



**KEYS EDGE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
LANDOWNERS' MEETING &
REGULAR BOARD MEETING
NOVEMBER 14, 2019
1:30 P.M.**

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

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. 8th Street, Suite 228
Conference Room
Miami, Florida 33144
LANDOWNERS' MEETING
November 14, 2019
1:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Adoption of Election Procedures.....Page 2
- E. Election of Chairperson for Landowners' Meeting
- F. Election of Secretary for Landowners' Meeting
- G. Approval of Minutes
 - 1. November 9, 2017 Landowners' Meeting Minutes.....Page 5
- H. Election of Supervisors
 - 1. Determine Number of Voting Units Represented or Assigned by Proxy.....Page 8
 - 2. Nomination of Candidates
 - 3. Casting of Ballots.....Page 9
 - 4. Ballot Tabulations
- I. Certification of the Results
- J. Landowners' 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 GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, 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

NOTICE OF LANDOWNERS' MEETING & REGULAR BOARD MEETING - KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT

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

10/21/2019 10/28/2019

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.

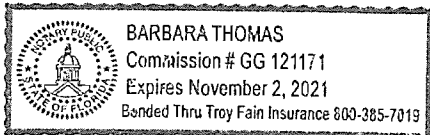
Guillermo Garcia

Sworn to and subscribed before me this
28 day of OCTOBER, A.D. 2019

Barbara Thomas

(SEAL)

GUILLERMO GARCIA personally known to me



**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF LANDOWNERS' MEETING & REGULAR BOARD MEETING**

NOTICE IS HEREBY GIVEN that the Keys Edge Community Development District (the "District") will hold a Landowners' Meeting and Regular Board Meeting at 1:30 p.m., or as soon thereafter as can be heard, on **November 14, 2019**, in the Conference Room located at 8500 SW 8th Street, Suite 228, Miami, Florida 33144.

The primary purpose of the Landowners' Meeting is to elect three (3) Supervisors to the Board of Supervisors (the "Board") for the District. The purpose of the Regular Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. Copies of the Agendas for these meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of these meetings.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued as found necessary to a date, time and place specified on the record. Also, there may be occasions when Staff and/or Board members may participate by speaker telephone.

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 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 these particular meetings.

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT

www.keysedgecdd.org
10/21-28

19-58/0000432569AM



SPECIAL DISTRICT (CDD) ELECTION PROCEDURES

1. Landowners' Meeting

In accordance with the provisions of Chapter 190, Florida Statutes, it is required that an initial meeting of the Landowners of the District be held within ninety (90) days following the effective date of the rule or ordinance establishing the District and thereafter every two (2) years during the month of November for the purpose of electing Supervisors. The second election by Landowners shall be held on the first Tuesday in November; thereafter, there shall be an election of supervisors every two (2) years in November on a date established by the Board of Supervisors. The assembled Landowners shall organize by electing a Chairperson, who shall preside over the meeting; and a Secretary shall also be elected for recording purposes.

2. Establishment of Quorum

Any Landowner(s) present or voting by proxy shall constitute a quorum at the meeting of the Landowners.

3. Nomination of Candidates

At the meeting, the Chairperson shall call for nominations from the floor for Candidates for the Board of Supervisors. When there are no further nominations, the Chairperson shall close the floor for nominations. The names of each Candidate and the spelling of their names shall be announced. Nominees need not be present to be nominated.

4. Voting

Each Landowner shall be entitled to cast one (1) vote for each acre (or lot parcel), or any fraction thereof, of land owned by him or her in the District, for each open position on the Board. (For example, if there are three (3) positions open, an owner of one (1) acre or less (or one lot parcel) may cast one (1) vote for each of the three (3) positions. An owner of two (2) acres (or two lot parcels) may cast two (2) votes for each of the three (3) positions. Each Landowner shall be entitled to vote either in person or by a representative present with a lawful written proxy.

5. Registration for Casting Ballots

The registration process for the casting of ballots by Landowners or their representatives holding their proxies shall be as follows:

a) At the Landowners' Meeting and prior to the commencement of the first casting of ballots for a Board of Supervisor position, each Landowner, or their representative if proxies are being sub-mitted in lieu thereof, shall be directed to register their attendance and the total number of votes by acreage (or lot parcels) to which each claims to be entitled, with the elected Secretary of the meeting or the District's Manager.

Corporate Office

The Oaks Center
2501A Burns Rd
Palm Beach Gardens, FL 33410
Direct: 561.630.4922

Contact Information

Toll Free: 877.737.4922
Fax: 561.630.4923
Web: www.sdsinc.org

Miami Branch

Crexent Business Center
6625 Miami Lakes Drive, Ste. 374
Miami Lakes, FL 33014
Direct: 305.666.6666

-
- b) At such registration, each Landowner, or their representative with a lawful proxy, shall be provided a numbered ballot for the Board of Supervisor position(s) open for election. A District representative will mark on the ballot the number of votes that such Landowner, or their representative, is registered to cast for each Board of Supervisor position open for election.
 - c) All Landowner proxies shall be collected at the time of registration and retained with the Official Records of the District for subsequent certification or verification, if required.

6. Casting of Ballots

Registration and the issuance of ballots shall cease once the Chairperson calls for the commencement of the casting of ballots for the election of a Board Supervisor(s) and thereafter no additional ballots shall be issued.

The Chairperson will declare that the Landowners, or their representatives, be requested to cast their ballots for the Board Supervisor(s). Once the ballots have been cast, the Chairperson will call for a collection of the ballots.

7. Counting of Ballots

Following the collection of ballots, the Secretary or District Manager shall be responsible for the tabulation of ballots in order to determine the total number of votes cast for each candidate that is seeking election.

At the second and subsequent landowner elections*, the two (2) candidates receiving the highest number of votes will be declared by the Chairperson as elected to the Board of Supervisors for four-year terms. The candidate receiving the next highest number of votes will fill the remaining open position on the Board of Supervisors for a two-year term, as declared by the Chairperson.

*At the final landowner election (*after the 6th or 10th year*), the candidate receiving the highest number of votes will be elected to the Board of Supervisors for a four-year term (two {2} supervisors are elected by General Election).

8. Contesting of Election Results

Following the election and announcement of the votes, the Chairperson shall ask the Landowners present, or those representatives holding proxies for Landowners, whether they wish to contest the election results. If no contests are received, said election results shall thereupon be certified.

If there is a contest, the contest must be addressed to the Chairperson and thereupon the individual casting a ballot that is being contested will be required to provide proof of ownership of the acreage (or lot parcels) for which they voted at the election within five (5) business days of the Landowners' Meeting. The proof of ownership shall be submitted to the District Manager who will thereupon consult with the District's General Counsel and together they will review the material provided and will determine the legality of the contested ballot(s). Once the contests are resolved, the Chairperson shall reconvene the Landowners' Meeting and thereupon certify the election results.

9. Recessing of the Landowners' Meeting

In the event there is a contest of a ballot or of the election, the Landowners' Meeting shall be recessed to a future time, date and location, at which time the election findings on the contest shall be reported in accordance with the procedure above and the newly elected Supervisor(s) shall thereupon take their Oath of Office.

10. Miscellaneous Provisions

- a) Each Landowner shall only be entitled to vote in person or by means of a representative attending in person and holding a lawful written proxy in order to cast said Landowner's votes.
- b) Proxies will not require that proof of acreage ownership be attached. Rather, proof of ownership must be provided timely by the holder of the proxy, if the proxy is contested in accordance with the procedure above.

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING
NOVEMBER 9, 2017

A. CALL TO ORDER

District Manager Neil Kalin called the November 9, 2017, Landowners' Meeting of the Keys Edge Community Development District to order at 1:46 p.m. in the Conference Room located at 8500 S.W. 8th Street, Suite 228, Miami, Florida 33144.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Landowners' Meeting was published in the *Miami Daily Business Review* on October 13, 2017, and October 20, 2017, as legally required.

C. ESTABLISH QUORUM

Mr. Kalin stated that the attendance of Angel Valdes, Proxy Holder representing Grec Homes IX, LLC, legal owner of land in the Keys Edge Community Development District, representing 80.874+/- acres, was present and therefore, constituted a quorum and it was in order to proceed with the Landowners' Meeting.

Also in attendance were: District Manager Neil Kalin and Armando Silva of Special District Services, Inc.; General Counsel Gerald Knight (via speaker conference phone) of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.; and Maggie Clavelo, Miami, Florida.

D. CONSIDER ADOPTION OF ELECTION PROCEDURES

Mr. Kalin presented the Election Procedures and requested that the Proxy Holder review and approve them. Mr. Valdes reviewed the Election Procedures and stated that the procedures were acceptable, *as presented*.

E. ELECTION OF CHAIR FOR LANDOWNERS' MEETING

Mr. Valdes elected Mr. Kalin to serve as the Chairperson and Secretary for the Landowners' Meeting.

F. ELECTION OF SECRETARY FOR LANDOWNERS' MEETING

See Action Above.

G. APPROVAL OF MINUTES

1. November 12, 2015, Landowners' Meeting

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING
NOVEMBER 9, 2017

Mr. Kalin presented the minutes of the November 12, 2015, Landowners' Meeting and asked if there were any corrections or additions. There being no changes, Mr. Valdes approved the November 12, 2015, Landowners' Meeting Minutes, *as presented*.

H. ELECTION OF SUPERVISORS

1. Determine Number of Voting Units Represented or Assigned by Proxy

Mr. Kalin stated that there were a total of 81 voting units being represented at the Landowners' Meeting by the Proxy Holder on behalf of Grec Homes IX, LLC.

2. Nomination of Candidates

Mr. Kalin stated that the terms of office for Angel Valdes, Yuthit Baez and one (1) vacant term were expiring and it would be in order to nominate candidates for election to fill the expiring terms of office.

Mr. Valdes nominated himself for re-election to the Board of Supervisors. Mr. Kalin called for additional nominations from the floor. There being no further nominations, Mr. Kalin closed the nomination portion of the Landowners' Meeting.

3. Casting of Ballots

Mr. Kalin stated that it would now be in order to cast ballot(s) for the nominated candidate: *Angel Valdes (assigned Seat #1)*. Mr. Kalin stated that due to the fact that only one (1) nomination was made that the elected candidate would be elected to a four-year term of office. Mr. Kalin also stated that the two (2) vacant terms of office would be assigned *Seat #2* and *Seat #5* respectively and that *Seat #2* would be declared a 4-year term of office and *Seat #5* would be declared a 2-year term of office. The term of office of the successful candidate would commence upon election.

4. Ballot Tabulations

Mr. Kalin tabulated the ballot(s) and announced that *Angel Valdes* received **81 votes**, resulting in a 4-year term of office (will serve up to the Landowners' Election in November, 2021); and there are two (2) vacant terms of office that will expire at the Landowners' Election in November, 2019 (*Seat #5*) and November 2021 (*Seat #2*). Mr. Kalin advised those in attendance that the vacant terms of office should be filled by a qualified person as soon as practically possible.

I. CERTIFICATION OF RESULTS

Mr. Kalin asked the Proxy Holder and others in attendance if there were any objections to the procedures or results of the election. There being no comments or objections to the election results or procedures, Mr. Kalin announced that the election results were complete, final and declared certified.

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING
NOVEMBER 9, 2017

J. LANDOWNERS' COMMENTS

There were no comments from the Proxy Holder.

K. ADJOURNMENT

There being no further business to discuss, Mr. Kalin, acting Chairperson for the Landowners' Meeting, adjourned the meeting at approximately 1:58 p.m.

Secretary

Chairperson

LANDOWNER PROXY

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the **Keys Edge Community Development District** to be held on **November 14, 2019 at 1:30 p.m.** in the Conference Room located at 8500 S.W. 8th Street, Suite 228 (2nd Floor), Miami, Florida 33144 and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may be considered at said meeting including, but not limited to the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may be legally considered at said meeting.

This proxy is to continue in full force and effect from the hereof until the conclusion of the above noted landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder exercising the voting rights conferred herein.

Print Name of Legal Owner/Entity

Signature of Authorized Individual and/or Legal Owner

Date

Parcel Description*

of Acres/Units

*Insert in the space above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. [If more space is needed, identification of Parcels owned may be incorporated by reference to an attachment hereto.]

Pursuant to section 190.006(2) (b), *Florida Statutes* (2019), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto.

TOTAL NUMBER OF AUTHORIZED VOTES: _____

Please note that each eligible acre of land or fraction thereof is entitled to only one vote, for example, a husband and wife are together entitled to only one vote per their residence if it is located on one acre or less of real property.

If the Legal Owner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g. bylaws, corporate resolution, etc.)

OFFICIAL BALLOT

BALLOT # _____

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

ELECTION OF BOARD SUPERVISORS

NOVEMBER 14, 2019

The undersigned certifies that he/she is the owner (___) **or** duly authorized **representative of lawful proxy of an owner** (___) of land (real property) within the **Keys Edge Community Development District,** constituting acre(s)/unit(s)/lot(s) and hereby casts up to the corresponding number of his/her vote(s) for the following candidate/candidates to hold the above-named open Board position(s):

Name of Candidate

Number of Votes

{The two (2) candidates receiving the highest number of votes shall be elected for a four (4) year term each; the candidate receiving the next highest number of votes shall be elected for a two (2) year term.}

Signature: _____

Printed Name: _____

Street Address or Tax Parcel Id Number for your Real Property:

AGENDA
KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
8500 S.W. 8th Street, Suite 228
Conference Room
Miami, Florida 33144
REGULAR BOARD MEETING
November 14, 2019
1:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 11
- C. Seat Re-Elected Board Members and/or New Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Confirmation of Landowners’ Election Results
- H. Additions or Deletions to Agenda
- I. Comments from the Public for Items Not on the Agenda
- J. Approval of Minutes
 - 1. August 15, 2019 Regular Board Meeting & Public Hearing.....Page 12
- K. Old Business
 - 1. Staff Report as Required
- L. New Business
 - 1. Consider Resolution No. 2019-06 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 18
 - 2. Consider First Amendment to Agreement for Services.....Page 21
- M. Administrative & Operational Matters
 - 1. Financial Risk Management Policy/Review – FY 2018/2019.....Page 23
 - 2. Discussion Regarding Upcoming Meeting Schedule
 - 3. Staff Report as Required
- N. Board Member & Staff Closing Comments
- O. 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 GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, 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 2019/2020 REGULAR MEETING SCHEDULE

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

09/26/2019

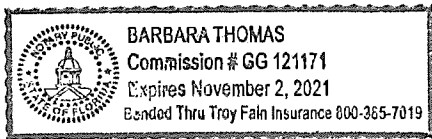
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has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

Guillermo Garcia

Sworn to and subscribed before me this
26 day of SEPTEMBER, A.D. 2019

Barbara Thomas

(SEAL)
GUILLERMO GARCIA personally known to me



**KEYS EDGE COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Keys Edge Community Development District (the "District") will hold Regular Meetings in the Conference Room at 8500 S.W. 8th Street, 2nd Floor, Suite 228, Miami, Florida 33144 at 1:30 p.m. on the following dates:

- October 10, 2019
- November 14, 2019
- December 12, 2019
- January 8, 2020
- February 13, 2020
- March 12, 2020
- April 9, 2020
- May 14, 2020
- June 11, 2020
- July 9, 2020
- August 13, 2020
- September 10, 2020

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. 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 toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said 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 305-777-0761 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 canceled from time to time with no advertised notice.

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT

www.keysedgeccdd.org
9/26

19-122/0000427683M

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
AUGUST 16, 2019**

Note: For the record, due to Meeting Room scheduling conflicts, the Keys Edge Community Development District Regular Board Meeting was moved down the hallway to the Suite 238 Meeting Room located at 8500 SW 8th Street, 2nd Floor, Miami, Florida 33144. Signs were posted on the door of Suite 228 redirecting those attending to the referenced meeting room.

A. CALL TO ORDER

District Manager Neil Kalin called the August 15, 2019, Regular Board Meeting of the Keys Edge Community Development District to order at 1:49 p.m. in the Conference Room at 8500 SW 8th Street, 2nd Floor, Suite 238, Miami, Florida 33144.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on July 26, 2019, and August 2, 2019, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin 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.

Staff in attendance included: District Managers Neil Kalin and Nancy Nguyen of Special District Services, Inc.; and General Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also in attendance were the following: José Garcia, Miami, Florida; Ashley Bosch and Michael Yanopoulos of Brickless Developer Group Corp., Miami, Florida.

D. CONSIDER RESIGNATIONS AND APPOINTMENTS

Mr. Kalin reminded the Board Members of the vacancy in Seat #2 (term expiring in November 2021) and Seat #5 (term expiring in November 2019). Mr. Garcia, in attendance and qualified, expressed his interest in serving on the Board of Supervisors (the “Board”) of the Keys Edge Community Development District (the “District”). A discussion ensued after which;

A **motion** was made by Mr. Valdes, seconded by Ms. Clavelo and unanimously passed to *appoint Mr. José Garcia* to the unexpired 4-year term of office in Seat #2 and such term of office will expire in November 2021.

E. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER DUTIES AND RESPONSIBILITIES

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to *Mr. Garcia*.

Note: Following the meeting, Ms. Wald reviewed with Mr. Garcia the duties and responsibilities as a Board Member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2018 Form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty {30} days of appointment) and the Code of Ethics for Public Officials.

F. ELECTION OF OFFICERS

As a result of the changes to the Board of the District, Mr. Kalin recommended that re-election of the District's Officers take place. He provided the following slate of names for election:

Chairperson – Angel Valdes
Vice Chairperson – Ileana Ramirez
Secretary/Treasurer – Neil Kalin
Assistant Secretaries – Maggie Clavelo, José Garcia, Nancy Nguyen and Armando Silva

A discussion ensued after which;

A **motion** was made by Ms. Clavelo, seconded by Ms. Ramirez and passed unanimously to *elect* the District's Officers, as listed above.

G. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Kalin advised that the Developer had informed him of the possibility that adjacent properties might be considered for purchase by the Developer. Should additional lands currently not within the boundaries of the District be purchased, then at such time of the additional land purchase, the Developer will consider the submittal of a boundary amendment to the County and Florida City. No further action on this matter was required at this time.

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. June 13, 2019, Regular Board Meeting

Mr. Kalin presented the minutes of the June 13, 2019, Regular Board Meeting and asked if there were any changes and/or corrections. There being no changes, a **motion** was made by Ms. Clavelo, seconded by Ms. Ramirez and unanimously passed to approve the minutes of the June 13, 2019, Regular Board Meeting, *as presented*.

Note: At approximately 2:05 p.m., Mr. Kalin recessed the Regular Board Meeting and simultaneously opened the public hearing.

G. PUBLIC HEARING

1. Proof of Publication

Mr. Kalin presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on July 26, 2019, and August 2, 2019, as legally required.

2. Receive Public Comments on the Fiscal Year 2019/2020 Final Budget

Mr. Kalin opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2019/2020 budget. Mr. Kalin stated that the fiscal year 2019/2020 operating budget would be funded by the provisions of the Fiscal Year 2019/2020 Developer's Funding Agreement between the District and the Developer. There being no public comments, Mr. Kalin closed the public comment portion of the Public Hearing.

4. Consider Resolution No. 2019-02 – Adopting a Fiscal Year 2019/2020 Final Budget

Mr. Kalin presented Resolution No. 2019-02, entitled:

RESOLUTION NO. 2019-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2019/2020 FINAL BUDGET PURSUANT TO CHAPTER 190, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin read the title of the resolution into the record and stated that the document provides for approving and adopting the fiscal year 2019/2020 final operating fund budget. A discussion ensued after which:

A **motion** was made by Mr. Valdes, seconded by Mr. Garcia and unanimously passed to approve and adopt Resolution No. 2019-02, *as presented*, setting the fiscal year 2019/2020 final operating fund budget.

Note: At approximately 2:10 p.m., Mr. Kalin closed the Public Hearing and simultaneously reconvened the Regular Board Meeting.

H. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Discussion Regarding Remainder of FY 2018/2019 Regular Meeting Schedule

Mr. Kalin stated that unless an emergency were to arise, the Board would not be required to meet for the advertised meeting of September 12, 2019.

2. Consider Resolution No. 2019-03 – Adopting a Fiscal Year 2019/2020 Meeting Schedule

Mr. Kalin presented Resolution No. 2019-03, entitled:

RESOLUTION NO. 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin presented the resolution and provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Ms. Ramirez, seconded by Mr. Valdes and unanimously passed to approve and adopt Resolution No. 2019-03, *as presented*, setting the regular meeting schedule for the 2019/2020 fiscal year; and authorizing publication of said meeting schedule, as required by law.

3. Consider Resolution No. 2019-04 – Calling for a Landowners’ Meeting

Mr. Kalin informed the Board that the District, which is at least six (6) years old and does not have any Qualified Electors living within the District, will continue the election of Board Members by utilizing the Landowner Election process. The terms of office are expiring for Ms. Ramirez (Seat #3), and Ms. Clavelo (Seat #4) and the vacant Seat #5.

Mr. Kalin presented Resolution No. 2019-04, entitled:

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT ORDERING AND CALLING FOR A LANDOWNERS’ MEETING AND PUBLIC NOTICE THEREOF FOR THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT’S ELECTION OF MEMBERS TO THE BOARD OF SUPERVISORS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin explained the purpose of the document and provided copies of the election procedures, a sample ballot and a proxy form. All documents will also be made available to the public and landowners, as required. A discussion ensued after which:

A **motion** was made by Mr. Garcia, seconded by Ms. Clavelo and unanimously passed to approve and adopt Resolution No. 2019-04, *as presented*, setting the Landowners’ Meeting for November 14, 2019, at 1:30 p.m. in the Conference Room located at 8500 SW 8th Street, 2nd Floor, Suite 228, Miami, Florida 33144 and authorizes the public notice thereof, as required by law.

4. Consider Resolution No. 2019-05 – Electronic Approval Process & Authorized Signers

Mr. Kalin presented Resolution No. 2019-05, entitled:

RESOLUTION NO. 2019-05

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.

Mr. Kalin provided an explanation for the document, outlining that because the District had reorganized officials it would be in order to update check signers for the District's operating account. A discussion ensued after which:

A **motion** was made by Mr. Garcia, seconded by Mr. Valdes and unanimously passed to approve and adopt Resolution No. 2019-05, *as presented*, thereby authorizing electronic approvals for expenditures and selecting Todd Wodraska, Jason Pierman, Patricia LasCasas, Nancy Nguyen, Armando Silva 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.

5. Consider Developer's Funding Agreement for Fiscal Year 2019/2020

Mr. Kalin presented the Developer's Funding Agreement for the Fiscal Year 2019/2020 between the District and Brickless Developer Group Corp., (the "Agreement"), the Developer of lands within the boundaries of the District. Mr. Kalin provided an explanation for the Agreement. A discussion ensued after which:

A **motion** was made by Ms. Ramirez, seconded by Ms. Clavelo and unanimously passed to approve and adopt, *as presented*, the Developer's Funding Agreement for the Fiscal Year 2019/2020 between the District and Brickless Developer Group Corp.

6. Discussion Regarding Project Development/Phases

Brickless Developer Group Corp. will provide the District's development phases at a future meeting.

7. Discussion Regarding Updating Engineer's Report and Methodology Report

This item will be discussed at a future meeting.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no Report required at this time.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Kalin stated that unless an emergency were to arise, the Board/District would not be required to meet again until either October 10, 2019, or November 14, 2019.

L. 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 approximately 2:28 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2019-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Keys Edge Community Development District (the “District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and BECOMES EFFECTIVE this 14th day of November, 2019.

ATTEST:

**KEYS EDGE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Keys Edge
Community Development District

**Amended Final Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

AMENDED FINAL BUDGET
KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 9/29/19
REVENUES			
O&M Assessments	0	0	0
Developer Contribution	11,475	12,334	12,334
Debt Assessments	0	0	0
Interest Income	0	0	0
Total Revenues	\$ 11,475	\$ 12,334	\$ 12,334
EXPENDITURES			
Supervisor Fees	0	0	0
Engineering/Inspections	0	0	0
Management	2,475	2,475	2,475
Legal	3,750	4,450	4,450
Assessment Roll	0	0	0
Audit Fees	0	0	0
Arbitrage Rebate Fee	0	0	0
Insurance	3,200	2,750	2,750
Legal Advertisements	700	500	293
Miscellaneous	250	175	99
Postage	100	70	67
Office Supplies	225	175	151
Dues & Subscriptions	175	175	175
Trustee Fees	0	0	0
Continuing Disclosure Fee	0	0	0
Website Management	600	600	600
Total Expenditures	\$ 11,475	\$ 11,370	\$ 11,060
Net Excess/ (Shortfall)	\$ -	\$ 964	\$ 1,274

Fund Balance As Of 9/30/2018
Projected FY 2018/2019 Activity
Fund Balance As Of 9/30/2019

\$2,386
\$964
\$3,350

Note: 9-30-19 Fund Balance assumes Developer Contribution to District.



FIRST AMENDMENT TO AGREEMENT FOR SERVICES

This first Amendment to the September 25, 2007 Agreement for Services between **Keys Edge Community Development District** (hereinafter called the “**District**”) and Special District Services, Inc. (hereinafter called “**SDS**”) is made and entered into this ____ day of _____, 2019.

WHEREAS, on September 25, 2007 the **District** entered into an agreement for services for the management and validation of bonds for the **District**; and

WHEREAS, the **District**, desires to petition Florida City, Florida and Miami-Dade County, Florida to *amend* (expand) the boundaries of the **District** to include certain lands within the District; and,

WHEREAS, the **District** has requested **SDS**, under Section II – Task 7 of the September 25, 2007 Agreement, to prepare all documents and provide such other services as is necessary to introduce the boundary amendment petition (the “Petition”) to Florida City, Florida and Miami-Dade County, Florida for adoption; and,

WHEREAS, **District** and **SDS** desire to reduce their Agreement to writing, setting forth the services to be rendered by **SDS** to **District** and the compensation to be paid by **District** to **SDS** for services rendered under this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

SECTION I – RECITALS

The recitals set forth hereinabove are true and correct and incorporated herein by reference.

SECTION II – PETITION FOR AMENDMENT OF DISTRICT BOUNDARIES

SDS will prepare the Petition for presentation to the officials of Florida City, Florida and Miami-Dade County, Florida to include the following:

- a. Ordinance and/or Resolution: Draft applicable ordinance and/or resolution for the amendment of the **District** boundaries in compliance with Florida law.
- b. Documentation: Supply all documentation necessary for the approval of the ordinance and/or resolution.
- c. Statement of Regulatory Costs (SERC): Prepare the SERC for the Petition.

SECTION III – COMPENSATION AND FEE SCHEDULE FOR SERVICES

SDS will perform all necessary work to prepare and present the Petition to the officials of Florida City, Florida and Miami-Dade County, Florida including staff and commissioners. **SDS** will attend and present or assist in the presentation of all the necessary data at all hearings.

The fee* for these services is payable as follows:

a) Retainer due upon execution of this Agreement -----	\$2,500.00
b) Submittal of Petition to Staff and placement on Agenda(s) -----	\$7,500.00
c) Final Ordinance creating the new District Boundaries -----	\$5,000.00
TOTAL -----	\$15,000.00

*Not Including Out-of-Pocket Expenses (travel, meals, tolls, printing and etc.)

SECTION IV – DOCUMENTS

All documents, maps, drawings, data and worksheets prepared by **SDS** under this Agreement shall become the property of the **District**.

SECTION V – AMENDMENTS AND TERMINATION

This Agreement may be amended only if agreed to by both parties. This Agreement may be terminated by either party following receipt of a thirty (30) day notice by the party being terminated. If the thirty (30) day notice of termination is issued by **District**, **SDS** will, upon receipt of said notice, immediately cease any further work under this Agreement and shall be entitled to payment of all fees earned to the date of receipt of notice plus any expenses incurred. If a thirty (30) day termination notice is issued by **SDS**, **District** shall be entitled to all documents, maps, drawings, data and worksheets prepared by **SDS**, upon District making final payment to **SDS** of all fees and out-of-pocket expenses earned by **SDS** and spent up to the date of notice of termination.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed the day and year first written above.

**KEYS EDGE
COMMUNITY DEVELOPMENT DISTRICT**

SPECIAL DISTRICT SERVICES, INC.

By _____

By _____

Title _____

Title _____

FINANCIAL RISK MANAGEMENT POLICY

(Fiscal Year 2018/2019)

Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of good management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

a. Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and

b. Each expenditure from the District’s operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and

c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

d. A designated member of the Board (by an electronic approval procedure) has an opportunity to review the District’s expenditure(s) prior to the payment(s) being released; and

e. The District engages an independent firm, pursuant to Chapter 218.391, Florida Statutes, to audit the prior year’s financial activities (October 1st through September 30th) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30th) the District’s Board of Supervisors reviews, pursuant to Chapter 189.418(5), Florida Statutes, the prior year’s budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.
