



**SILVER PALMS
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JANUARY 15, 2018
6:00 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.silverpalmscdd.org
786.347.2711 Telephone
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561.630.4923 Facsimile

AGENDA
SILVER PALMS
COMMUNITY DEVELOPMENT DISTRICT
Meeting Room at Mercedes Benz of Cutler Bay
10701 SW 211th Street
Cutler Bay, Florida 33189
Regular Board Meeting
January 15, 2018
6:00 p.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. October 16, 2017 Regular Board Meeting Minutes.....Page 2
- G. Old Business
- H. New Business
- I. Administrative Matters
 - 1. Financial Update.....Page 6
- J. Board Members/Staff: Additional Comments/Requests
- K. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT - AND FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper in the issues of

09/28/2017

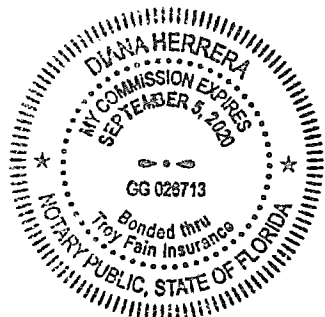
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade 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 or 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 the said newspaper.

Sworn to and subscribed before me this
28 day of SEPTEMBER, A.D. 2017

Diana Herrera

(SEAL)

MARIA MESA personally known to me



SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT AND FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Silver Palms Community Development District will hold Regular Meetings for the Fiscal Year 2017/2018 at 8:00 p.m. in a Meeting Room at Mercedes Benz of Cutler Bay located at 10701 SW 211th Street, Cutler Bay, Florida 33189, on the following dates:

- October 16, 2017
- January 15, 2018
- March 19, 2018
- May 21, 2018
- June 18, 2018
- August 20, 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 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Meetings may be continued as found necessary to the 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 to attend any of these meetings should contact the District Manager at 786-347-2711 Ext. 2011 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.

SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT

www.silverpalmsodd.org
8/28

17-43-0000261939M

**SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 16, 2017**

A. CALL TO ORDER

The October 16, 2017, Regular Board Meeting of the Silver Palms Community Development District was called to order at 6:02 p.m. in a Meeting Room of Mercedes Benz of Cutler Bay located at 10701 SW 211th Street, Cutler Bay, Florida 33189.

B. PROOF OF PUBLICATION

Proof of publication was presented that Notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 28, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of the following Supervisors constituted a quorum and it was in order to proceed with the meeting: Chairperson Lisa Riley, Vice Chairman Miguel Zaiter and Supervisors Bryan Riley and Ashley Riley.

Staff in attendance included: District Manager Gloria Perez of Special District Services, Inc.; and General Counsel Vanessa Steinerts 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. May 22, 2017, Public Hearing & Regular Board Meeting

Mrs. Perez presented the May 22, 2017, Public Hearing & Regular Board Meeting minutes and asked if there were any corrections or additions.

| |
|--|
| There being none, a MOTION was made by Supervisor Ashley Riley, seconded by Supervisor Bryan Riley and unanimously passed to approve the minutes of the May 22, 2017, Public Hearing & Regular Board Meeting, as presented. |
|--|

G. OLD BUSINESS

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

**SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 16, 2017**

H. NEW BUSINESS

1. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget

Mrs. Perez presented Resolution No. 2017-05, entitled:

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Perez explained, as is done every year for administrative and statutory requirements, within 60 days of any given fiscal year end, the Board adopts a revised/amended budget for said year. The fiscal year ended on September 30, 2017. This is the reason it is administrative in nature (past year’s budget for past year’s expenses) and will serve as the Board’s final approval/ratification of the District’s expenditures for the past fiscal year.

A **MOTION** was made by Supervisor Bryan Riley, seconded by Supervisor Ashley Riley and unanimously passed to adopt Resolution No. 2017-05, Adopting/Approving the Amended Fiscal Year 2016-2017 Budget, as presented.

2. Discussion Regarding Hurricane Irma Debris/Tree Removal

Mrs. Perez provided a recap of the actions taken in response to Hurricane Irma. She advised the Board that notifications had been sent to Miami-Dade County pertaining to debris removal and illegal dumping.

The Board requested that a Post Storm Special Meeting be set for December, if necessary.

A **MOTION** was made by Supervisor Bryan Riley, seconded by Vice Chairman Zaiter and unanimously passed authorizing the removal of 19 District maintained trees that were damaged by Hurricane Irma for an amount not to exceed \$650, as specified in the Crespo proposal dated October 13, 2017, and thereby authorizing District management to execute on behalf of the District.

3. Receive and Accept 2017 Annual Engineer’s Report

Mrs. Perez presented the Alvarez Engineering 2017 Annual Engineer’s Report in the meeting book.

**SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 16, 2017**

A **MOTION** was made by Supervisor Bryan Riley, seconded by Supervisor Ashley Riley and unanimously passed accepting and receiving the 2017 Annual Engineer's Report, as presented for District records.

I. ADMINISTRATIVE MATTERS

1. Annual Audit – Consider Approval of 1-Year Renewal Option – Grau & Associates

Mr. Perez reminded the Board that the firm of Grau & Associates was selected by the Board at the September 15, 2014, Board meeting to perform the September 30, 2014, the September 30, 2015, and the September 30, 2016, year end audits of the District with an option to perform the September 30, 2017, audit.

The fee for the September 30, 2014, audit was \$3,500; the fee for the September 30, 2015, audit was \$3,600; and the fee for the September 30, 2016, audit was \$3,700. The proposed fee for the September 30, 2017, audit is \$3,800, which is the budgeted amount for fiscal year 2017/2018.

Grau & Associates has been the District auditor for the past three years. Management is pleased with the professionalism and competence of the partners and staff; therefore management recommends that the Board approve the renewal option for the fiscal year ended September 30, 2017, audit for Grau & Associates.

A **MOTION** was made by Supervisor Ashley Riley, seconded by Supervisor Bryan Riley and unanimously passed approving the 1-year audit renewal option with Grau & Associates for the fiscal year ended September 30, 2017, for a fee of \$3,800, which is the budgeted amount for audit fees line item; also authorizing District management to further negotiate a lower fee, if possible.

2. Financial Update

Mrs. Perez presented the financial statement through September 30, 2017, indicating that finances were stable and would cover budgeted expenditures. Available funds as of September 30, 2017, were \$106,039.23.

J. BOARD MEMBER/STAFF ADDITIONAL COMMENTS/REQUESTS

Mrs. Perez advised that the next Regular Board Meeting was scheduled for January 15, 2018.

K. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Chairperson Lisa Riley, seconded by Supervisor Ashley Riley and passed unanimously to adjourn the meeting at 6:26 p.m.

**SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 16, 2017**

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

Silver Palms
Community Development District

**Financial Report For
December 2017**

Silver Palms Community Development District
Budget vs. Actual
October through December 2017

| | <u>Oct - Dec 17</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|-------------------------|--------------------|-------------------------|----------------------|
| Income | | | | |
| 363.100 · Admin Assessments | 54,300.37 | 60,599.00 | -6,298.63 | 89.61% |
| 363.101 · Maintenance Assessments | 35,583.73 | 39,711.00 | -4,127.27 | 89.61% |
| 363.810 · Debt Assessment | 109,719.26 | 122,447.00 | -12,727.74 | 89.61% |
| 363.820 · Debt Assessment-Paid To Trustee | -104,273.10 | -115,100.00 | 10,826.90 | 90.59% |
| 363.830 · County Tax Collector Fee | -1,916.12 | -4,455.00 | 2,538.88 | 43.01% |
| 363.831 · Discounts for Early Payments | -7,991.68 | -8,910.00 | 918.32 | 89.69% |
| 369.401 · Interest Income | 17.98 | 120.00 | -102.02 | 14.98% |
| Total Income | <u>85,440.44</u> | <u>94,412.00</u> | <u>-8,971.56</u> | <u>90.5%</u> |
| Expense | | | | |
| 511.122 · Payroll Tax Expense | 61.20 | 480.00 | -418.80 | 12.75% |
| 511.131 · Supervisors Fees | 800.00 | 6,000.00 | -5,200.00 | 13.33% |
| 511.306 · Lawn Maint/Landscaping | 1,710.00 | 16,700.00 | -14,990.00 | 10.24% |
| 511.307 · Aquatic Maintenance | 499.98 | 2,000.00 | -1,500.02 | 25.0% |
| 511.308 · Maint/District Improvements | 0.00 | 4,150.00 | -4,150.00 | 0.0% |
| 511.309 · Contingency/Reserve | 0.00 | 12,779.00 | -12,779.00 | 0.0% |
| 511.310 · Engineering | 850.00 | 1,700.00 | -850.00 | 50.0% |
| 511.311 · Management Fees | 4,443.00 | 17,772.00 | -13,329.00 | 25.0% |
| 511.312 · Secretarial Fees | 675.00 | 2,700.00 | -2,025.00 | 25.0% |
| 511.315 · Legal Fees | 1,142.50 | 8,000.00 | -6,857.50 | 14.28% |
| 511.318 · Assessment/Tax Roll | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| 511.320 · Audit Fees | 0.00 | 3,800.00 | -3,800.00 | 0.0% |
| 511.450 · Insurance | 5,778.00 | 6,356.00 | -578.00 | 90.91% |
| 511.480 · Legal Advertisements | 0.00 | 600.00 | -600.00 | 0.0% |
| 511.512 · Miscellaneous | 103.03 | 1,200.00 | -1,096.97 | 8.59% |
| 511.513 · Postage and Delivery | 15.38 | 350.00 | -334.62 | 4.39% |
| 511.514 · Office Supplies | 64.90 | 600.00 | -535.10 | 10.82% |
| 511.540 · Dues, License & Subscriptions | 175.00 | 175.00 | 0.00 | 100.0% |
| 511.733 · Trustee Fees | 0.00 | 3,800.00 | -3,800.00 | 0.0% |
| 511.734 · Continuing Disclosure Fee | 0.00 | 250.00 | -250.00 | 0.0% |
| 511.750 · Website Management | 375.00 | 1,500.00 | -1,125.00 | 25.0% |
| Total Expense | <u>16,692.99</u> | <u>94,412.00</u> | <u>-77,719.01</u> | <u>17.68%</u> |
| Net Income | <u>68,747.45</u> | <u>0.00</u> | <u>68,747.45</u> | <u>100.0%</u> |

**SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
DECEMBER 2017**

| | Annual Budget 10/1/17 - 9/30/18 | Actual Dec-17 | Year To Date Actual 10/1/17 - 12/31/17 |
|--|---------------------------------------|-------------------|---|
| REVENUES | | | |
| Administrative Assessments | 60,599 | 52,761 | 54,300 |
| Maintenance Assessments | 39,711 | 34,575 | 35,584 |
| Debt Assessments | 122,447 | 106,608 | 109,719 |
| Interest Income | 120 | 0 | 18 |
| Total Revenues | \$ 222,877 | \$ 193,944 | \$ 199,621 |
| EXPENDITURES | | | |
| Maintenance Expenditures | | | |
| Lawn Maintenance/Landscaping | 16,700 | 0 | 1,710 |
| Aquatic Maintenance | 2,000 | 167 | 500 |
| Maintenance/District Improvements | 4,150 | 0 | 0 |
| Engineering/Inspections | 1,700 | 0 | 850 |
| Contingency/Reserve | 12,779 | 0 | 0 |
| Total Maintenance Expenditures | \$ 37,329 | \$ 167 | \$ 3,060 |
| Administrative Expenditures | | | |
| Supervisor Fees | 6,000 | 0 | 800 |
| Payroll Taxes (Employer) | 480 | 0 | 61 |
| Management | 17,772 | 1,481 | 4,443 |
| Secretarial | 2,700 | 225 | 675 |
| Legal | 8,000 | 0 | 1,143 |
| Assessment Roll | 3,500 | 0 | 0 |
| Audit Fees | 3,800 | 0 | 0 |
| Insurance | 6,356 | 0 | 5,778 |
| Legal Advertisements | 600 | 0 | 0 |
| Miscellaneous | 1,200 | 12 | 103 |
| Postage | 350 | 6 | 15 |
| Office Supplies | 600 | 7 | 65 |
| Dues & Subscriptions | 175 | 0 | 175 |
| Trustee Fee | 3,800 | 0 | 0 |
| Continuing Disclosure Fee | 250 | 0 | 0 |
| Website Management | 1,500 | 125 | 375 |
| Total Administrative Expenditures | \$ 57,083 | \$ 1,856 | \$ 13,633 |
| Total Expenditures | \$ 94,412 | \$ 2,023 | \$ 16,693 |
| Revenues Less Expenditures | \$ 128,465 | \$ 191,921 | \$ 182,928 |
| Bond Payments | (115,100) | (101,321) | (104,273) |
| Balance | \$ 13,365 | \$ 90,600 | \$ 78,655 |
| County Appraiser & Tax Collector Fee | (4,455) | (1,862) | (1,916) |
| Discounts For Early Payments | (8,910) | (7,758) | (7,992) |
| Excess/ (Shortfall) | \$ - | \$ 80,980 | \$ 68,747 |
| Carryover From Prior Year | 0 | 0 | 0 |
| Net Excess/ (Shortfall) | \$ - | \$ 80,980 | \$ 68,747 |

| | |
|---|----------------------|
| Bank Balance As Of 11/30/17 | \$ 101,844.85 |
| Funds Received: 12/1/17 - 12/31/17 | \$ 184,324.14 |
| Disbursements: 12/1/17 - 12/31/17 | \$ 4,540.47 |
| Bank Balance As Of 12/31/17 | \$ 281,628.52 |
| Accounts Payable As Of 12/31/17 | \$ 106,696.00 |
| Accounts Receivable As Of 12/31/17 | \$ - |
| Available Funds As Of 12/31/17 | \$ 174,932.52 |

**SILVER PALMS CDD
TAX COLLECTIONS
2017-2018**

| # | ID# | PAYMENT FROM | DATE | FOR | Tax Collect Receipts | Interest Received | Commissions Paid | Discount | Net From Tax Collector | Admin. Assessment Income (Before Discounts & Fee) | Maint Assessment Income (Before Discounts & Fee) | Debt Assessment Income (Before Discounts & Fee) | Admin. Assessment Income (After Discounts & Fee) | Maint Assessment Income (After Discounts & Fee) | Debt Assessment Income (After Discounts & Fee) | Debt Assessments Paid to Trustee |
|----|-----|--------------------------|----------|-----------|----------------------|-------------------|------------------|---------------|------------------------|---|--|---|--|---|--|----------------------------------|
| | | | | | | | | | \$222,757.00 | \$60,599.00 | \$39,711.00 | \$ 122,447.00 | \$60,599.00 | \$39,711.00 | \$ 122,447.00 | |
| | | | | | | | | | \$209,392.00 | \$56,963.00 | \$37,329.00 | \$ 115,100.00 | \$56,963.00 | \$37,329.00 | \$ 115,100.00 | 115,100.00 |
| 1 | 805 | Miami-Dade Tax Collector | 11/20/17 | NAV Taxes | \$ 1,226.61 | | \$ (11.70) | \$ (56.61) | \$ 1,158.30 | \$ 333.66 | \$ 218.70 | \$ 674.25 | \$ 315.10 | \$ 206.50 | \$ 636.70 | \$ 636.70 |
| 2 | 506 | Miami-Dade Tax Collector | 11/28/17 | NAV Taxes | \$ 4,433.00 | | \$ (42.56) | \$ (177.32) | \$ 4,213.12 | \$ 1,205.96 | \$ 790.28 | \$ 2,436.76 | \$ 1,146.17 | \$ 751.05 | \$ 2,315.90 | \$ 2,315.90 |
| 3 | 642 | Miami-Dade Tax Collector | 12/08/17 | NAV Taxes | \$ 43,221.75 | | \$ (414.93) | \$ (1,728.87) | \$ 41,077.95 | \$ 11,758.11 | \$ 7,705.23 | \$ 23,758.41 | \$ 11,174.90 | \$ 7,323.05 | \$ 22,580.00 | \$ 22,580.00 |
| 4 | 162 | Miami-Dade Tax Collector | 12/26/17 | NAV Taxes | \$ 150,722.00 | | \$ (1,446.93) | \$ (6,028.88) | \$ 143,246.19 | \$ 41,002.64 | \$ 26,869.52 | \$ 82,849.84 | \$ 38,968.89 | \$ 25,536.80 | \$ 78,740.50 | \$ 78,740.50 |
| 5 | | | | | | | | | \$ - | | | | | | | \$ - |
| 6 | | | | | | | | | \$ - | | | | | | | \$ - |
| 7 | | | | | | | | | \$ - | | | | | | | \$ - |
| 8 | | | | | | | | | \$ - | | | | | | | \$ - |
| 9 | | | | | | | | | \$ - | | | | | | | \$ - |
| 10 | | | | | | | | | \$ - | | | | | | | \$ - |
| 11 | | | | | | | | | \$ - | | | | | | | \$ - |
| 12 | | | | | | | | | \$ - | | | | | | | \$ - |
| 13 | | | | | | | | | \$ - | | | | | | | \$ - |
| 14 | | | | | | | | | \$ - | | | | | | | \$ - |
| 15 | | | | | | | | | \$ - | | | | | | | \$ - |
| 16 | | | | | | | | | \$ - | | | | | | | \$ - |
| 17 | | | | | | | | | \$ - | | | | | | | \$ - |
| 18 | | | | | | | | | \$ - | | | | | | | \$ - |
| 19 | | | | | | | | | \$ - | | | | | | | \$ - |
| 20 | | | | | | | | | \$ - | | | | | | | \$ - |
| | | | | | \$ 199,603.36 | \$ - | \$ (1,916.12) | \$ (7,991.68) | \$ 189,695.56 | \$ 54,300.37 | \$ 35,583.73 | \$ 109,719.26 | \$ 51,605.06 | \$ 33,817.40 | \$ 104,273.10 | \$ 104,273.10 |

Note: \$222,757, \$60,599, \$39,711 and \$122,447 are 2017/2018 Budgeted assessments before discounts and fees.
\$209,392, \$56,963, \$37,329 and \$115,100 are 2017/2018 Budgeted assessments after discounts and fees.

| | |
|-----------------|-----------------|
| \$ 199,603.36 | |
| \$ - | \$ 189,695.56 |
| \$ (54,300.37) | \$ (51,605.06) |
| \$ (35,583.73) | \$ (33,817.40) |
| \$ (109,719.26) | \$ (104,273.10) |
| \$ - | \$ - |