



**LAKE FRANCES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 21, 2017
1:45 P.M.**

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

www.lakefrancescdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
Crexent Business Center, 6625 Miami Lakes Drive
3rd Floor Conference Room
Miami Lakes, Florida 33014
REGULAR BOARD MEETING
March 21, 2017
1:45 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Resignations and Appointments
- E. Administer Oath of Office and Review Board Member Duties and Responsibilities
- F. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. October 18, 2016 Regular Board Meeting.....Page 2
 - 2. February 21, 2017 Regular Board Meeting (Meeting Cancelled; No Minutes)
- J. Old Business
 - 1. Staff Report as Required
- K. New Business
 - 1. Consider Resolution No. 2017-01 – Authorizing Electronic Approvals & Check Signers.....Page 6
 - 2. Budget Workshop – Discussion Regarding 2017/2018 Proposed Budget.....Page 7
- L. Administrative & Operational Matters
 - 1. Discussion Regarding Statement of Financial Interests – **2016 Form 1**
 - 2. Staff Report as Required
- M. Board Member & Staff Closing Comments
- N. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared OCTELMA V. FERBEYRE, who on oath says that he or she is the VICE PRESIDENT, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

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

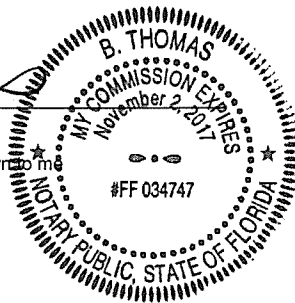
10/03/2016

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this
3 day of OCTOBER, A.D. 2016

(SEAL)

OCTELMA V. FERBEYRE personally known to me



**LAKE FRANCES COMMUNITY
DEVELOPMENT DISTRICT FISCAL YEAR
2016/2017 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Lake Frances Community Development District will hold Regular Meetings in the Third Floor Conference Room of the Crexent Business Center located at 6625 Miami Lakes Drive, 3rd Floor, Miami Lakes, Florida 33014 at **1:45 p.m.** on the following dates:

- October 18, 2016
- November 15, 2016
- December 20, 2016
- January 17, 2017
- February 21, 2017
- March 21, 2017
- April 18, 2017
- May 16, 2017
- June 20, 2017
- July 18, 2017
- August 15, 2017
- September 19, 2017

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 and/or 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 without advertised notice.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT

www.lakefrancescdd.org
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16-43/0000156973M

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 18, 2016

A. CALL TO ORDER

The October 18, 2016, Regular Board Meeting of the Lake Frances Community Development District was called to order at 2:02 p.m. in the 3rd Floor Conference Room of the Crexent Business Center located at 6625 Miami Lakes Drive, Miami Lakes, Florida 33014.

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 October 3, 2016, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Chairman Karl Albertson, Vice Chairman Ravi Latchman and Supervisor Guillermo Alvarez constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance: District Manager Neil Kalin and Associate District Manager Armando Silva of Special District Services, Inc.; and Susan Delegal of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. CONSIDER RESIGNATION (RAUL SANCHEZ) AND APPOINTMENT TO FILL VACANCY

Mr. Kalin indicated that he was in possession of a resignation letter from Mr. Raul Sanchez and that it would be in order for the Board of Supervisors to consider the resignation with an effective date of July 22, 2016. A discussion ensued after which:

A **motion** was made by Mr. Alvarez, seconded by Mr. Latchman and unanimously passed to accept the resignation of Raul Sanchez with an effective date of July 22, 2016.

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

There were no interested persons to serve on the Board of Supervisors; therefore, the administration of the Oath of Office was not required at this time.

F. ELECTION OF OFFICERS

This item was not required at this time.

G. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 18, 2016

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

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

I. APPROVAL OF MINUTES

1. June 21, 2016, Public Hearing & Regular Board Meeting

Mr. Kalin presented the minutes of the June 21, 2016, Public Hearing & Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Latchman, seconded by Mr. Alvarez and unanimously passed to approve the minutes of the June 21, 2016, Public Hearing Regular Board Meeting, as presented.

J. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

K. NEW BUSINESS

1. Consider Resolution No. 2016-05 – Adopting a Fiscal Year 2015/2016 Amended Budget

Mr. Kalin presented Resolution No. 2016-05, entitled:

RESOLUTION NO. 2016-05

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

Mr. Kalin read the title of the resolution into the record and provided an explanation for the document. He indicated that the Operating Fund as of September 30, 2016, had a positive balance. In addition, he stated that the Debt Service Fund (2007 Series Bonds) had sufficient funds to make the November 1, 2016, required debt service payment. A discussion ensued after which:

A **motion** was made by Mr. Latchman, seconded by Mr. Alvarez and unanimously passed to approve and adopt Resolution No. 2016-05, *as presented*, thereby setting the amended/revised final budget for the 2015/2016 fiscal year.

2. Consider Resolution No. 2016-06 – Authorizing Electronic Approvals & Check Signers

Mr. Kalin presented Resolution No. 2016-06, entitled:

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 18, 2016

RESOLUTION NO. 2016-06

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

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

A **motion** was made by Mr. Alvarez, seconded by Mr. Latchman and unanimously passed to approve and adopt Resolution No. 2016-06, *as presented*, thereby selecting Todd Wodraska, Jason Pierman, Tricia Lascasas, Peter Pimentel, Neil Kalin and Karl Albertson 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.

L. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Discussion Regarding Board Vacancies

Mr. Albertson stated that the Builder/Developer was near completion with home construction and recommended that the District transition as soon as possible to a resident Board. The District Manager will send out a mailing to District residents asking for participation on the Board. This mailing will be sent out prior to the end of the year.

M. BOARD MEMBER & STAFF CLOSING COMMENTS

Seasonal holiday wishes were extended to those in attendance.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Albertson, seconded by Mr. Latchman and unanimously passed to adjourn the Regular Board Meeting at 2:14 p.m.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 18, 2016

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES 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 Lake Frances Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

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

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl, Neil Kalin and _____ 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 LAKE FRANCES 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 21st day of March, 2017.

ATTEST:

**LAKE FRANCES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

FOR DISCUSSION PURPOSES ONLY

Lake Frances
Community Development District

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

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- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET**
- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET
REVENUES	
Administrative Assessments	52,454
Maintenance Assessments	16,251
Debt Assessments	163,700
Other Revenues	0
Interest Income	360
TOTAL REVENUES	\$ 232,765
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Aquatic Maintenance (Lake Tract)	3,276
Lawn & Landscape Maintenance	6,250
Engineering/Annual Report/Inspections	1,250
Field Operation Management	900
Maintenance Contingency	3,600
TOTAL MAINTENANCE EXPENDITURES	\$ 15,276
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	3,000
Payroll Taxes (Employer)	230
Management	30,156
Legal	11,000
Assessment Roll	6,000
Audit Fees	3,200
Insurance	6,356
Legal Advertisements	750
Miscellaneous	725
Postage	175
Office Supplies	400
Dues & Subscriptions	175
Trustee Fee	3,000
Continuing Disclosure Fee	1,500
Website Management	1,500
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 68,167
TOTAL EXPENDITURES	\$ 83,443
REVENUES LESS EXPENDITURES	\$ 149,322
Bond Payments	(153,878)
BALANCE	\$ (4,556)
County Appraiser & Tax Collector Fee	(4,648)
Discounts For Early Payments	(9,296)
EXCESS/ (SHORTFALL)	\$ (18,500)
Carryover From Prior Year	18,500
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	52,998	48,943	52,454	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	13,458	15,127	16,251	Expenditures/.94
Debt Assessments	166,186	168,546	163,700	Bond Payments/.94
Other Revenues	0	0	0	Other Revenues
Interest Income	505	300	360	Interest Projected At \$30 Per Month
TOTAL REVENUES	\$ 233,147	\$ 232,916	\$ 232,765	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance (Lake Tract)	2,340	3,120	3,276	\$156 Increase From 2016/2017 Budget
Lawn & Landscape Maintenance	5,400	6,250	6,250	No Change From 2016/2017 Budget
Engineering/Annual Report/Inspections	700	1,250	1,250	No Change From 2016/2017 Budget
Field Operation Management	0	600	900	\$300 Increase From 2016/2017 Budget
Maintenance Contingency	0	3,000	3,600	\$600 Increase From 2016/2017 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 8,440	\$ 14,220	\$ 15,276	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	0	0	3,000	Supervisor Fees
Payroll Taxes (Employer)	0	0	230	Supervisor Fees * 7.65%
Management	29,340	29,544	30,156	CPI Adjustment
Legal	7,475	11,000	11,000	No Change From 2016/2017 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,000	3,100	3,200	Accepted Amount For 2016/2017 Audit
Insurance	5,665	6,232	6,356	Insurance Company Estimate
Legal Advertisements	352	750	750	No Change From 2016/2017 Budget
Miscellaneous	123	750	725	\$25 Decrease From 2016/2017 Budget
Postage	100	175	175	No Change From 2016/2017 Budget
Office Supplies	251	400	400	No Change From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fee	3,000	3,000	3,000	No Change From 2016/2017 Budget
Continuing Disclosure Fee	1,500	1,500	1,500	No Change From 2016/2017 Budget
Website Management	1,500	1,500	1,500	No Change From 2016/2017 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 58,481	\$ 64,126	\$ 68,167	
TOTAL EXPENDITURES	\$ 66,921	\$ 78,346	\$ 83,443	
REVENUES LESS EXPENDITURES	\$ 166,226	\$ 154,570	\$ 149,322	
Bond Payments	(157,966)	(158,433)	(153,878)	2018 P & I Payments Less Earned Interest
BALANCE	\$ 8,260	\$ (3,863)	\$ (4,556)	
County Appraiser & Tax Collector Fee	(2,234)	(4,652)	(4,648)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(9,272)	(9,305)	(9,296)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (3,246)	\$ (17,820)	\$ (18,500)	
Carryover From Prior Year	0	17,820	18,500	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (3,246)	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016	FISCAL YEAR 2016/2017	FISCAL YEAR 2017/2018	
REVENUES	ACTUAL	ANNUAL BUDGET	ANNUAL BUDGET	COMMENTS
Interest Income	386	50	100	Projected Interest For FY 2017/2018
NAV Tax Collection	157,966	158,433	153,878	2018 P & I Payments Less Earned Interest
Total Revenues	\$ 158,352	\$ 158,483	\$ 153,978	
EXPENDITURES				
Principal Payments	50,000	55,000	55,000	Principal Payment Due In 2018
Interest Payments	107,590	103,483	98,978	Interest Payments Due In 2018
Total Expenditures	\$ 157,590	\$ 158,483	\$ 153,978	
Excess/ (Shortfall)	\$ 762	\$ -	\$ -	

Series 2007 Bond Information

Original Par Amount =	\$2,355,000	Annual Principal Payments Due =	May 1st
Interest Rate =	5.30%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	February 2007		
Maturity Date =	May 2037		

Lake Frances Community Development District Assessment Comparison

	Original Projected Assessment (Methodology) Before Discount*	Fiscal Year 2014/2015 Assessment Before Discount*	Fiscal Year 2015/2016 Assessment Before Discount*	Fiscal Year 2016/2017 Assessment Before Discount*	Fiscal Year 2017/2018 Projected Assessment Before Discount*
Administrative	\$ 483.56	\$ 355.65	\$ 370.52	\$ 342.26	\$ 366.81
Maintenance	\$ -	\$ 89.27	\$ 94.11	\$ 105.79	\$ 113.64
<u>Debt</u>	<u>\$ 1,182.23</u>	<u>\$ 1,182.23</u>	<u>\$ 1,162.14</u>	<u>\$ 1,178.64</u>	<u>\$ 1,144.76</u>
Total	\$ 1,665.79	\$ 1,627.15	\$ 1,626.77	\$ 1,626.69	\$ 1,625.21

* Assessments Include the Following :

-
- 4% Discount for Early Payments
 - 1% County Tax Collector Fee
 - 1% County Property Appraiser Fee

Community Information:

Total Units	143
<u>Units With Debt Billed Off-Roll</u>	<u>0</u>
Billed for Debt On-Roll	143