



**LAKE FRANCES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
LANDOWNERS' MEETING &
REGULAR BOARD MEETING
NOVEMBER 20, 2019
6:30 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
Hampton Inn & Suites - Homestead
1st Floor Conference Room (Cove Board Room)
2855 N.E. 9th Street,
Homestead, Florida 33033
LANDOWNERS' MEETING
November 20, 2019
6:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Adoption of Election Procedures.....Page 2
- E. Election of Chairperson for Landowners' Meeting
- F. Election of Secretary for Landowners' Meeting
- G. Approval of Minutes
 - 1. November 14, 2017 Landowners' Meeting Minutes.....Page 5
- H. Election of Supervisors
 - 1. Determine Number of Voting Units Represented or Assigned by Proxy.....Page 8
 - 2. Nomination of Candidates
 - 3. Casting of Ballots.....Page 9
 - 4. Ballot Tabulations
- I. Certification of the Results
- J. Landowners' Closing Comments
- K. Adjourn

MIAMI DAILY BUSINESS REVIEW

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

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

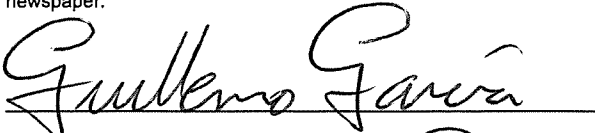
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County,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

NOTICE OF LANDOWNERS' MEETING & REGULAR BOARD MEETING - LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT - NOV. 20, 2019

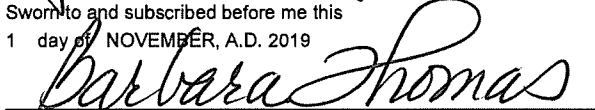
in the XXXX Court,
was published in said newspaper in the issues of

10/25/2019 11/01/2019

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

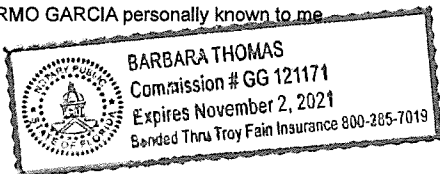


Sworn to and subscribed before me this
1 day of NOVEMBER, A.D. 2019



(SEAL)

GUILLERMO GARCIA personally known to me



LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT NOTICE OF LANDOWNERS' MEETING & REGULAR BOARD MEETING

NOTICE IS HEREBY GIVEN that the Lake Frances Community Development District (the "District") will hold a Landowners' Meeting and Regular Board Meeting at 6:30 p.m., or as soon thereafter as can be heard, on November 20, 2019, in the Hampton Inn & Suites-Homestead, 1st Floor Conference Room (Cove Board Room) located at 2855 NE 9th Street, Homestead, Florida 33033.

The primary purpose of the Landowners' Meeting is to elect three (3) Supervisors to the Board of Supervisors (the "Board") for the District. The purpose of the Regular Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. Copies of the Agendas for these meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4822, prior to the date of these meetings.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued as found necessary to a date, time and place specified on the record. Also, there may be occasions when Staff and/or Board members may participate by speaker telephone.

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 these meetings should contact the District Manager at 305-777-0761 and/or 1-877-737-4822 at least seven (7) days prior to the date of these particular meetings.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT

www.lakefrancescdd.org
10/25/19/1

19-136/0000433600M



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: 305.779.0761

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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.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING
NOVEMBER 14, 2017

Note: The Landowners' Meeting was moved from the Cove Board Room to the Reef I Board Room on the same floor and address of the Hampton Inn and Suites.

A. CALL TO ORDER

District Manager Neil Kalin called the November 14, 2017, Landowners' Meeting of the Lake Frances Community Development District to order at 6:36 p.m. in the Hampton Inn and Suites – Homestead 1st Floor Conference Room (Reef I Board Room) located at 2855 N.E. 9th Street, Homestead, Florida 33033.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Landowners' Meeting had been published in the *Miami Daily Business Review* on October 19, 2017, and October 26, 2017, as legally required.

C. ESTABLISH QUORUM

Mr. Kalin stated that the attendance of Nelson Peña, Kevin Lee Jones, Demetrius Young and David Lumpkin, legal owners of land/property in the Lake Frances Community Development District, each representing **1 Unit**, were present and therefore, constituted a quorum and it was in order to proceed with the meeting.

Also in attendance were: District Manager Neil Kalin of Special District Services, Inc.; and General Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. CONSIDER ADOPTION OF ELECTION PROCEDURES

Mr. Kalin presented the Election Procedures and requested that the landowners review and approve same. A discussion ensued after which; a **motion** was made by Mr. Peña, seconded by Mr. Jones and passed unanimously to approve and accept the Election Procedures, as presented.

E. ELECTION OF CHAIR FOR LANDOWNERS' MEETING

F. ELECTION OF SECRETARY FOR LANDOWNERS' MEETING

Items **E.** and **F.** above were addressed under one action by the landowners. A **motion** was made by Mr. Young, seconded by Mr. Peña and unanimously passed to *elect* Mr. Kalin to serve as Chairperson and Secretary for this Landowners' Meeting. Mr. Kalin stated that he would serve as Chairperson and Recording Secretary for the Landowners' Meeting.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING
NOVEMBER 14, 2017

G. APPROVAL OF MINUTES

1. November 17, 2015, Landowners' Meeting

Mr. Kalin asked if there were any corrections or additions to the minutes of the November 17, 2015, Landowners' Meeting. There being no comments or changes, a **motion** was made by Mr. Peña, seconded by Mr. Young and unanimously passed to approve the November 17, 2015, minutes of the Landowners' Meeting, as presented.

H. ELECTION OF SUPERVISORS

1. Determine Number of Voting Units Represented or Assigned by Proxy

Mr. Kalin stated that there were a total of four (4) voting units being represented at the Landowners' Meeting by the landowners of the District.

2. Nomination of Candidates

Mr. Kalin stated that the terms of office for *Demetrius Young, Kevin Jones and a vacant seat* were expiring and it would be in order to nominate candidates for election to fill the expiring terms of office.

Mr. Peña nominated the following persons for election: *Demetrius Young, Kevin Jones and David Lumpkin*. Mr. Kalin called for additional nominations from the floor. There being no further nominations, Mr. Kalin closed the nomination portion of the Landowners' Meeting.

3. Casting of Ballots

Mr. Kalin stated that it would now be in order to cast ballots for the candidates nominated: *Demetrius Young, Kevin Jones and David Lumpkin*. Mr. Kalin indicated that the two (2) candidates receiving the highest number of votes would each be elected to four-year terms of office and the remaining candidate would be elected to a two-year term of office, with the terms of office of each successful candidate commencing upon election.

4. Ballot Tabulations

Mr. Kalin tabulated the ballots and announced that *Demetrius Young and David Lumpkin* each received **4 votes** resulting in each serving a 4-year term of office (will serve up to the Landowners' Election in November 2021); and that *Kevin Jones* received **2 votes**, resulting in a 2-year term of office (will serve up to the Landowners' Election in November 2019).

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING
NOVEMBER 14, 2017

I. CERTIFICATION OF RESULTS

Mr. Kalin asked the landowners in attendance if there were any objections to the procedures or results of the election. There being no comments or objections to the election results or procedures, Mr. Kalin announced that the election results were complete, final and certified.

J. LANDOWNERS' COMMENTS

There were no comments from the landowners.

K. ADJOURN

There being no further business to discuss, the meeting was adjourned by acting Chairperson Neil Kalin at approximately 6:58 p.m.

Secretary

Chairperson

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 20, 2019 at 6:30 p.m. in the 1st Floor Conference Room (Cove Board Room) of the Hampton Inn & Suites-Homestead 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, 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.)

OFFICIAL BALLOT

BALLOT # _____

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

ELECTION OF BOARD SUPERVISORS

NOVEMBER 20, 2019

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):

<u>Name of Candidate</u>	<u>Number of Votes</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

{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:

AGENDA
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
Hampton Inn & Suites - Homestead
1st Floor Conference Room (Cove Board Room)
2855 N.E. 9th Street
Homestead, Florida 33033
REGULAR BOARD MEETING
November 20, 2019
6:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 0
- C. Seat Elected Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Confirmation of Landowners' Election Results
- H. Additions or Deletions to Agenda
- I. Comments from the Public for Items Not on the Agenda
- J. Approval of Minutes
 - 1. October 23, 2019 Regular Board Meeting.....Page 0
- K. Old Business
 - 1. Discussion Regarding Miami-Dade County Fire Rescue – Training Exercises
 - 2. Discussion Regarding Traffic Calming Devices Throughout the District
- L. New Business
 - 1. Staff Report: As Required
- 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

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2019/2020 REGULAR MEETING SCHEDULE

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

10/14/2019

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

Guillermo Garcia
Sworn to and subscribed before me this
14 day of OCTOBER, A.D. 2019

(SEAL)
GUILLERMO GARCIA personally known to me



MARIA I. MESA
Notary Public - State of Florida
Commission # FF 935208
My Commission Expires Mar 4, 2020
Bonded through National Notary Assn.

**LAKE FRANCES COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020 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 & Suites - Homestead 1st Floor Conference Room (Cove Board Room) located at 2855 NE 9th Street, Homestead, Florida 33033 at 6:30 p.m. on the following dates:

- October 23, 2019
- November 20, 2019
- November 27, 2019
- January 22, 2020
- February 26, 2020
- March 25, 2020
- April 22, 2020
- May 27, 2020
- June 24, 2020
- July 22, 2020
- September 23, 2020

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said 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 canceled from time to time with no advertised notice.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT

www.lakefrancescdd.org
10/14

19-12/0000431393M

**LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 23, 2019**

A. CALL TO ORDER

District Manager Nancy Nguyen called the October 23, 2019, Regular Board Meeting of the Lake Frances Community Development District (the “District”) to order at approximately 6:40 p.m. in the Hampton Inn & Suites – Homestead, 1st Floor Conference Room (Cove Board Room) located at 2855 NE 9th Street, Homestead, Florida 33033.

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 14, 2019, as part of the District’s Fiscal Year 2019/2020 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairman José Valles-Rivera (who *arrived at approximately 6:44 p.m.*), Vice Chairman Nelson Peña and Supervisors David Lumpkin, Kevin Jones and Demetrius Young (who *arrived at approximately 6:55 p.m.*) constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Managers Nancy Nguyen and Neil Kalin of Special District Services, Inc.; and General Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also in attendance were: Lazaro Enriquez, Miami, Florida and Yanet Nunez, Miami, Florida.

D. ADDITIONS OR DELETIONS TO THE AGENDA

The Board brought the following items to the attention of District Staff:

- Traffic Calming Devices throughout the District: District Staff advised that the roads throughout the District are owned and maintained by Miami-Dade County (the “County”). For traffic calming devices to be installed, County approval would be necessary. District Staff will reach out to the County to obtain more information on this matter. More information regarding this topic will be provided at a future meeting.
- Miami-Dade County to Conduct Dive Training at the District Lake: District Staff advised that the Division Chief would be contacted by District Staff regarding the Miami-Dade County Fire Rescue Department’s (the “Department”) use of the District’s lake tract for staff training. Due to the potential liability, the Board consensus was to request that the Department discontinue using the District’s lake for training.

- Duck Population Concern: District Staff advised that the first step to controlling the duck population would be to stop feeding the ducks. Due to its protected species status, Muscovy ducks cannot be removed by the Florida Wildlife Commission and the District would have to contact a private trapper to relocate the ducks. The consensus of the Board was to not take any action regarding this item.

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

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

F. APPROVAL OF MINUTES

1. May 22, 2019, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the May 22, 2019, Regular Board Meeting and Public Hearing and asked if there were any changes. There being no changes, a **motion** was made by Mr. Valles-Rivera, seconded by Mr. Lumpkin and unanimously passed approving the minutes of the May 22, 2019, Regular Board Meeting and Public Hearing, *as presented*.

G. OLD BUSINESS

1. Ratify Resolution No. 2019-04 Regarding Required Announcement of Landowners' Meeting

RESOLUTION NO. 2019-04

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.

Ms. Nguyen reminded the Board that during the May 22, 2019, Regular Board Meeting and Public Hearing, in the likelihood of being unable to establish a quorum at the June 2019 and July 2019 scheduled meeting dates, the Board announced the next Landowners' Meeting/Election, which must be held this year (2019) in November.

Ms. Nguyen further explained that it would now be in order to ratify, approve and adopt Resolution No. 2019-04. A discussion ensued, after which:

A **motion** was made by Mr. Valles-Rivera, seconded by Mr. Lumpkin and passed unanimously to approve and adopt Resolution No. 2019-04, *as presented*, setting the Landowners' Meeting for November 20, 2019, at 6:30 p.m. in the Cove Board Room of the Hampton Inn & Suites located at 2855 NE 9th Street, Homestead, Florida 33033; and authorizing publication of the Landowners' Meeting, as required by law.

2. Staff Report, as Required

There was no Staff report at this time.

H. NEW BUSINESS

1. Discussion Regarding Easement Vacation Request (*This item was discussed prior to agenda item D. 1.*)

Ms. Nguyen explained that she was in receipt of a letter from Lazaro Enriquez, a resident of the District, requesting that the Board consider an easement vacation of the approximate 7 feet of land between the top of the lake bank to the end of his property line. A discussion ensued, after which:

A **motion** was made by Mr. Young, seconded by Mr. Peña and passed unanimously allowing Mr. Enriquez to encroach in the easement up to his property line (7.47 ft.); authorizing District Counsel to compose an Encroachment Agreement between with the District and Mr. Enriquez (Mr. Enriquez will be responsible for the legal fees associated with the Encroachment Agreement).

Another discussion ensued, after which:

District Council advised the Board of the importance of establishing policies for future easement encroachment requests from property owners. The Board decided that property owners may encroach in the easement up to their property line, if the request was presented with the Board, with each property owner entering into an easement agreement with the District. Encroachment easements will be granted only if the property owner intends to move their fence to their property line. It was further discussed that all costs incurred (including legal fees), would be at the property owners' expense.

A **motion** was made by Mr. Peña, seconded by Mr. Young and passed unanimously granting property owners an encroachment easement up to their property line with the condition that requests will be presented to the Board; and an Encroachment Agreement between the property owner and the District will be executed prior to the commencement of work (all costs will be at the property owners' expense).

2. Consider Resolution No. 2019-05 – Adopting a Fiscal Year 2018/2019 Amended Budget

Ms. Nguyen presented Resolution No. 2019-05, entitled:

RESOLUTION NO. 2019-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen read the title of the resolution into the record and explained the purpose of the document. Ms. Nguyen advised that there was a positive Operating Fund Balance at the end of the Fiscal Year 2018/2019 and noted that the District designated a carryover of this Fund Balance to balance the Fiscal Year 2019/2020 budget.

A **motion** was made by Mr. Young, seconded by Mr. Peña and unanimously passed to approve and adopt Resolution No. 2019-05, *as presented*, thereby approving the Amended Final 2018/2019 Fiscal Year Budget.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Reminder: Landowners' Meeting Date – November 20, 2019

The Board was reminded of the upcoming Landowners' Meeting on November 20, 2019. Ms. Nguyen advised of the expiring seats: José Valles- Rivera, Seat #5, Nelson Peña, Seat #2, and Kevin Jones, Seat #1. It was noted that only one (1) landowner's presence constitutes a quorum for the Landowners' Meeting; however, it is encouraged that all Board Supervisors attend the meeting to establish a quorum for the Regular Board Meeting to be held immediately after the Landowners' Meeting; this way, the newly elected Board Members can take their Oaths of Office and be seated on the Board.

The Board acknowledged the importance of attending the November 20, 2019, meeting and confirmed their attendance.

2. Financial Risk Management Policy Review – Fiscal Year 2018/2019

The Board Members were advised that Special District Services, Inc. ("SDS, Inc."), acting in the capacity of District Manager, as part of best management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

a. Each month the District's operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and

b. Each expenditure from the District's operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and

c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

d. A designated member of the Board, typically the Chairperson (by an electronic approval procedure), has an opportunity to review the District's expenditure(s) prior to the payment(s) being released; and

e. The District engages an independent firm, pursuant to Chapter 218.391, *Florida Statutes*, to audit the prior year's financial activities (October 1st through September 30th) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30th) the District's Board of Supervisors reviews, pursuant to Chapter 189.418(5), *Florida Statutes*, the prior year's budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.

3. Staff Report, as Required

There was no Staff Report at this time.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member and Staff closing comments.

K. 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 7:46 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson