



**KEYS EDGE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JANUARY 9, 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
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AGENDA
KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
8500 S.W. 8th Street, Suite 228
Conference Room
Miami, Florida 33144
REGULAR BOARD MEETING
January 9, 2020
1:30 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. November 14, 2019 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2020-01 – Amending District Boundaries (Expansion) Petition.....Page 6
- I. Administrative & Operational Matters
 - 1. 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 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.

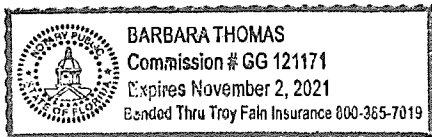
Guillermo Garcia

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

19-122/0000427689M

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 14, 2019**

A. CALL TO ORDER

District Manager Nancy Nguyen called the November 14, 2019, Regular Board Meeting of the Keys Edge Community Development District (the “District”) to order at 1:37 p.m. in the Conference Room at 8500 SW 8th Street, 2nd Floor, Suite 238, Miami, Florida 33144.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 26, 2019, as part of the District’s Fiscal Year 2019/2020 Regular Meeting Schedule, *as legally required*.

C. SEAT RE-ELECTED BOARD MEMBERS AND/OR NEW MEMBERS

Ms. Nguyen seated and welcomed the re-elected and new Board Members, Ileana Ramirez, Maggie Clavelo and Michael Yanopoulos.

D. ADMINISTER OATH OF OFFICE & REVIEW BOARD MEMBER RESPONSIBILITIES & DUTIES

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to *Mr. Yanopoulos, Ms. Ramirez and Ms. Clavelo*.

Note: Following the meeting, Ms. Nguyen reviewed with Mr. Yanopoulos his 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.

E. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Vice Chairperson Ileana Ramirez and Supervisors Maggie Clavelo, José Garcia and Michael Yanopoulos constituted a quorum and it was in order to proceed with the meeting.

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

F. ELECTION OF OFFICERS

As a result of the changes to the Board of the District, Ms. Nguyen recommended that re-election of the District’s Officers take place. She provided the following slate of names for election:

Chairperson – Angel Valdes

Vice Chairperson – Ileana Ramirez

Secretary/Treasurer – Nancy Nguyen

Assistant Secretaries – Maggie Clavelo, José Garcia, Michael Yanopoulos, Armando Silva and Gloria Perez

A discussion ensued after which;

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

G. CONFIRMATION OF LANDOWNERS' ELECTION RESULTS

Ms. Nguyen restated the District Landowners' Meeting/Election results and recommended that they be confirmed.

A **motion** was made by Ms. Clavelo, seconded by Mr. Garcia and passed unanimously confirming the Landowners' Meeting election results, to wit: Michael Yanopoulos and Ileana Ramirez both received **81 votes** and were each elected to 4-year terms of office, which will expire in November 2023. Maggie Clavelo received **80 votes** and was elected to a 2-year term of office, which will expire in November 2021.

H. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

J. APPROVAL OF MINUTES

1. August 15, 2019, Regular Board Meeting & Public Hearing

Ms. Nguyen presented the minutes of the August 15, 2019, Regular Board Meeting and Public Hearing and asked if there were any changes and/or corrections. There being no changes, a **motion** was made by Ms. Ramirez, seconded by Mr. Yanopoulos and unanimously passed approving the minutes of the August 15, 2019, Regular Board Meeting and Public Hearing, *as presented*.

K. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

L. NEW BUSINESS

1. Consider Resolution No. 2019-06 – Adopting a Fiscal Year 2018/2019 Amended Budget

Ms. Nguyen presented Resolution No. 2019-06, entitled:

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.

Ms. Nguyen read the title of the resolution into the record and provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Yanopoulos, seconded by Ms. Clavelo and unanimously passed to approve and adopt Resolution No. 2019-06, *as presented*.

2. Consider First Amendment to Agreement for Services

Ms. Nguyen presented the First Amendment to Agreement for Services between Keys Edge Community Development District and Special District Services, Inc. to the Board. She further explained that because the District wishes to expand the boundaries of the District to include certain lands within the District, it would be in order to amend the original Agreement for Services of September 25, 2007. A discussion ensued, after which:

A **motion** was made by Mr. Yanopoulos, seconded by Ms. Ramirez and unanimously passed to approve the First Amendment to Agreement for Services, *as presented*.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Financial Risk Management Policy/Review – FY 2018/2019

The Board Members were advised that Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of best 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, typically the Chairperson (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.

2. Discussion Regarding Upcoming Meeting Schedule

Ms. Nguyen explained that unless an emergency were to arise there would be no meeting during the month of December.

3. Staff Report as Required

There was no Staff Report at this time.

N. BOARD MEMBER & STAFF CLOSING COMMENTS

It was noted that the next meeting of the Board of Supervisors would be held on January 9, 2020, at 1:30 p.m.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Clavelo, seconded by Mr. Garcia and unanimously passed to adjourn the Regular Board Meeting at approximately 1:48 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2020-01
(AMENDING RESOLUTION NO. 2008-10)

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION NO. 2008-10, AUTHORIZING AND DIRECTING THE CHAIRPERSON AND/OR VICE CHAIRPERSON AND DISTRICT STAFF TO FILE A PETITION WITH THE MIAMI-DADE COUNTY COMMISSION AND FLORIDA CITY, FLORIDA, REQUESTING THE PASSAGE OF AN ORDINANCE AMENDING THE DISTRICT'S BOUNDARIES; AUTHORIZING SUCH OTHER ACTIONS AS ARE NECESSARY IN FURTHERANCE OF THE BOUNDARY AMENDMENT PROCESS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Keys Edge Community Development District (the "District") is a unit of special-purpose local government established by Miami-Dade County Ordinance No. 07-173, amending Ordinance No. 07-106, (collectively the "Ordinance"), pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes* (the "Uniform Act"); and

WHEREAS, pursuant to the Uniform Act, the District is authorized to construct, acquire, and maintain infrastructure improvements and services, including, but not limited to, roads, drainage collection and water management systems, water supply and distribution systems, wastewater and refuse systems, street-lighting systems, landscaping and other improvements; and

WHEREAS, the existing District boundaries, due to economic conditions, did not undergo the boundary amendment as authorized in Resolution No. 2008-10 (dated September 12, 2008) and the District currently contains approximately 81.84 acres, as described in the Ordinance; and

WHEREAS, the lands within the District were sold and ownership of the lands were conveyed from Grec Homes, IX, LLC to Brickless Developer Group Corp; and

WHEREAS, the primary landowner now within the District, Brickless Developer Group Corp (the "Developer"), and its affiliates, are presently developing real property within and adjacent to the District; and

WHEREAS, the Developer has requested the District to petition the Miami-Dade County Commission and Florida City, Florida, as required, to amend the boundaries of the District to include certain lands adjacent to and contiguous to the District, not currently within the District boundaries; and

WHEREAS, following amendment of the District boundaries as described above, the new District boundaries shall be as described in **Exhibit "A"** attached hereto; and

WHEREAS, the proposed amendment to the District's boundaries will be processed in accordance with Section 190.046(1)(a), *Florida Statutes*; and

WHEREAS, the proposed amendment of the District boundaries will facilitate development of the lands within the amended District boundaries as one functionally interrelated community and promote compact and economical development of such lands; and

WHEREAS, the proposed District boundary amendment is in the best interests of the District, and the area of land within the amended boundaries of the District will continue to be of sufficient size, sufficiently compact, and sufficiently contiguous to be developable as one functionally related community; and

WHEREAS, the District is the best alternative available for delivering community development services and facilities to the area of land that will lie within the amended boundaries of the District; and

WHEREAS, the area of land that will lie within the amended boundaries of the District is amenable to separate special district government; and

WHEREAS, the Board of Supervisors (the “Board”) of the District has determined that the proposed amendment to the District boundaries will increase the developable/assessable acreage of the District and will, therefore result in the costs and expenses associated with the construction, acquisition, and maintenance of planned infrastructure improvements and services being spread over more land area, thereby reducing the cost to future individual homeowners; and

WHEREAS, in order to seek a boundary amendment pursuant to Chapter 190, *Florida Statutes*, the District desires to authorize District staff, including, but not limited to legal, engineering, and managerial staff, to provide such services as are necessary to initiate and complete the boundary amendment process; and

WHEREAS, the retention of any necessary consultants and the work to be performed by District staff may require the expenditure of certain fees, costs, and other expenses by the District as authorized by the Board; and

WHEREAS, the Developer has agreed to provide sufficient funds to the District to reimburse the District for any such expenditures, including, but not limited to, legal, engineering and other consultant fees, filing fees, administrative, and other expenses, if any; and

WHEREAS, the Board of the District desires to petition the Miami-Dade County and Florida City, to amend the boundaries of the District in accordance with the procedures described in Chapter 190, *Florida Statutes*, which include the preparation and submission of a petition to Miami-Dade County and Florida City, Florida, the holding of a public hearing, and such other actions as are necessary in furtherance of the boundary amendment process;

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

SECTION 1. The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The Board hereby directs the Chairperson and/or the Vice Chairperson and District Staff to proceed in accordance with Chapter 190, *Florida Statutes*, with the preparation, filing, and processing of a petition and related materials with Miami-Dade County and Florida City, Florida, to amend the District’s boundaries so

that the amended boundaries of the District shall be as described in **Exhibit “A”** attached hereto and made apart hereof.

SECTION 3. This Resolution shall become effective upon its passage.

PASSED, ADOPTED AND BECOMES EFFECTIVE THIS 9TH DAY OF JANUARY, 2020.

ATTEST:

**KEYS EDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

Exhibit A: Description of amended boundaries of the District

EXHIBIT "A"

LEGAL DESCRIPTION OF AMENDED DISTRICT BOUNDARIES

Parcel Identification Number: 16-7823-000-0220

The East $\frac{1}{2}$ of the Southwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 23, Township 57 South, Range 38 East, lying and being in Miami-Dade County, Florida.

Parcel Identification Number: 16-7823-000-0023

The South 700 feet of the East $\frac{1}{2}$ of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, less the East 390.21 feet thereof, and less the East 230 feet of the South 295 feet in Section 23, Township 57 South, Range 38 East, lying and being in Miami-Dade County, Florida.