



**KEYS EDGE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
MARCH 9, 2017  
1:45 P.M.**

Special District Services, Inc.  
6625 Miami Lakes Drive, Suite 374  
Miami Lakes, FL 33014

[www.keysedgecdd.org](http://www.keysedgecdd.org)  
305.777.0761 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT**  
8500 S.W. 8<sup>th</sup> Street, Suite 228  
Conference Room  
Miami, Florida 33144  
**REGULAR BOARD MEETING**  
March 9, 2017  
1:45 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. January 12, 2017 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Staff Report as Required
- H. New Business
  - 1. Consider Resolution No. 2017-03 – Adopting a Fiscal Year 2017/2018 Proposed Budget.....Page 5
  - 2. Consider Resolution No. 2017-04 – Electronic Approval Process and Authorized Signatories.....Page 10
- I. Administrative & Operational Matters
  - 1. Discussion Regarding Statement of Financial Interests – **2016 Form 1**
  - 2. Discussion Regarding Landowners’ Meeting November 2017
  - 3. Staff Report as Required
- J. Board Member & Staff Closing Comments
- 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 OCTELMA V. FERBEYRE, who on oath says that he or she is the VICE PRESIDENT, 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

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

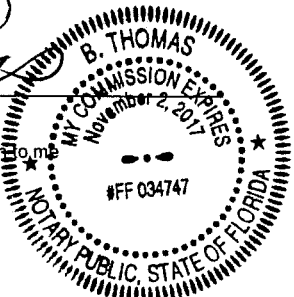
in the XXXX Court,  
was published in said newspaper in the issues of

09/26/2016

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  
26 day of SEPTEMBER, A.D. 2016

(SEAL)  
OCTELMA V. FERBEYRE personally known to me



**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the **Keys Edge Community Development District** will hold Regular Meetings in the Conference Room at 8500 S.W. 8th Street, 2nd Floor, Suite 228, Miami, Florida 33144 at 1:45 p.m. on the following dates:

- October 13, 2016
- November 10, 2016
- January 12, 2017
- February 9, 2017
- March 9, 2017
- April 13, 2017
- May 11, 2017
- June 8, 2017
- July 13, 2017
- September 14, 2017

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 Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (305) 777-0761 and/or 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, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meeting(s) 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 (305) 777-0761 and/or 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.

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT**

www.keysedgecdd.org  
9/26

16-80/0000154692M

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
JANUARY 12, 2017

**A. CALL TO ORDER**

Mr. Silva called the January 12, 2017, Regular Board Meeting of the Keys Edge Community Development District to order at 1:47 p.m. in the Conference Room at 8500 SW 8<sup>th</sup> Street, Suite 228, Miami, Florida 33144.

**B. PROOF OF PUBLICATION**

Mr. Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 26, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the presence of Chairman Angel Valdes and Supervisors Ileana Ramirez and Maggie Clavelo constituted a quorum and it was in order to proceed with the meeting.

Also in attendance were: District Manager Armando Silva of Special District Services, Inc.; and General Counsel Gerald Knight of Billing, Cochran, Lyles, Mauro & Ramsey, P.A. (via conference call).

**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 comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. June 16, 2016, Public Hearing & Regular Board Meeting**

The minutes of the June 16, 2016, Public Hearing & Regular Board Meeting were presented and the Board asked was asked if there were any changes and/or corrections. There being no changes and/or corrections, a **motion** was made by Ms. Ramirez, seconded by Mr. Valdes and unanimously passed to approve the minutes of the June 16, 2016, Public Hearing & Regular Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**H. NEW BUSINESS**

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
JANUARY 12, 2017

**1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2015/2016 Amended Budget**

Mr. Silva presented Resolution No. 2017-01, entitled:

**RESOLUTION NO. 2017-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2015/2016 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva read the title of the resolution into the record and provided an explanation for the document. Mr. Silva also stated that the District bills the Developer for only the actual costs incurred throughout the year to operate the District. A discussion ensued after which:

A **motion** was made by Ms. Clavelo, seconded by Ms. Ramirez and unanimously passed to approve and adopt Resolution No. 2017-01, as presented, thereby setting the amended/revised final budget for the 2015/2016 fiscal year.

**2. Consider Resolution No. 2017-02 – Authorizing Electronic Approvals & Check Signers**

Mr. Silva presented Resolution No. 2017-02, entitled:

**RESOLUTION NO. 2017-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES VIA ELECTRONIC APPROVAL PROCESSES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Ms. Ramirez, seconded by Ms. Clavelo and unanimously passed to approve and adopt Resolution No. 2017-02, as presented, thereby authorizing electronic approvals for expenditures and selecting Todd Wodraska, Jason Pierman,

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
JANUARY 12, 2017

Tricia Lascasas, Peter Pimentel, Neil Kalin and *Angel Valdes* to serve as the signatories on the District's checking/operating account. Two (2) signatures will be required on each check and checks will be released after electronic approvals have been provided by the Chairperson, or the Vice Chairperson, in the Chairperson's absence.

**I. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**J. BOARD MEMBER & STAFF CLOSING COMMENTS**

There were no closing comments.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Valdes, seconded by Ms. Ramirez and unanimously passed to adjourn the Regular Board Meeting at 1:55 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION NO. 2017-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (“Board”) of the Keys Edge Community Development District (“District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

**WHEREAS**, the Proposed Budget for Fiscal Year 2017/2018 has been prepared and considered by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Proposed Budget for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for June 8, 2017 at 1:45 p.m. in the Conference Room located at 8500 S.W. 8<sup>th</sup> Street, 2<sup>nd</sup> Floor, Suite 228, Miami, Florida 33144, for the purpose of receiving public comments on the Proposed Fiscal Year 2017/2018 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 9<sup>th</sup> day of March, 2017.

**ATTEST:**

**KEYS EDGE  
COMMUNITY DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

Keys Edge  
Community Development District

**Proposed Budget For  
Fiscal Year 2017/2018  
October 1, 2017 - September 30, 2018**



# CONTENTS

- I PROPOSED BUDGET
- II DETAILED PROPOSED BUDGET

**PROPOSED BUDGET**  
**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	<b>FISCAL YEAR 2017/2018 BUDGET</b>
<b>REVENUES</b>	
O&M Assessments	0
Developer Contribution	11,568
Debt Assessments	0
Interest Income	5
<b>TOTAL REVENUES</b>	<b>\$ 11,573</b>
<b>EXPENDITURES</b>	
Supervisor Fees	0
Engineering/Inspections	0
Management	2,475
Legal	3,500
Assessment Roll	0
Audit Fees	0
Arbitrage Rebate Fee	0
Insurance	3,198
Legal Advertisements	750
Miscellaneous	250
Postage	100
Office Supplies	225
Dues & Subscriptions	175
Trustee Fees	0
Continuing Disclosure Fee	0
Website Management	900
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,573</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ -</b>
Bond Payments	0
<b>BALANCE</b>	<b>\$ -</b>
County Appraiser & Tax Collector Fee	0
Discounts For Early Payments	0
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
<b>REVENUES</b>				
O&M Assessments	0	0	0	
Developer Contribution	10,640	10,605	11,568	Developer Contribution
Debt Assessments	0	0	0	
Interest Income	0	5	5	No Change From 2016/2017 Budget
<b>TOTAL REVENUES</b>	<b>\$ 10,640</b>	<b>\$ 10,610</b>	<b>\$ 11,573</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	0	0	0	No Change From 2016/2017 Budget
Engineering/Inspections	0	0	0	No Change From 2016/2017 Budget
Management	2,475	2,475	2,475	No Change From 2016/2017 Budget
Legal	4,025	3,000	3,500	\$500 Increase From 2016/2017 Budget
Assessment Roll	0	0	0	No Change From 2016/2017 Budget
Audit Fees	0	0	0	No Change From 2016/2017 Budget
Arbitrage Rebate Fee	0	0	0	No Change From 2016/2017 Budget
Insurance	2,850	3,135	3,198	Insurance Company Estimate
Legal Advertisements	455	750	750	No Change From 2016/2017 Budget
Miscellaneous	69	250	250	No Change From 2016/2017 Budget
Postage	47	100	100	No Change From 2016/2017 Budget
Office Supplies	201	225	225	No Change From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fees	0	0	0	No Change From 2016/2017 Budget
Continuing Disclosure Fee	0	0	0	No Change From 2016/2017 Budget
Website Management	500	500	900	\$400 Increase From 2016/2017 Budget
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,797</b>	<b>\$ 10,610</b>	<b>\$ 11,573</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ (157)</b>	<b>\$ -</b>	<b>\$ -</b>	
Bond Payments	0	0	0	2018 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ (157)</b>	<b>\$ -</b>	<b>\$ -</b>	
County Appraiser & Tax Collector Fee	0	0	0	Two Percent Of Total Assessment Roll
Discounts For Early Payments	0	0	0	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (157)</b>	<b>\$ -</b>	<b>\$ -</b>	

**RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The Keys Edge Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

**WHEREAS**, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

**WHEREAS**, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl, Neil Kalin and Angel Valdes to serve as the signatories, as required, on the District checking/operating account; and

**WHEREAS**, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

**Section 3.** When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

**PASSED, ADOPTED and becomes EFFECTIVE** this 9<sup>th</sup> day of March, 2017.

**ATTEST:**

**KEYS EDGE  
COMMUNITY DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_  
Chairperson/Vice Chairperson