



**KEYS EDGE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 23, 2022  
3:00 P.M.**

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

[www.keysedgecdd.org](http://www.keysedgecdd.org)

786.303.3661 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT**  
Conference Room  
1200 NW 4<sup>th</sup> Street  
Homestead, Florida 33030  
**REGULAR BOARD MEETING**  
March 23, 2022  
3:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Board Member Resignations (Sentel Mays & Alan Rodriguez).....Page 2
- E. Appointment of Officers to Vacant Seats
- F. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- G. Election of Officers
  - Chairperson
  - Vice Chairperson
  - Secretary/Treasurer
  - Assistant Secretary
- H. Additions or Deletions to Agenda
- I. Comments from the Public for Items Not on the Agenda
- J. Approval of Minutes
  - 1. November 17, 2021 Regular Board Meeting.....Page 4
- K. Old Business
  - 1. Update Regarding Petition to Expand District Boundary
  - 2. Discussion Regarding Outstanding Invoices
- L. New Business
  - 1. Consider Resolution No. 2022-01 – Adopting a Fiscal Year 2022/2023 Proposed Budget.....Page 8
  - 2. Consider Resolution No. 2022-02 – Authorizing Electronic Approvals & Check Signers.....Page 13
- M. Administrative & Operational Matters
  - 1. 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 2021/2022 REGULAR MEETING SCHEDULE

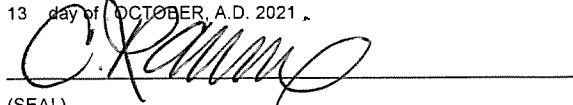
in the XXXX Court,  
was published in said newspaper in the issues of

10/13/2021

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.

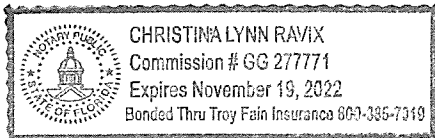


Sworn to and subscribed before me this  
13 day of OCTOBER, A.D. 2021.



(SEAL)

GUILLERMO GARCIA personally known to me



### KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2021/2022 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 1200 NW 4 Street, Homestead, Florida 33030 at 3:00 p.m. on the following dates:

October 27, 2021  
November 17, 2021  
January 26, 2022  
February 23, 2022  
March 23, 2022  
April 27, 2022  
May 25, 2022  
June 22, 2022  
July 27, 2022  
August 24, 2022  
September 28, 2022

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 561-630-4922 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 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 561-630-4922 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 with no advertised notice.

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT

[www.keysedgedcdd.org](http://www.keysedgedcdd.org)

10/13

21-22/0000556320M

March 2, 2022

Board of Supervisors  
Keys Edge Community Development District  
c/o Special District Services, Inc., District Manager  
2501A Burns Road  
Palm Beach Gardens, FL 33410

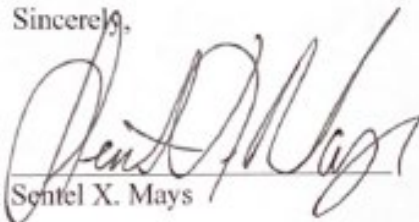
**RE: Resignation**

Dear Board of Supervisors,

Please be advised that I am resigning my position as Board Member and Officer on the Board of Supervisors of the **Keys Edge Community Development District** effective March 2, 2022.

It has been a pleasure serving as a Board Member.

Sincerely,



Sentel X. Mays

March 2, 2022

Board of Supervisors  
Keys Edge Community Development District  
c/o Special District Services, Inc., District Manager  
2501A Burns Road  
Palm Beach Gardens, FL 33410

**RE: Resignation**

Dear Board of Supervisors,

Please be advised that I am resigning my position as Board Member and Officer on the Board of Supervisors of the **Keys Edge Community Development District** effective March 2, 2022.

It has been a pleasure serving as a Board Member.

Sincerely,



Alan Rodriguez

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 17, 2021**

**A. CALL TO ORDER**

District Manager Nancy Nguyen called the November 17, 2021, Regular Board Meeting of Keys Edge Community Development District (the “District”) to order at 3:26 p.m. in the Conference Room located at 1200 NW 4<sup>th</sup> Street, Homestead, Florida 33030.

**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 October 13, 2021, as part of the District’s Fiscal Year 2021/2022 Regular Meeting Schedule, *as legally required*.

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

Ms. Nguyen seated and welcomed the re-elected and new Board Members, Alan Rodriguez, Sentel Mays and Glen Seiler.

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

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Mr. Rodriguez, and Mr. Mays. Ms. Nguyen stated that she will contact Mr. Seiler to request that he take his Oath of Office and will also provide him with a copy of the Financial Disclosure for Public Officials Form (2020 Form 1 which must be completed and mailed to the Supervisor of Elections in the County of residency within {30} days of appointment).

**E. ESTABLISH A QUORUM**

Ms. Nguyen determined that the attendance of Chairman Alan Rodriguez, Vice Chair Miriam Lopez and Supervisor Sentel Mays constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Nancy Nguyen of Special District Services, Inc.; and General Counsel Gregory George 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 – Alan Rodriguez  
Vice Chairperson – Miriam Lopez  
Secretary/Treasurer – Nancy Nguyen  
Assistant Secretaries – Sentel Mays, Glen Seiler, Armando Silva, and Gloria Perez

A **motion** was made by Mr. Rodriguez, seconded by Ms. Lopez 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 Mr. Rodriguez, seconded by Ms. Lopez and passed unanimously confirming the Landowners' Meeting election results, to which: Alan Rodriguez and Glen Seiler both received **81 votes** and were each elected to 4-year terms of office, which will expire in November 2025. Sentel Mays received **80 votes** and was elected to a 2-year term of office, which will expire in November 2023.

#### **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. June 10, 2021, Regular Board Meeting**

Ms. Nguyen presented the minutes of the June 10, 2021, Regular Board Meeting and asked if there were any changes and/or corrections.

There being no changes, a **motion** was made by Mr. Rodriguez, seconded by Mr. Mays and unanimously passed approving the minutes of the June 10, 2021, Regular Board Meeting, *as presented*.

#### **K. OLD BUSINESS**

##### **1. Update Regarding Petition to Expand District Boundary**

Ms. Nguyen advised that Mr. Silva has been working with the petitioner (Onx Odagled Grand Palms II, LLC) to obtain the information necessary in order to complete the petition to expand the boundaries of the District. Mr. Rodriguez explained that he was working on some items to provide to Mr. Silva and would communicate that information with Mr. Silva once received. More information regarding this matter will be provided at an upcoming meeting.

##### **2. Consider Resolution No. 2021-10 – Adopting a Fiscal Year 2020/2021 Amended Budget**

Ms. Nguyen presented Resolution No. 2021-10, entitled:

#### **RESOLUTION NO. 2021-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS  
EDGE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING  
AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2020/2021  
BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189,  
FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Rodriguez, seconded by Mr. Mays and unanimously passed to approve and adopt Resolution No. 2021-10, *as presented*.

**3. Discussion Regarding Outstanding Invoices**

Ms. Nguyen stated that there are several outstanding District invoices and such invoices must be paid as soon as practically possible. She further explained that Mr. Rodriguez is in receipt of all outstanding invoices and ledgers. Mr. Rodriguez explained that Onx Odagled Grand Palms II, LLC will be funding the District in the near future pay the outstanding invoices.

**L. NEW BUSINESS**

**1. Consider Resolution No. 2021-11 – Electronic Approval Process and Authorized Signatories**

Resolution No. 2021-11 was presented, entitled:

**RESOLUTION NO. 2021-11**

**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.**

Ms. Nguyen advised that due to the changes to the Board of the District, it would be in order to designate a new District Official and re-elect authorized District Staff as electronic approvers and check signers. The flowing slate of names were suggested:

- Todd Wodraska
- Jason Pierman
- Patricia LasCasas
- Nancy Nguyen
- Armando Silva
- Manny Marimuthu



A **motion** was made by Mr. Rodriguez, seconded by Mr. Says and unanimously passed to approve and adopt Resolution No. 2021-11, designating the authorized electronic approvers and check signers, as listed above.

## **2. Consider Developer's Funding Agreement – Fiscal Year 2021/2022**

Mr. Rodriguez presented the Developer's Funding Agreement for the Fiscal Year 2021/2022 between the District and Onx Odagled Grand Palms II, LLC, (the "Agreement"), the Developer of lands within the boundaries of the District. A discussion ensued after which:

A **motion** was made by Mr. Rodriguez, seconded by Mr. Mays and unanimously passed to approve and adopt, *as presented*, the Developer's Funding Agreement for the Fiscal Year 2021/2022 between the District and Onx Odagled Grand Palms II, LLC.

### **M. ADMINISTRATIVE & OPERATIONAL MATTERS**

#### **1. Staff Report, as Required**

There was no staff report at this time.

### **N. BOARD MEMBER & STAFF CLOSING COMMENTS**

Ms. Nguyen stated that the next District meeting is scheduled for January 26, 2022 and that if the meeting needs to be cancelled, the Board will receive an email with that notification.

### **O. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Rodriguez, seconded by Mr. Mays and unanimously passed to adjourn the Regular Board Meeting at approximately 3:53 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION NO. 2022-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A PROPOSED BUDGET AND NON-AD VALOREM ASSESSMENTS FOR THE FISCAL YEAR 2022/2023; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the Proposed Budget including the Non-Ad Valorem Assessments for the Fiscal Year 2022/2023 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 including the Non-Ad Valorem Assessments for the Fiscal Year 2022/2023 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for June 22, 2022 at 3:00 p.m. in the Conference Room located at 1200 NW 4<sup>th</sup> Street, Homestead, Florida 33030, for the purpose of receiving public comments on the Proposed Fiscal Year 2022/2023 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 23<sup>rd</sup> day of March, 2022.

**ATTEST:**

**KEYS EDGE  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Keys Edge  
Community Development District

**Proposed Budget For  
Fiscal Year 2022/2023  
October 1, 2022 - September 30, 2023**

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- II       DETAILED PROPOSED BUDGET**

**PROPOSED BUDGET**  
**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

	<b>FISCAL YEAR 2022/2023 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	0
Maintenance Assessments	0
Developer Contribution	109,825
Debt Assessments	0
Interest Income	0
<b>TOTAL REVENUES</b>	<b>\$ 109,825</b>
<b>EXPENDITURES</b>	
<b>Maintenance Expenditures</b>	
Engineering	5,000
Street/Roadway Maintenance/Signage	3,000
Common Area Maintenance	18,000
Entry Feature Maintenance	12,000
Maintenance Contingency	2,500
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 40,500</b>
<b>Administrative Expenditures</b>	
Supervisor Fees	0
Management	26,100
Legal	13,000
Assessment Roll	10,000
Audit Fees	4,000
Arbitrage Rebate Fee	0
Insurance	8,000
Legal Advertisements	3,500
Miscellaneous	1,500
Postage	300
Office Supplies	750
Dues & Subscriptions	175
Trustee Fees	0
Continuing Disclosure Fee	0
Website Management	2,000
Administrative Contingency	0
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 69,325</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 109,825</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 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

	FISCAL YEAR 2020/2021 ACTUAL	FISCAL YEAR 2021/2022 BUDGET	FISCAL YEAR 2022/2023 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	0	0	0	
Maintenance Assessments	0	0	0	
Developer Contribution	43,384	101,825	109,825	Developer Contribution
Debt Assessments	0	0	0	
Interest Income	8	0	0	No Change From 2019/2020 Budget
<b>TOTAL REVENUES</b>	<b>\$ 43,392</b>	<b>\$ 101,825</b>	<b>\$ 109,825</b>	
<b>EXPENDITURES</b>				
<b>Maintenance Expenditures</b>				
Engineering	5,717	1,500	5,000	\$3,500 Increase From 2021/2022 Budget
Street/Roadway Maintenance/Signage	0	3,000	3,000	No Change From 2021/2022 Budget
Common Area Maintenance	0	18,000	18,000	No Change From 2021/2022 Budget
Entry Feature Maintenance	0	12,000	12,000	No Change From 2021/2022 Budget
Maintenance Contingency	0	6,000	2,500	\$3,500 Decrease From 2021/2022 Budget
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 5,717</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>	
<b>Administrative Expenditures</b>				
Supervisor Fees	0	0	0	Typically Non-Applicable First Few Years
Management	26,100	26,100	26,100	No Change From 2021/2022 Budget
Legal	7,220	11,000	13,000	\$2,000 Increase From 2021/2022 Budget
Assessment Roll	0	10,000	10,000	Billed First Year District Is On Tax Roll
Audit Fees	0	0	4,000	Will Be Needed If 2021/2022 Expenditures Exceed \$50,000
Arbitrage Rebate Fee	0	0	0	Will Commence In First Year After Bond Issue
Insurance	5,650	6,000	8,000	Insurance Estimate
Legal Advertisements	298	3,500	3,500	Higher First Few Years Due To More Required Advertising
Miscellaneous	163	1,500	1,500	No Change From 2021/2022 Budget
Postage	112	300	300	No Change From 2021/2022 Budget
Office Supplies	196	750	750	No Change From 2021/2022 Budget
Dues & Subscriptions	175	175	175	Annual Dues Paid To Department Of Economic Opportunity
Trustee Fees	0	0	0	Will Commence In First Year After Bond Issue
Continuing Disclosure Fee	0	0	0	Will Commence In First Year After Bond Issue
Website Management	2,000	2,000	2,000	Website Management
Administrative Contingency	0	0	0	Administrative Contingency
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 41,914</b>	<b>\$ 61,325</b>	<b>\$ 69,325</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,631</b>	<b>\$ 101,825</b>	<b>\$ 109,825</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ (4,239)</b>	<b>\$ -</b>	<b>\$ -</b>	
Bond Payments	0	0	0	2023 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ (4,239)</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>\$ (4,239)</b>	<b>\$ -</b>	<b>\$ -</b>	

**RESOLUTION NO. 2022-02**

**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, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** The Keys Edge Community Development District (the "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, Nancy Nguyen and \_\_\_\_\_ 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 23<sup>rd</sup> day of March, 2022.

**ATTEST:**

**KEYS EDGE  
COMMUNITY DEVELOPMENT DISTRICT**

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

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