</b>	<b>\$ 2,010.00</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

Three Bedroom Information

Total Units	291
<u>Prepayments</u>	<u>1</u>
Billed For Debt	290