



**LAKE FRANCES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
&
PUBLIC HEARING
JUNE 20, 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 & PUBLIC HEARING
 June 20, 2017
 1:45 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Discussion Regarding Vacancy (Seat #3) and Appointment to Fill Vacancy
- 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. April 18, 2017 Regular Board Meeting.....Page 2
- J. **Public Hearing**
 - 1. Proof of Publication.....Page 7
 - 2. Receive Public Comments on Fiscal Year 2017/2018 Final Budget & Assessments
 - 3. Consider Resolution No. 2017-03 – Adopting a Fiscal Year 2017/2018 Final Budget.....Page 8
- K. Old Business
 - 1. Staff Report as Required
- L. New Business
 - 1. Consider Resolution No. 2017-04 – Adopting a Fiscal Year 2017/2018 Meeting Schedule.....Page 15
 - 2. Qualified Elector (*Registered Voters*) Certification (170) Announcement.....Page 17
 - 3. Consider Resolution No. 2017-05 – Calling for a Landowners’ Meeting.....Page 18
- M. Administrative & Operational Matters
 - 1. Discussion Regarding Board Supervisor Compensation
 - 2. Financial Risk Management Policy Review/Update – 2016/2017 Fiscal Year.....Page 24
 - 3. Statement of Financial Interests – **2016 Form 1** Filing Deadline: July 3, 2017
- 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 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

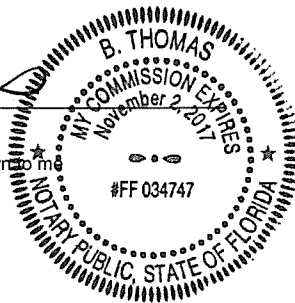
10/03/2016

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
10/3

16-43/0000156973M

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 18, 2017

A. CALL TO ORDER

District Manager Neil Kalin called the April 18, 2017, Regular Board Meeting of the Lake Frances Community Development District to order at 1:46 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 part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Chairman José Valles-Rivera, Vice Chairman Nelson Peña and Supervisor Ravi Latchman constituted a quorum and it was in order to proceed with the meeting.

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

Also in attendance was Kevin L. Jones, a resident of the District, Homestead, Florida.

Mr. Kalin informed the Board that there were vacancies in Seats 1 and 3 and that Mr. Kevin Jones, a qualified person residing in the District, had expressed an interest in serving on the Board of Supervisors (hereinafter the "Board") of the Lakes Frances CDD (hereinafter the "District"). A discussion ensued after which;

A **motion** was made by Mr. Peña, seconded by Mr. Latchman and unanimously passed to *appoint* Mr. Kevin L. Jones to the unexpired 2-year term of office in Seat #1 and the term of office will expire in November 2017.

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to Mr. Jones and reviewed his duties and responsibilities with emphasis on the Sunshine Law (Government in the Sunshine), Financial Disclosure, Public Records Law and the Code of Ethics for Public Officials. In addition, Mr. Jones was advised that the Statement of Financial Interest 2016 Form 1 must be completed and mailed to the Supervisor of Elections' Office within the County of residency within thirty (30) days of taking office.

A vacancy remains in Seat #3 and the term of office in Seat #3 expires in November 2017. Board Members, on an individual basis, will attempt to encourage other residents to consider appointment to the Board of the District.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 18, 2017

D. ELECTION OF OFFICERS

Mr. Kalin stated that since there were changes to the Board it would be in order to re-elect officers to the District's Board. Mr. Kalin suggested the following slate of officers for election:

- Chairperson – José Valles-Rivera
- Vice Chairperson – Nelson Peña
- Secretary/Treasurer - Neil Kalin
- Assistant Secretaries – Kevin Jones, Ravi Latchman, Gloria Perez and Armando Silva

A discussion ensued after which:

A **motion** was made by Mr. Valles-Rivera, seconded by Mr. Peña and unanimously passed to elect the officers, as stated above.

E. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

G. APPROVAL OF MINUTES

1. March 21, 2017, Regular Board Meeting

Mr. Kalin presented the minutes of the March 21, 2017, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Peña, seconded by Mr. Valles-Rivera and unanimously passed to approve the minutes of the March 21, 2017, Regular Board Meeting, as presented.

H. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget and Setting a Public Hearing Date

Mr. Kalin presented Resolution No. 2017-01, entitled:

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 18, 2017

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin read the title of the resolution into the record and indicated that the proposed budget had been balanced by allocating from the estimated September 30, 2017, Operating Fund Balance a carryover amount of \$18,500. Since the overall proposed assessments were not increasing in the fiscal year 2017/2018, letters to residents would not be required. Mr. Kalin also stated as part of Resolution No. 2017-01 that a date must be set for the public hearing to adopt the final fiscal year 2017/2018 budget and assessments. A discussion ensued after which:

A **motion** was made by Mr. Peña, seconded by Mr. Valles-Rivera and unanimously passed to approve and adopt Resolution No. 2017-01, *as presented*, setting the public hearing to adopt the final budget and assessment roll for June 20, 2017, at 1:45 p.m. in the 3rd Floor Conference Room located at the Crexent Business Center, 6625 Miami Lakes Drive, Miami Lakes, Florida 33014; and authorizes publication of the budget public hearing, as required by law.

Note: At this juncture of the meeting, Mr. Latchman excused himself from the meeting and left.

2. Consider Resolution No. 2017-02 – Authorizing Electronic Approvals and Check Signers

Mr. Kalin presented Resolution No. 2017-02, entitled:

RESOLUTION NO. 2017-02

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.

Mr. Kalin provided an explanation for the document and outlined that Special District Services, Inc. had reorganized officials in the firm. Consequently, check signers for the District's operating account would be shifting and it would be in order to consider the necessary changes. A discussion ensued after which:

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 18, 2017

A **motion** was made by Mr. Peña, seconded by Mr. Valles-Rivera and unanimously passed to approve and adopt Resolution No. 2017-02, *as presented*; thereby authorizing electronic approvals for expenditures and selecting Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl, Neil Kalin and José Valles-Rivera 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.

3. Discussion Regarding Recreation in the District (Lot #33)

Resident Board Members were interested in providing a safe recreational area for the community youth and asked if Lot #33 would be available. Mr. Kalin advised that the referenced lot, according to County records, was owned by D.R. Horton ("Homebuilder"). Mr. Kalin will contact the Homebuilder in order to determine the future of Lot #33.

The Board also inquired about the condition of the existing streets, as certain areas showed signs of wear and tear and the beginning of pot holes. District Staff opined that the streets/roads were now owned and maintained by the County. Regardless of current ownership, Staff will look into this matter and provide a report at an upcoming meeting.

A discussion ensued on the potential use of Tract "B" (Lakes Access Tract) for recreation. District Counsel recommended that ownership of the Tract be verified prior to the District moving forward with any type of improvement. Additional information on this matter will be provided at an upcoming meeting.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Discussion Regarding Board Vacancies – Seats 1 and 3

This item was addressed above under Item C.

2. Staff Report as Required

There was no report by Staff at this time.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

It was noted that the next meeting would be held on June 20, 2017, in the Crexent Business Center.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Valles-Rivera, seconded by Mr. Peña and unanimously passed to adjourn the Regular Board Meeting at 2:45 p.m.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 18, 2017

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

MIAMI DAILY BUSINESS REVIEW

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

**STATE OF FLORIDA
COUNTY OF MIAMI-DADE:**

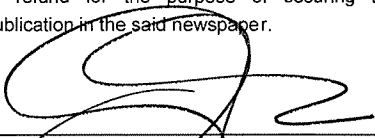
Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that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

**NOTICE OF PUBLIC HEARING
AND REGULAR BOARD MEETING OF THE LAKE FRANCES
COMMUNITY DEVELOPMENT DISTRICT - JUNE 20, 2017**

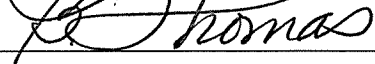
in the XXXX Court,
was published in said newspaper in the issues of

05/31/2017 06/07/2017

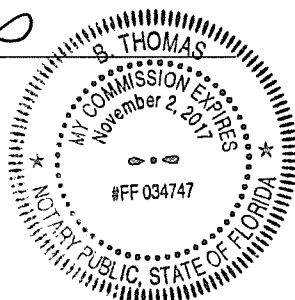
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has 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
7 day of JUNE, A.D. 2017



(SEAL)
MARIA MESA personally known to me



**NOTICE OF PUBLIC HEARING
AND REGULAR BOARD MEETING OF THE
LAKE FRANCES COMMUNITY
DEVELOPMENT DISTRICT**

The Board of Supervisors (the "Board") of the Lake Frances Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on June 20, 2017, at 1:45 p.m., or as soon thereafter as can be heard, in the Third Floor Conference Room of the Crexent Business Center located at 6625 Miami Lakes Drive, Miami Lakes, Florida 33014.

The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2017/2018 Proposed Final Budget and Non-Ad Valorem Assessments. The purpose of the Regular Board Meeting is to consider any other District business that may lawfully and properly come before the Board. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 6625 Miami Lakes Drive, Suite 374, Miami Lakes, Florida 33014, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Board members will 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.

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 toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, 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 their own expense and which record includes the testimony and evidence on which the appeal is based.

Meetings may be cancelled from time to time without advertised notice.

Lake Frances Community Development District

www.lakefrancescdd.org
5/31 6/7

17-23/0000228072M

RESOLUTION NO. 2017-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2017/2018 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lake Frances Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2017/2018 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

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

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The 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 EFFECTIVE this 20th day of June, 2017.

ATTEST:

**LAKE FRANCES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Lake Frances
Community Development District

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

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- I FINAL BUDGET
- II DETAILED FINAL BUDGET
- III DETAILED FINAL DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

FINAL 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 FINAL 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 FINAL 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

RESOLUTION NO. 2017-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2017/2018 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Lake Frances Community Development District ("District") to establish a regular meeting schedule for fiscal year 2017/2018; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2017/2018 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2017/2018 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 20th day of June, 2017.

ATTEST:

**LAKE FRANCES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the “Board”) of the **Lake Frances Community Development District** (the “District”) will hold Regular Meetings in the Hampton Inn 1st Floor Conference Room located at 2855 N.E. 9th Street, Homestead, Florida 33033 at **6:30 p.m.** on the following dates:

**October 17, 2017
November 14, 2017
February 20, 2018
March 20, 2018
April 17, 2018
May 15, 2018
June 19, 2018
August 21, 2018**

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 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 with no advertised notice.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT

www.lakefrancescdd.org

PUBLISH: MIAMI DAILY BUSINESS REVIEW XX/XX/17



Elections
2700 NW 87th Avenue
Miami, Florida 33172
T 305-499-8683 F 305-499-8547
TTY: 305-499-8480

miamidade.gov

CERTIFICATION

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

I, Christina White, Supervisor of Elections of Miami-Dade County, Florida, do hereby certify that Lake Frances Community Development District, as described in the attached Exhibit A, has 170 voters.



 Christina White
Supervisor of Elections

WITNESS MY HAND
AND OFFICIAL SEAL,
AT MIAMI, MIAMI-DADE
COUNTY, FLORIDA,
ON THIS 16th DAY OF
MAY, 2017

Please submit a check for \$ 50.00 to our office payable to "Miami-Dade County" for the cost of certifying the number of registered voters.

RESOLUTION NO. 2017-05

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

WHEREAS, the Lake Frances Community Development District ("District") was established by Ordinance of the Board of County Commissioners of Miami-Dade County, Florida, pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, as outlined in Chapter 190, Section 190.006(2)(b), *Florida Statutes*, a landowners' election shall be announced at a public meeting of the Board at least ninety (90) days prior to the date of the landowners' meeting, which meeting shall be for the purpose of electing three (3) supervisors; and

WHEREAS, at such meeting, each landowner shall be entitled to cast one (1) vote per acre (or fraction thereof) or one (1) vote for each platted lot of land owned and located within the District for each person to be elected; and

WHEREAS, the two (2) candidates receiving the highest number of votes shall serve for a four (4) year term and the one (1) candidate receiving the next largest number of votes shall serve for a two (2) year term; and

WHEREAS, a Notice of the Landowners' Meeting shall be published once a week for two consecutive weeks in a newspaper of general circulation in the area of the District, the last day of such publication to be not fewer than 14 days or more than 28 days before the date of the election.

WHEREAS, attached hereto as Exhibit "A" and made a part hereof are (i) instructions (Election Procedures) on how all landowners may participate in the election, (ii) sample proxy that may be utilized by the landowners at such meeting; and (iii) a sample ballot form for information purposes.

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

Section 1. The above recitals are hereby adopted.

Section 2. The Landowners' Meeting will be held on November 14, 2017 at 6:30 p.m. in the Hampton Inn 1st Floor Conference Room located at 2855 N.E. 9th Street, Homestead, Florida 33033.

Section 3. The instructions, the form of sample proxy and sample ballot attached hereto as Exhibit "A" are hereby acknowledged and approved.

Section 4. A Notice of Landowners' Meeting shall be published as prescribed by law.

PASSED, ADOPTED and EFFECTIVE this 20th day of June, 2017.

ATTEST:

**LAKE FRANCES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson



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 33094
Direct: 305.777.0761

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- 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.

LANDOWNER PROXY

**LAKE FRANCES 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 _____ (the "Proxy Holder") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the **Lake Frances Community Development District** to be held on November 14, 2017 at 6:30 p.m. in the 1st Floor Conference Room of the Hampton Inn located at 2855 N.E. 9th Street, Homestead, Florida 33033 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.

Printed Name of Legal Owner(s)/Entity

Signature of Legal Owner(s) and/or Authorized Rep

Date

Parcel Description*

of Units and/or Lots

*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 (2017), 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.)

SAMPLE BALLOT

BALLOT # _____

**LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

ELECTION OF BOARD SUPERVISORS

NOVEMBER 14, 2017

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 **Lake Frances 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:

FINANCIAL RISK MANAGEMENT POLICY

(Fiscal Year 2016/2017)

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; 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.
