



**KEYS EDGE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MAY 28, 2025
3:00 P.M.**

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

www.keysedgecdd.org
786.347.2700 ext. 2027 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
Conference Room
1200 NW 4th Street
Homestead, Florida 33030
REGULAR BOARD MEETING
May 28, 2025
3:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Discussion Regarding Vacancy in Seat 5 (Term Exp. 2028) and Appointment to Fill Vacancy
- E. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- F. Election of Officers
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. April 23, 2025 Regular Board Meeting.....Page 2
- J. Old Business
 - 1. Staff Report, as Required
- K. New Business
 - 1. Staff Report, as Required
- L. Administrative & Operational Matters
 - 1. Discussion Regarding Qualified Elector (Registered Voter) Certification.....Page 6
- M. Board Member & Staff Closing Comments
- N. Adjourn



The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer

Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald

The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
141487	599468	Print Legal Ad-IPL01978640 - IPL0197864		\$778.84	2	52 L

Attention: Laura J. Archer

Keys Edge Community Development District
c/o Special District Services, Inc.
2501A Burns Road
Palm Beach Gardens, Florida 33410
c/o Special District Services, Inc.

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025 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 located at 1200 NW 4th Street,
Homestead, Florida 33030 at 3:00 p.m. on the following dates:

October 23, 2024
November 20, 2024
January 22, 2025
February 26, 2025
March 26, 2025
April 23, 2025
May 28, 2025
June 25, 2025
July 23, 2025
August 27, 2025
September 24, 2025

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 nnguyen@sdsinc.org 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 ensure 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 nnguyen@sdsinc.org 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.keysedgeccdd.org
IPL0197864
Oct 10 2024

PUBLISHED DAILY MIAMI-DADE-FLORIDA

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Before the undersigned authority personally appeared:
Mary Castro, who on oath says that he/she is CUSTODIAN
OF RECORDS of The Miami Herald, a daily newspaper
published at Miami in Miami-Dade County, Florida; that
the attached copy of the advertisement that was
published was published in said newspaper in the issue
(s) of:

Publication: Miami Herald

1 insertion(s) published on:

10/10/24

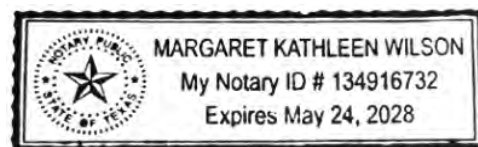
Affiant further says that the said Miami Herald is a
newspaper published at Miami, in the said Miami-Dade
County, Florida and that the said newspaper has
heretofore been continuously published in said Dade
County, Florida each day and has been entered a second
class mail matter at the post office in Miami, in said
Miami-Dade County, Florida, for a period of two years
next preceding the first publication of the attached copy
of advertisement; and affiant further says that he/she
has neither paid or 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(s). The McClatchy
Company complies with all legal requirements for
publication in chapter 50, Florida Statutes.

Mary Castro

Sworn to and subscribed before me this 10th day of
October in the year of 2024

Margaret K. Wilson

Notary Public in and for the state of Texas, residing in
Dallas County



Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 23, 2025**

A. CALL TO ORDER

District Manager Nancy Nguyen called the April 23, 2025, Regular Board Meeting of Keys Edge Community Development District (the “District”) to order at 3:00 p.m. in the Conference Room located at 1200 NW 4th 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 Herald* on October 10, 2024, as part of the District’s Fiscal Year 2024/2025 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairman Ronald Fields, and Supervisors Jose Iglesias, and Yadira Cabus 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 Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. CONSIDER RESIGNATION (MIRIAM LOPEZ, SEAT 5, EFF. 2/14/25)

Ms. Nguyen stated that she was in possession of a resignation letter from Miriam Lopez with an effective date of February 14, 2025, and it would be in order for the Board of Supervisors (the “Board”) to consider. A discussion ensued after which:

A **motion** was made by Mr. Fields, seconded by Mr. Iglesias and unanimously passed accepting the resignation of Miriam Lopez, effective February 14, 2025.

Ms. Nguyen stated that there was now a vacancy in Seat 5 which term expires in November 2028.

E. CONSIDER APPOINTMENT TO VACANT SEAT

This item was not necessary at this time.

F. ADMINISTER OATH OF OFFICE AND REVIEW NEW BOARD MEMBER RESPONSIBILITIES AND DUIES

This item was not necessary at this time.

G. ELECTION OF OFFICERS

This item was not necessary at this time.

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. October 23, 2024, Regular Board Meeting

Ms. Nguyen presented the minutes of the October 23, 2024, Regular Board Meeting and asked if there were any changes and/or corrections.

There being no changes, a **motion** was made by Mr. Fields, seconded by Mr. Iglesias and unanimously passed approving the minutes of the October 23, 2024, Regular Board Meeting, as presented.

K. OLD BUSINESS

There was no old business to discuss at this time.

L. NEW BUSINESS

1. Consider Resolution No. 2025-01 – Adopting a Fiscal Year 2025/2026 Amended Budget

Ms. Nguyen presented Resolution No. 2025-01, entitled:

RESOLUTION NO. 2025-01

**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 2025/2026; AND PROVIDING
AN EFFECTIVE DATE.**

Ms. Nguyen provided an explanation for the document. Ms. Nguyen stated that now that the District has assumed maintenance responsibility for certain lands, she added landscaping, lawn maintenance, and storm drainage budget lines. She reminded the Board that any amounts in the budget that are not used remain part of the District's fund balance. Ms. Nguyen advised that letters to the residents would be required. Furthermore, Ms. Nguyen stated as part of Resolution No. 2025-01, the Board must set a date for the public hearing to adopt the fiscal year 2025/2026 final budget and assessment roll. Mr. Fields indicated that the Aurora and Alba subdivisions do not have townhomes, and the Assessment Comparison page of the fiscal year 2025/2026 proposed budget should be updated. A discussion ensued after which:

A **motion** was made by Mr. Fields, seconded by Mr. Iglesias and unanimously passed to approve and adopt Resolution No. 2025-01, *as amended* (change the meeting location and change language on the Assessment Comparison page), setting the public hearing to adopt the fiscal year 2025/2026 final budget and assessments for June 25, 2025, at 3:00 p.m. in the Hampton Inn & Suites, 1st Floor

Conference Room (Reef I Board Room) located at 2855 NE 9th Street, Homestead, Florida 33033; and further authorizes publication/notice of the budget public hearing, as required by law.

2. Consider Resolution No. 2025-02 – Registered Agent Change

Ms. Nguyen presented Resolution No. 2025-02, entitled:

RESOLUTION 2025-02

A RESOLUTION OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING MICHAEL J. PAWELCZYK AS THE DISTRICT'S REGISTERED AGENT AND DESIGNATING THE OFFICE OF BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A. AS THE REGISTERED OFFICE

Ms. Wald explained that Florida Statutes requires that the District designate a registered office and registered agent for the purpose of accepting service of process, notice, or demand that is required by law to be served upon the District. She further explained that it is necessary to designate a new registered agent and update the business address of the registered office.

A **motion** was made by Mr. Fields, seconded by Mr. Iglesias and unanimously passed designating Michael J. Pawelczyk as the Keys Edge Community Development District registered agent, and designating the registered office at Billing, Cochran, Lyles, Mauro & Ramsey, P.A., 515 East Las Olas Boulevard, Suite 600, Fort Lauderdale, Florida 33301.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Discussion Regarding Qualified Elector (Registered Agent) Certification

Ms. Nguyen advised that to comply with Chapter 190.006(3)(a)2.d., the Board shall determine the number of qualified electors in the District as of April 15, annually. She further explained that the determination shall be made based on the Miami-Dade County Supervisor of Elections records. As such, a Qualified Elector Certification has been requested from the Miami-Dade County Supervisor of Elections. Ms. Nguyen stated that the certification will be presented to the Board once it is received.

Ms. Wald explained that once the District reaches 250 qualified electors, the positions of two (2) Board members whose terms are expiring shall be filled by qualified electors of the District through the general election. She further explained that the remaining Board member whose term is expiring shall be elected by the landowners and is not required to be qualified elector.

More information on this item will be provided at a future meeting.

2. Reminder: 2024 Form 1 – Statement of Financial Interests (Due by July 1, 2025)

Ms. Nguyen reminded the Board members of the importance of electronically completing their individual 2024 Statement of Financial Interests Form 1 through the Florida Commission on Ethics Electronic Financial Disclosure Management System (EFDMS). The deadline for submittal is July 1, 2025.

Ms. Wald reminded the Board members to complete their four-hour ethics training by December 31, 2025.

N. BOARD MEMBER & STAFF CLOSING COMMENTS

The Board was reminded that the next District meeting was scheduled for May 28, 2025.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Fields, seconded by Mr. Iglesias and unanimously passed adjourning the Regular Board Meeting at approximately 3:23 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

Alina Garcia
Supervisor of Elections

2700 NW 87th Ave
Miami, FL 33172



T 305-499-VOTE(8683)
F 305-499-8501
TTY 305-499-8480

votemiamidade.gov
@votemiamidade

CERTIFICATION

STATE OF FLORIDA)

COUNTY OF MIAMI-DADE)

I, Alina Garcia, Supervisor of Elections of Miami-Dade County, Florida, do hereby certify that **Keys Edge Community Development District**, as described in the attached **MAP**, has **223** voters.

Alina Garcia
Supervisor of Elections

WITNESS MY HAND
AND OFFICIAL SEAL,
AT MIAMI, MIAMI-DADE
COUNTY, FLORIDA,
ON THIS 29th DAY OF
APRIL, 2025

Please submit a check for \$60.00 to our office payable to "Miami-Dade County Office of the Supervisor of Elections" for the cost of certifying the number of registered voters.

