



**LAKE FRANCES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
FEBRUARY 26, 2020
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
REGULAR BOARD MEETING
February 26, 2020
6:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretaries
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
 - 1. November 20, 2019 Regular Board Meeting.....Page 2
- H. Old Business
 - 1. Staff Report as Required
- I. New Business
 - 1. Consider Resolution No. 2020-01 – Adopting a Fiscal Year 2020/2021 Proposed Budget.....Page 5
 - 2. Staff Report as Required
- J. Administrative & Operational Matters
 - 1. Staff Report as Required
- K. Board Member & Staff Closing Comments
- L. 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

[Signature]

(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
NOVEMBER 20, 2019**

A. CALL TO ORDER

District Manager Nancy Nguyen called the November 20, 2019, Regular Board Meeting of the Lake Frances Community Development District (the “District”) to order at approximately 7:02 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. SEAT RE-ELECTED BOARD MEMBERS AND/OR NEW MEMBERS

Ms. Nguyen seated and welcomed the re-elected and new Board Members, Nelson Peña and Gabriel Pedrini.

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

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to *Messrs. Peña* and *Pedrini*.

Mr. Scott Cochran reviewed with both their duties and responsibilities as Board Members with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2018 Form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty {30} days of appointment) and the Code of Ethics for Public Officials.

E. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Vice Chairman Nelson Peña and Supervisors Kevin Jones, Demetrius Young and Gabriel Pedrini constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Nancy Nguyen of Special District Services, Inc.; and General Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

F. ELECTION OF OFFICERS

As a result of the changes to the Board of the District, Ms. Nguyen recommended that re-election of the District’s Officers take place. She provided the following slate of names for election:

- Chairperson – Nelson Peña
- Vice Chairperson – José Valles-Rivera
- Secretary/Treasurer – Nancy Nguyen

Assistant Secretaries – Demetrius Young, David Lumpkin, Gabriel Pedrini, Armando Silva and Gloria Perez

A discussion ensued after which;

A **motion** was made by Mr. Pedrini, seconded by Mr. Young and passed unanimously to *elect* the District’s Officers, as listed above.

G. CONFIRMATION OF LANDOWNERS’ ELECTION RESULTS

Ms. Nguyen restated the District’s Landowners’ Meeting/Election results and recommended that they be confirmed.

A **motion** was made by Mr. Young, seconded by Mr. Pedrini and passed unanimously confirming the Landowners’ Meeting election results, to which: José Valles-Rivera, Nelson Peña and Gabriel Pedrini each received **2 votes**. José Valles-Rivera and Nelson Peña were each elected to 4-year terms of office, which will expire in November 2023. Gabriel Pedrini was elected to a 2-year term of office, which will expire in November 2021.

H. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

J. APPROVAL OF MINUTES

1. October 23, 2019, Regular Board Meeting Minutes

Ms. Nguyen presented the minutes of the October 23, 2019, Regular Board Meeting minutes and asked if there were any changes. There being no changes, a **motion** was made by Mr. Peña, seconded by Mr. Pedrini and unanimously passed approving the minutes of the October 23, 2019, Regular Board Meeting minutes, *as presented*.

K. OLD BUSINESS

1. Discussion Regarding Miami-Dade County Fire Rescue – Training Exercises

Ms. Nguyen advised that she had contacted the Division Chief regarding the Miami-Dade County Fire Rescue Department’s (the “Department”) use of the District’s lake tract for staff training. Ms. Nguyen was informed by the Department’s Division Chief’s assistant that there have been changes in staff since the last time the District requested the trainings cease in November of 2017. Ms. Nguyen was further informed that there will be no further training exercises conducted in the District’s lake. No further action was required at this time.

2. Discussion Regarding Traffic Calming Devices Throughout the District

The Board consensus was to write letters and send emails to Commissioner Dennis C. Moss addressing concerns of speeding in the District. The Board requested that Ms. Nguyen compile a template letter to Commissioner Dennis C. Moss and email it to the Board. Ms. Nguyen acknowledged the request.

L. NEW BUSINESS
1. Staff Report, as Required

There was no Staff Report at this time.

M. ADMINISTRATIVE & OPERATIONAL MATTERS
1. Staff Report, as Required

There was no Staff Report at this time.

N. BOARD MEMBER & STAFF CLOSING COMMENTS

It was noted that the next meeting would be held on January 22, 2020, at 6:30 p.m.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Peña, seconded by Mr. Pedrini and unanimously passed to adjourn the Regular Board Meeting at 7:29 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2020-01

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 2020/2021; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) of the Lake Frances Community Development District (the “District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2020/2021 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2020/2021 attached hereto as Exhibit “A” is approved and adopted by the Board.

Section 2. A Public Hearing is hereby scheduled for _____, 2020 at 6:30 p.m. in the Hampton Inn 1st Floor Conference Room (Cove Board Room) located at 2855 N.E. 9th Street, Homestead, Florida 33033, for the purpose of receiving public comments on the Proposed Fiscal Year 2020/2021 Budget.

PASSED, ADOPTED and EFFECTIVE this 26th day of February, 2020.

ATTEST:

**LAKE FRANCES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Lake Frances
Community Development District

**Proposed Budget For
Fiscal Year 2020/2021
October 1, 2020 - September 30, 2021**

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

DETAILED BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2020/2021 BUDGET
REVENUES	
Administrative Assessments	61,906
Maintenance Assessments	16,457
Debt Assessments	146,840
Other Revenues	0
Interest Income	540
TOTAL REVENUES	\$ 225,743
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Aquatic Maintenance (Lake Tract)	3,600
Lawn & Landscape Maintenance	6,600
Engineering/Annual Report/Inspections	1,250
Field Operation Management	1,620
Maintenance Contingency	2,400
TOTAL MAINTENANCE EXPENDITURES	\$ 15,470
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	3,000
Payroll Taxes (Employer)	230
Management	32,076
Legal	9,600
Assessment Roll	6,000
Audit Fees	3,300
Insurance	6,500
Legal Advertisements	750
Miscellaneous	1,000
Meeting Room Rental	1,000
Postage	200
Office Supplies	500
Dues & Subscriptions	175
Trustee Fee	4,000
Continuing Disclosure Fee	350
Website Management	2,000
Administrative Contingency	1,200
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 71,881
TOTAL EXPENDITURES	\$ 87,351
REVENUES LESS EXPENDITURES	\$ 138,392
Bond Payments	(138,030)
BALANCE	\$ 362
County Appraiser & Tax Collector Fee	(4,504)
Discounts For Early Payments	(9,008)
EXCESS/ (SHORTFALL)	\$ (13,150)
Carryover From Prior Year	13,150
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	62,231	61,948	61,906	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	16,438	16,457	16,457	Expenditures/.94
Debt Assessments	146,841	146,840	146,840	Bond Payments/.94
Other Revenues	0	0	0	Other Revenues
Interest Income	614	480	540	Interest Projected At \$45 Per Month
TOTAL REVENUES	\$ 226,124	\$ 225,725	\$ 225,743	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance (Lake Tract)	2,340	3,600	3,600	No Change From 2019/2020 Budget
Lawn & Landscape Maintenance	6,270	6,600	6,600	No Change From 2019/2020 Budget
Engineering/Annual Report/Inspections	4,321	1,250	1,250	No Change From 2019/2020 Budget
Field Operation Management	1,200	1,620	1,620	No Change From 2019/2020 Budget
Maintenance Contingency	0	2,400	2,400	No Change From 2019/2020 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 14,131	\$ 15,470	\$ 15,470	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	1,000	3,000	3,000	Supervisor Fees
Payroll Taxes (Employer)	77	230	230	Supervisor Fees * 7.65%
Management	30,780	31,356	32,076	CPI Adjustment
Legal	7,435	9,600	9,600	No Change From 2019/2020 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,200	3,200	3,300	\$100 Increase From 2019/2020 Budget
Insurance	5,000	6,750	6,500	Insurance Estimate
Legal Advertisements	290	750	750	No Change From 2019/2020 Budget
Miscellaneous	570	1,000	1,000	No Change From 2019/2020 Budget
Meeting Room Rental	887	1,000	1,000	No Change From 2019/2020 Budget
Postage	111	200	200	No Change From 2019/2020 Budget
Office Supplies	223	550	500	\$50 Decrease From 2019/2020 Budget
Dues & Subscriptions	175	175	175	No Change From 2019/2020 Budget
Trustee Fee	4,000	4,000	4,000	No Change From 2019/2020 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2019/2020 Budget
Website Management	1,500	2,000	2,000	No Change From 2019/2020 Budget
Administrative Contingency	0	1,200	1,200	No Change From 2019/2020 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 61,598	\$ 71,361	\$ 71,881	
TOTAL EXPENDITURES	\$ 75,729	\$ 86,831	\$ 87,351	
REVENUES LESS EXPENDITURES	\$ 150,395	\$ 138,894	\$ 138,392	
Bond Payments	(139,843)	(138,030)	(138,030)	2021 P & I Payments Less Earned Interest
BALANCE	\$ 10,552	\$ 864	\$ 362	
County Appraiser & Tax Collector Fee	(2,168)	(4,505)	(4,504)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(8,569)	(9,009)	(9,008)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (185)	\$ (12,650)	\$ (13,150)	
Carryover From Prior Year	0	12,650	13,150	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (185)	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	
REVENUES	ACTUAL	ANNUAL BUDGET	ANNUAL BUDGET	COMMENTS
Interest Income	2,588	200	300	Projected Interest For FY 2020/2021
NAV Tax Collection	139,843	138,030	138,030	Maximum Debt Service Collection
Total Revenues	\$ 142,431	\$ 138,230	\$ 138,330	
EXPENDITURES				
Principal Payments	72,000	71,000	75,000	Principal Payment Due In 2021
Interest Payments	66,170	62,945	60,755	Interest Payments Due In 2021
Bond Redemption	0	4,285	2,575	Estimated Excess Debt Collections
Total Expenditures	\$ 138,170	\$ 138,230	\$ 138,330	
Excess/ (Shortfall)	\$ 4,261	\$ -	\$ -	

Series 2018 Bond Refunding Information

Original Par Amount =	\$1,812,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.00% - 4.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	February 2018		
Maturity Date =	May 2037		
Par Amount As Of 1/1/20 =	\$1,740,000		

Lake Frances Community Development District Assessment Comparison

	Fiscal Year 2016/2017 Assessment Before Discount*	Fiscal Year 2017/2018 Assessment Before Discount*	Fiscal Year 2018/2019 Assessment Before Discount*	Fiscal Year 2019/2020 Assessment Before Discount*	Fiscal Year 2020/2021 Projected Assessment Before Discount*
Administrative	\$ 342.26	\$ 366.81	\$ 433.40	\$ 433.21	\$ 432.91
Maintenance	\$ 105.79	\$ 113.64	\$ 114.95	\$ 115.10	\$ 115.10
<u>Debt</u>	<u>\$ 1,178.64</u>	<u>\$ 1,144.76</u>	<u>\$ 1,026.86</u>	<u>\$ 1,026.86</u>	<u>\$ 1,026.86</u>
Total	\$ 1,626.69	\$ 1,625.21	\$ 1,575.21	\$ 1,575.17	\$ 1,574.87

* Assessments Include the Following :

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

Community Information:

Total Units 143