



**SILVER PALMS
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JANUARY 21, 2019
6:00 P.M.**

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

www.silverpalmscdd.org
786.347.2711 Telephone
877.SDS.4922 Toll Free
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 21, 2019
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Seat New Board Members
- D. Administer the Oath & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Election of Officers
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. October 29, 2018 Regular Board Meeting.....Page 2
- J. Old Business
- K. New Business
 - 1. Discussion Regarding Surrounding Development and Miami-Dade County Road(s) Redesign...Page 5
- L. Administrative Matters
 - 1. Financial Update.....Page 6
- M. Board Members/Staff: Additional Comments/Requests
- N. 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 CHRISTINA RAVIX, 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 2018/2019 REGULAR MEETING SCHEDULE

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

10/05/2018

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.

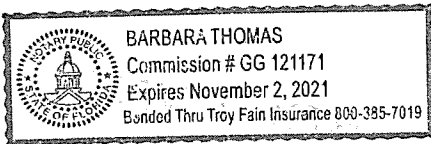
C. Ravix

Sworn to and subscribed before me this
5 day of OCTOBER, A.D. 2018

Barbara Thomas

(SEAL)

CHRISTINA RAVIX personally known to me



SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT AND FISCAL YEAR 2018/2019 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 2018/2019 at 6:00 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 15, 2018
- January 21, 2019
- March 18, 2019
- May 20, 2019
- June 17, 2019
- August 18, 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 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 or an interpreter to participate at 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.silverpalmscod.org
10/5

18-63/0000351236M

**SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 29, 2018**

A. CALL TO ORDER

The October 29, 2018, Regular Board Meeting of the Silver Palms Community Development District was called to order at 6:00 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 October 19, 2018, 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 (via phone).

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 21, 2018, Public Hearing & Regular Board Meeting

Mrs. Perez presented the May 21, 2018, Public Hearing & Regular Board Meeting minutes and asked if there were any corrections or additions.

There being none, a MOTION was made by Supervisor Bryan Riley, seconded by Vice Chairman Zaiter and unanimously passed approving the minutes of the May 21, 2018, Public Hearing & Regular Board Meeting, as presented.
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G. OLD BUSINESS

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

H. NEW BUSINESS

1. Consider Resolution No. 2018-05 – Adopting a Fiscal Year 2017/2018 Amended Budget

Mrs. Perez presented Resolution No. 2018-05, entitled:

RESOLUTION NO. 2018-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

A **MOTION** was made by Supervisor Bryan Riley, seconded by Vice Chairman Zaiter and passed unanimously to adopt Resolution No. 2018-05, as presented.

2. Receive and Accept 2018 Annual Engineer Report

A **MOTION** was made by Vice Chairman Zaiter, seconded by Supervisor Bryan Riley and passed unanimously accepting the 2018 Annual Engineer Report, as presented.

I. AUDITOR SELECTION COMMITTEE

1. Ranking of Proposals/Consider Selection of an Auditor

At approximately 6:05 p.m., Mrs. Perez recessed the Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee.

Mrs. Perez noted that the purpose of the Audit Committee meeting was to rank and recommend, in order of preference, the auditor proposals. She explained that Grau and Associates was the only firm that had responded. A discussion ensued after which:

A **MOTION** was made by Supervisor Bryan Riley, seconded by Vice Chairman Zaiter and unanimously passed to recommend Grau & Associates as qualified to perform the auditing services

At approximately 6:09 p.m., Mrs. Perez adjourned the Audit Committee Meeting reconvened the Regular Board Meeting.

A discussion ensued after which the Board, acting as the District Board, accepted the recommendation of the Audit Committee as follows:

A **MOTION** was made by Supervisor Bryan Riley, seconded by Supervisor Zaiter and unanimously passed to engage the auditing firm of Grau & Associates, a qualified auditing firm, to perform audits for the fiscal years ending September 30, 2018, September 30, 2019, and September 30, 2020, at the following rates:

Audit for fiscal year ended September 30, 2018, in the amount of \$3,400;

Audit for fiscal year ending September 30, 2019, in the amount of \$3,500; and

Audit for fiscal year ending September 30, 2020, in the amount of \$3,600;

further authorizing District management to negotiate fees for the 2021/2022 and the 2020/2021 fiscal year audits.

J. ADMINISTRATIVE MATTERS

1. Financial Risk Management Policy Review/Update

Mrs. Perez advised, as the District’s Manager, Special District Services, Inc., in compliance with annual audit review practices, takes certain measures and implements procedures to identify and mitigate financial mismanagement/fraud risks, and provided the information in the meeting book thereby reviewing the same.

2. Financial Update

Mrs. Perez presented the financials in the meeting book and briefly reviewed them with the Board, indicating that available funds as of September 30, 2018, were \$124,383.48.

K. BOARD MEMBER/STAFF ADDITIONAL COMMENTS/REQUESTS

There were no Board Member or staff comments.

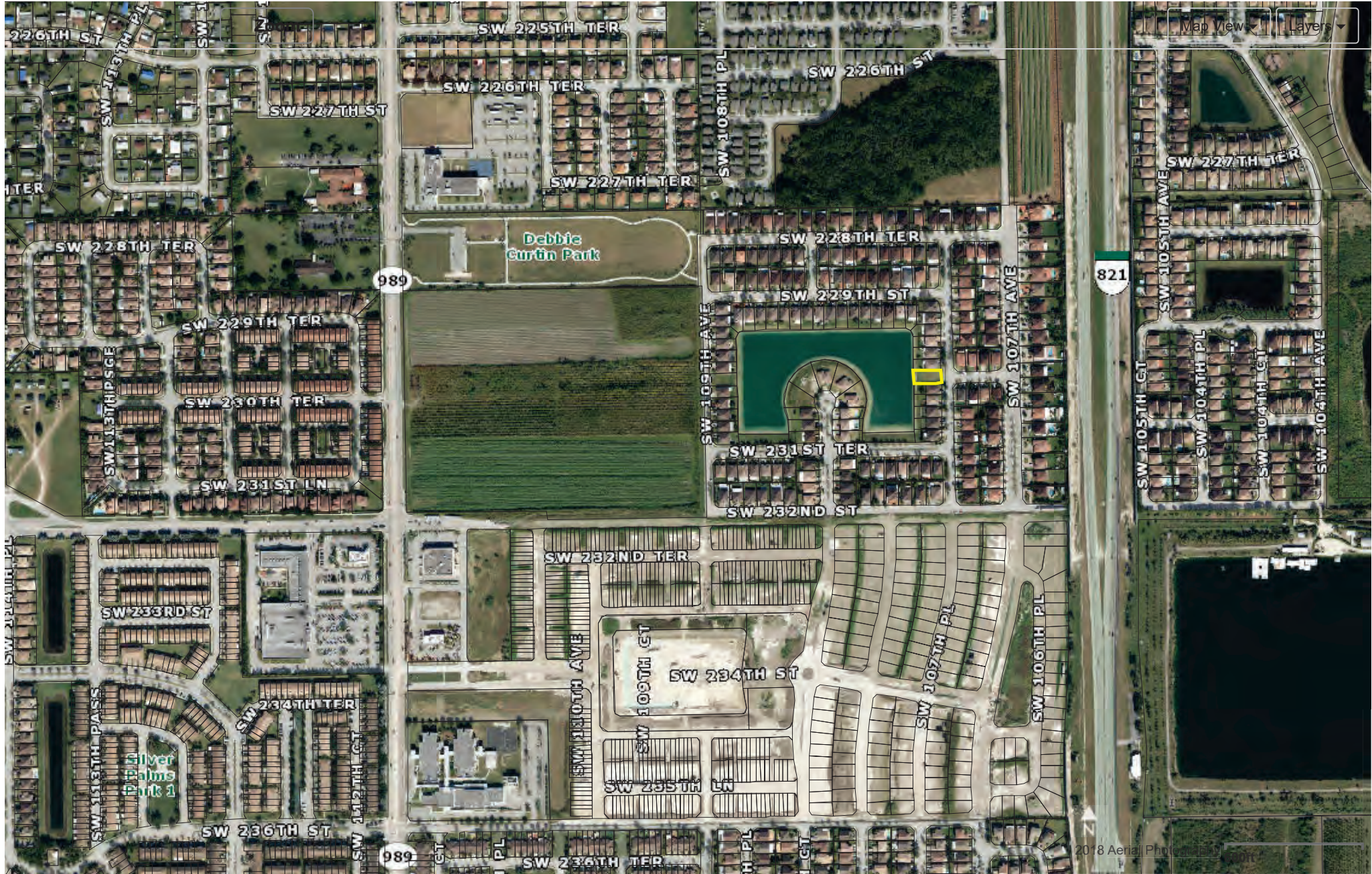
L. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Chairperson Lisa Riley, seconded by Supervisor Bryan Riley and passed unanimously to adjourn the meeting at 6:21 p.m.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair



Silver Palms
Community Development District

**Financial Report For
December 2018**

Silver Palms Community Development District
Budget vs. Actual
October through December 2018

	<u>Oct - Dec 18</u>	<u>FY 18-19 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
363.100 · Admin Assessments	53,408.19	61,340.00	-7,931.81	87.07%
363.101 · Maintenance Assessments	33,930.02	38,970.00	-5,039.98	87.07%
363.810 · Debt Assessment	106,611.56	122,447.00	-15,835.44	87.07%
363.820 · Debt Assessment-Paid To Trustee	-101,322.45	-115,100.00	13,777.55	88.03%
363.830 · County Tax Collector Fee	-1,861.89	-4,455.00	2,593.11	41.79%
363.831 · Discounts for Early Payments	-7,760.84	-8,910.00	1,149.16	87.1%
369.401 · Interest Income	40.72	120.00	-79.28	33.93%
Total Income	<u>83,045.31</u>	<u>94,412.00</u>	<u>-11,366.69</u>	<u>87.96%</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	4,935.00	22,000.00	-17,065.00	22.43%
511.307 · Aquatic Maintenance	333.32	2,000.00	-1,666.68	16.67%
511.308 · Maint/District Improvements	0.00	4,150.00	-4,150.00	0.0%
511.309 · Contingency/Reserve	0.00	6,782.00	-6,782.00	0.0%
511.310 · Engineering	0.00	1,700.00	-1,700.00	0.0%
511.311 · Management Fees	4,536.00	18,144.00	-13,608.00	25.0%
511.312 · Secretarial Fees	675.00	2,700.00	-2,025.00	25.0%
511.315 · Legal Fees	1,559.50	8,000.00	-6,440.50	19.49%
511.318 · Assessment/Tax Roll	0.00	3,500.00	-3,500.00	0.0%
511.320 · Audit Fees	0.00	3,900.00	-3,900.00	0.0%
511.450 · Insurance	5,000.00	6,356.00	-1,356.00	78.67%
511.480 · Legal Advertisements	188.10	575.00	-386.90	32.71%
511.512 · Miscellaneous	137.80	1,200.00	-1,062.20	11.48%
511.513 · Postage and Delivery	38.84	325.00	-286.16	11.95%
511.514 · Office Supplies	76.15	575.00	-498.85	13.24%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.733 · Trustee Fees	0.00	4,100.00	-4,100.00	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>18,890.91</u>	<u>94,412.00</u>	<u>-75,521.09</u>	<u>20.01%</u>
Net Income	<u>64,154.40</u>	<u>0.00</u>	<u>64,154.40</u>	<u>100.0%</u>

**SILVER PALMS COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
DECEMBER 2018**

	Annual Budget 10/1/18 - 9/30/19	Actual Dec-18	Year To Date Actual 10/1/18 - 12/31/18
REVENUES			
Administrative Assessments	61,340	38,453	53,408
Maintenance Assessments	38,970	24,429	33,930
Debt Assessments	122,447	76,758	106,611
Interest Income	120	0	41
Total Revenues	\$ 222,877	\$ 139,640	\$ 193,990
EXPENDITURES			
Maintenance Expenditures			
Lawn Maintenance/Landscaping	22,000	1,370	4,935
Aquatic Maintenance	2,000	0	333
Maintenance/District Improvements	4,150	0	0
Engineering/Inspections	1,700	0	0
Contingency/Reserve	6,782	0	0
Total Maintenance Expenditures	\$ 36,632	\$ 1,370	\$ 5,268
Administrative Expenditures			
Supervisor Fees	6,000	0	800
Payroll Taxes (Employer)	480	0	61
Management	18,144	1,512	4,536
Secretarial	2,700	225	675
Legal	8,000	0	1,560
Assessment Roll	3,500	0	0
Audit Fees	3,900	0	0
Insurance	6,356	0	5,000
Legal Advertisements	575	0	188
Miscellaneous	1,200	22	138
Postage	325	5	39
Office Supplies	575	7	76
Dues & Subscriptions	175	0	175
Trustee Fee	4,100	0	0
Continuing Disclosure Fee	250	0	0
Website Management	1,500	125	375
Total Administrative Expenditures	\$ 57,780	\$ 1,896	\$ 13,623
Total Expenditures	\$ 94,412	\$ 3,266	\$ 18,891
Revenues Less Expenditures	\$ 128,465	\$ 136,374	\$ 175,099
Bond Payments	(115,100)	(72,957)	(101,322)
Balance	\$ 13,365	\$ 63,417	\$ 73,777
County Appraiser & Tax Collector Fee	(4,455)	(1,341)	(1,862)
Discounts For Early Payments	(8,910)	(5,575)	(7,761)
Excess/ (Shortfall)	\$ -	\$ 56,501	\$ 64,154
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ -	\$ 56,501	\$ 64,154

Bank Balance As Of 11/30/18	\$ 165,921.59
Funds Received: 12/1/18 - 12/31/18	\$ 132,724.35
Disbursements: 12/1/18 - 12/31/18	\$ 102,181.37
Bank Balance As Of 12/31/18	\$ 196,464.57
Accounts Payable As Of 12/31/18	\$ 8,304.29
Accounts Receivable As Of 12/31/18	\$ -
Available Funds As Of 12/31/18	\$ 188,160.28

**SILVER PALMS CDD
TAX COLLECTIONS
2018-2019**

#	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	\$61,340.00	\$38,970.00	\$ 122,447.00	\$61,340.00	\$38,970.00	\$ 122,447.00	
									\$209,392.00	\$57,660.00	\$36,632.00	\$ 115,100.00	\$57,660.00	\$36,632.00	\$ 115,100.00	115,100.00
1	681	Miami-Dade Tax Collector	10/19/18	NAV Taxes	\$ 1,114.27		\$ (10.56)	\$ (58.50)	\$ 1,045.21	\$ 306.87	\$ 194.90	\$ 612.50	\$ 287.86	\$ 182.80	\$ 574.55	\$ 574.55
2	478	Miami-Dade Tax Collector	11/20/18	NAV Taxes	\$ 5,541.25		\$ (53.19)	\$ (221.65)	\$ 5,266.41	\$ 1,525.90	\$ 969.40	\$ 3,045.95	\$ 1,450.21	\$ 921.30	\$ 2,894.90	\$ 2,894.90
3	400	Miami-Dade Tax Collector	11/30/18	NAV Taxes	\$ 47,654.75		\$ (457.49)	\$ (1,906.19)	\$ 45,291.07	\$ 13,122.74	\$ 8,336.84	\$ 26,195.17	\$ 12,471.82	\$ 7,923.30	\$ 24,895.95	\$ 24,895.95
4	293	Miami-Dade Tax Collector	12/10/18	NAV Taxes	\$ 130,773.50		\$ (1,255.42)	\$ (5,230.94)	\$ 124,287.14	\$ 36,011.24	\$ 22,877.84	\$ 71,884.42	\$ 34,225.09	\$ 21,743.10	\$ 68,318.95	\$ 68,318.95
5	472	Miami-Dade Tax Collector	12/21/18	NAV Taxes	\$ 8,866.00		\$ (85.23)	\$ (343.56)	\$ 8,437.21	\$ 2,441.44	\$ 1,551.04	\$ 4,873.52	\$ 2,323.01	\$ 1,476.10	\$ 4,638.10	\$ 4,638.10
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					\$ 193,949.77	\$ -	\$ (1,861.89)	\$ (7,760.84)	\$ 184,327.04	\$ 53,408.19	\$ 33,930.02	\$ 106,611.56	\$ 50,757.99	\$ 32,246.60	\$ 101,322.45	\$ 101,322.45

Note: \$222,757, \$61,340, \$38,970 and \$122,447 are 2018/2019 Budgeted assessments before discounts and fees.
\$209,392, \$56,660, \$36,632 and \$115,100 are 2018/2019 Budgeted assessments after discounts and fees.

\$ 193,949.77	
\$ -	\$ 184,327.04
\$ (53,408.19)	\$ (50,757.99)
\$ (33,930.02)	\$ (32,246.60)
\$ (106,611.56)	\$ (101,322.45)
\$ -	\$ -