



**MARSH HARBOUR  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 17, 2023  
10:00 A.M.**

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

[www.marshharbourcdd.org](http://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**  
February 17, 2023  
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. December 16, 2022 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Discussion Regarding Landscape
  - 2. Consider Approval of New “No Trespassing Signs” Proposal.....Page 5
- H. New Business
  - 1. Consider Approval of Pump Proposal.....Page 8
  - 2. Consider Approval of Adjustment to District Counsel Fee Structure.....Page 9
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

# LOCALiQ

The Gainesville Sun | The Ledger  
Daily Commercial | Ocala StarBanner  
News Chief | Herald-Tribune  
News Herald | The Palm Beach Post  
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Marsh Harbour Cdd  
Marsh Harbour Cdd  
2501 BURNS RD  
STE A

PALM BEACH GARDENS FL 334105207

STATE OF FLORIDA, COUNTY OF PALM BEACH

The Palm Beach Post, a daily newspaper printed and published in the city of West Palm Beach and of general circulation in Palm Beach, Martin, Okeechobee and St Lucie Counties, Florida; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

10/11/2022

and that the fees charged are legal.  
Sworn to and subscribed before on 10/11/2022

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$228.66

Order No: 7894555

Customer No: 730531

PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

### MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022/2023

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 21, 2022  
November 18, 2022  
December 16, 2022  
January 20, 2023  
February 17, 2023  
March 17, 2023  
April 27, 2023  
May 19, 2023  
June 16, 2023  
July 21, 2023  
August 18, 2023  
September 15, 2023

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

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin

**MARSH HARBOUR  
COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 16, 2022**

**A. CALL TO ORDER**

The December 16, 2022, Regular Board Meeting of the Marsh Harbour Community Development District (the “District”) was called to order at 10:00 a.m. in the Marsh Harbour Community Clubhouse located at 1000 Marsh Harbour 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 11, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairperson Allen Walker, Vice Chairman Kent Pollock and Supervisors Judy Briggs and Tasha Mullings constituted a quorum and it was in order to proceed with the meeting.

Staff present included: District Manager Sylvia Bethel of Special District Services, Inc.; and District Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**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. October 21, 2022, Regular Board Meeting**

The minutes of October 21, 2022, Regular Board Meeting were presented.

A **motion** was made by Mr. Walker, seconded by Mr. Pollock and unanimously passed approving the minutes of the October 21, 2022, Regular Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Discussion Regarding Landscaping**

Ms. Bethel noted that she had been contacted by BrighView and accused of resolving the issue and accepting a Five Hundred Dollar (\$500) credit on behalf of the Board. She stated that she did not accept any credit on behalf of the Board and that she was still waiting to be contacted by the

branch manager to set up a meeting to discuss this issue. The representative said she would call back, but never did. So, Ms. Bethel is still awaiting on a call back from BrightView. Ms. Bethel also mentioned that she had spoken with Mr. George and he suggested making Mr. Pollock the spokesperson to speak to BrightView on behalf of the Board. Mr. George explained that the Board should elect a spokesperson to negotiate a credit amount and address issues on behalf of the Board. A lengthy discussion ensued. The Board agreed to electing Mr. Pollock as the spokesperson to speak to BrightView and to accept no less than one month's credit of \$10,859.37 on the behalf of the Board. The Board also directed staff to pay BrightView's irrigation invoice in the amount of \$1,181.88.

A **motion** was made by Mr. Walker, seconded by Ms. Briggs and unanimously passed approving Mr. Pollock being the spokesperson relative to BrightView and further directing him to negotiate a credit of no less than \$10,859.37 on behalf of the Board.

## **H. NEW BUSINESS**

### **1. Consider Initial Landscaping Clean-Up**

Ms. Bethel stated that Mr. Russ had revised the proposal and resent it for the Board consideration. Mr. Pollock mentioned that the first proposal was very low for all the work that needed to be completed and advised Mr. Russ to double-check his proposal. The Board agreed that Mr. Russ was doing a great job so far.

A **motion** was made by Mr. Walker, seconded by Ms. Briggs and passed unanimously approving the Russ Total Lawn Maintenance, LLC initial landscaping clean-up proposal in the amount of \$3,250.

### **2. Consider New Proposal for "No Trespassing" Signs**

The Board went over the current signs and decided to hold off on this sign proposals until the next meeting.

## **I. ADMINISTRATIVE MATTERS**

There were no Administrative Matters to come before the Board.

## **J. BOARD MEMBER COMMENTS**

There were no further comments from the Board Members.

## **K. ADJOURNMENT**

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 10:34 a.m. on a **motion** made by Mr. Walker, seconded by Mr. Pollock and the **motion** passed unanimously.

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Secretary/Assistant Secretary

---

Chairman/Vice Chairman



802 Old Dixie Hwy.  
Suite 3  
Lake Park, FL 33403  
(561) 845-7339

# ESTIMATE

## EST-17162

Woman Owned Small Business Enterprise

www.signarama-npb.com

Licensed Palm Beach County Sign Contractor #U22244

Licensed Broward County Sign Contractor # 19-SE21530-R

Payment Terms: No Term Customer

### DESCRIPTION: Reflective No Trespassing Signs

Bill To: Marsh Harbor Community District  
C/O Special District Services, Inc  
2501A Burns Rd  
Palm Beach Gardens, FL 33410  
US

Installed: Marsh Harbor Community District  
1000 Marsh Harbor Dr  
Riviera Beach, FL 33404  
US

Requested By: Sylvia Bethel

Email: sbethel@sdsinc.org

Work Phone: (561) 630-4922 x 227

Cell Phone: (561) 630-4922

Salesperson: Rosanna Zaldivar

Email: customerservice@sar-npb.com

PRODUCTS	QTY	UNIT PRICE	TOTALS
1 Reflective No Trespassing Signs Size: 12" x 18" Color: White and Red	14	\$99.00	\$1,386.00

**To Read:**  
**NO**  
**TRESPASSING**  
**Trespassers**  
**will be prosecuted**  
**to the fullest extent**  
**of the law by**  
**Marsh Harbour CDD**

**Per Florida Statute**  
**State 810.09**  
**City 12-14**

Customer to approve proof prior to fabrication.  
Installation priced separately.

\* Design details, materials, sizes, & colors used are as specified in this estimate.  
Customer changes after final proof approval will result in a change to the final price \*

Subtotal:	\$1,386.00
Taxes:	\$0.00
Grand Total:	\$1,386.00

\*\* All deposits on new orders are non-refundable \*\* Balance is due before or

upon installation \*\* ACH information is available upon request \*\*

PROCESSING FEE FOR CREDIT CARD PAYMENTS IS 2.99%. FEE WILL BE REFLECTED  
ON CREDIT CARD RECEIPT, NOT ON THE SAR NPB INVOICE.

PRICES QUOTED ARE GUARANTEED FOR 14 DAYS, AFTER WHICH PRICES MAY BE ADJUSTED.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Certified Woman Owned Small Business Enterprise.**

**PRICES QUOTED ARE GUARANTEED FOR 14 DAYS, AFTER WHICH PRICES MAY BE ADJUSTED.**





1300 N Florida Mango Rd  
Suite 20  
West Palm Beach, FL 33409  
(561) 688-9100

# INVOICE

## INV-21223

<http://www.signsbytomorrow.com/wpb>

Payment Terms: 50% on order- Bal. on compl.

**Order Due Date:** 11/18/2022

**Created Date:** 11/15/2022

**DESCRIPTION:** 12x24 No trespassing signs

**Bill To:** Marsh Harbour Community Development District  
2501A Burns Road  
Palm Beach Garden, FL 33401  
US

**Pickup At:** Signs By Tomorrow  
1300 N Florida Mango Rd  
Suite 20  
West Palm Beach, FL 33409  
US

**Ordered By:** Sylvia Bethel  
Email: [sbethel@sdsinc.org](mailto:sbethel@sdsinc.org)  
Tax ID: 85-8013421292C-3

**Salesperson:** House Signs by Tomorrow - WPB  
Entered By: Jazmine Ortiz

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	<b>12"x24" No trespassing signs</b>	14	\$73.50	\$0.00	\$1,029.00
1.1	<b>.080" Aluminum -</b> <b>Part Qty: 1</b> <b>Width: 12.00"</b> <b>Height: 24.00"</b> <b>Sides: 1</b>				
	<b>Drilled Holes</b> - Number of Holes: 2.00 - Material Thickness:				
2	<b>Design Setup</b>	1	\$47.50	\$0.00	\$47.50
2.1	<b>Design Service -</b> - # of Hours: 0.5				
3	<b>installation</b>	1	\$460.00	\$0.00	\$460.00
3.1	<b>Installation -</b> - Retail Price Each: \$460.00				

This invoice covers only the services listed. Changes to the order may have additional charges.

TERMS: 50% Deposit Required, Balance Due on Completion. Failure to pay the balance within terms may have additional collection fees up to and including fees charged by a collection agent. This order will be started once we received the deposit, a signed estimate and approved graphics.

<b>Subtotal:</b>	\$1,536.50
<b>Taxable Amount:</b>	\$0.00
<b>Taxes:</b>	\$0.00
<b>Grand Total:</b>	\$1,536.50
<b>Amount Paid:</b>	\$0.00
<b>BALANCE DUE:</b>	\$1,536.50

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Proposal



## Randolph's Enterprises, Inc.

1188 W. 34th Street  
Riviera Beach, Florida 33404

561-932-6557

PROPOSAL SUBMITTED TO:

MARSH HARBOR CD

PHONE:

DATE:

1-20-2023

STREET:

JOB NAME:

CITY, STATE, AND ZIP CODE:

JOB LOCATION:

MARSH HARBOR

We hereby submit specifications and estimates for:

Integration System Repair

Remove AND Replace Pump

INSTALL A NEW BALLAN Pump 18 Hx

ONE YEAR WARRANTY

**We propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

THREE THOUSAND FOUR HUNDRED

Dollars (\$ 3,400.00 )

payments to be made as follows:

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or diversion from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes. Accidents or delays beyond our control. This proposal subject to acceptance with \_\_\_\_\_ days and is void thereafter at the option of the undersigned.

Authorized Signature

Dea A.B. Randolph

**Acceptance of Proposal** - The above prices and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Date of Acceptance

Signature

LAW OFFICES

**BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.**

ESTABLISHED 1977

DENNIS E. LYLES  
JOHN W. MAURO  
KENNETH W. MORGAN, JR.  
RICHARD T. WOULFE  
CAROL J. HEALY GLASGOW  
MICHAEL J. PAWELCZYK  
ANDREW A. RIEF  
MANUEL R. COMRAS  
GINGER E. WALD  
JEFFERY R. LAWLEY  
SCOTT C. COCHRAN  
SHAWN B. MCKAMEY  
ALINE O. MARCANTONIO  
JOHN C. WEBBER

LAS OLAS SQUARE, SUITE 600  
515 EAST LAS OLAS BOULEVARD  
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PGA NATIONAL OFFICE CENTER  
300 AVENUE OF THE CHAMPIONS, SUITE 270  
PALM BEACH GARDENS, FLORIDA 33418  
(561) 659-5970  
(561) 659-6173 FAX

WWW.BILLINGCOCHRAN.COM

PLEASE REPLY TO: FORT LAUDERDALE

CHRISTINE A. BROWN  
GREGORY F. GEORGE  
BRAD J. KIMBER

OF COUNSEL

CLARK J. COCHRAN, JR.  
SUSAN F. DELEGAL  
SHIRLEY A. DELUNA  
GERALD L. KNIGHT  
BRUCE M. RAMSEY

STEVEN F. BILLING (1947-1998)  
HAYWARD D. GAY (1943-2007)

February 3, 2023

VIA E-MAIL ONLY— [sbethel@sdsinc.org](mailto:sbethel@sdsinc.org)

Ms. Sylvia Bethel  
District Manager  
Special District Services, LLC  
2501A Burns Road  
Palm Beach Gardens, FL 33410

**Re: Adjustment to District Counsel Fee Structure  
Marsh Harbour Community Development District  
Our File: 722.05211**

Dear Sylvia:

This firm's current fee structure has been in place since 2017. Although we are certainly mindful of the necessity to keep increases in the District's expenses, including the cost of legal services, to a minimum, it has become necessary for us to adjust our hourly rates effective April 1, 2023, as follows:

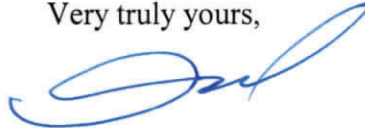
- Attorneys/Partners: \$275.00 per hour
- Attorneys/Associates: \$225.00 per hour

This hourly fee structure will be adjusted on a periodic basis in connection with the District's budget process no later than every third Fiscal Year to reflect changes in the Consumer Price Index published by the U. S. Department of Labor. The CPI has reflected a 20.7% increase since the year 2017 and we have not raised our fees during that time.

Ms. Sylvia Bethel  
February 3, 2023  
Page 2

Naturally, should you feel you have any questions or require any further information in support of this adjustment you should feel free to contact me at your convenience. As I think you are aware, we very much appreciate the opportunity to serve as District Counsel as well as your courtesy and cooperation with regard to the necessity of what we believe to be both infrequent and reasonable adjustments to our schedule of professional fees.

Very truly yours,



Ginger E. Wald  
For the Firm

GEW/jmp