



**LAKE FRANCES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
FEBRUARY 23, 2021
6:30 P.M.**

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

www.lakefrancescdd.org

561.630.4922 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 23, 2022
6:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Board Member Resignation (Lazaro Alfonso – Effective 2/8/2022).....Page 2
- E. Appointment of Officer to Vacant Seat (Seat #5)
- F. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. November 17, 2021 Regular Board Meeting.....Page 3
- J. Old Business
 - 1. Staff Report, as Required
- K. New Business
 - 1. Consider Resolution No. 2022-01 – Adopting a Fiscal Year 2022/2023 Proposed Budget.....Page 7
- L. Administrative & Operational Matters
 - 1. Announcement of Qualifying Period: Noon, June 13, 2022 – Noon, June 17, 2022 (Seats 3&4)
- M. Board Member & Staff Closing Comments
- N. Adjourn

MIAMI DAILY BUSINESS REVIEW

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

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

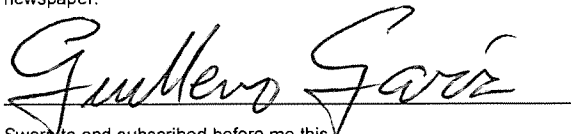
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County,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

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2021/2022 REGULAR MEETING SCHEDULE


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

10/13/2021

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.

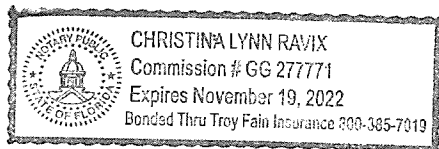


Sworn to and subscribed before me this
13 day of, OCTOBER, A.D. 2021



(SEAL)

GUILLERMO GARCIA personally known to me



LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2021/2022 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 27, 2021
November 17, 2021
November 24, 2021
January 26, 2022
February 23, 2022
March 23, 2022
April 27, 2022
May 25, 2022
June 22, 2022
July 27, 2022
September 28, 2022

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 561-630-4922 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 561-630-4922 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
10/13

21-23/0000556244M

February 8, 2022

Board of Supervisors
Lake Frances Community Development District
C/o Special District Services, Inc., District Manager
2501A Burns Road
Palm Beach Gardens, FL 33410

RE: Resignation

Dear Board of Supervisors,

Please be advised that I am resigning my position as Board Member and Officer on the Board of Supervisors of the **Lake Frances Community Development District** effective February 8, 2022.

It has been a pleasure serving as a Board Member.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lazaro Alfonso', written over a horizontal line.

Lazaro Alfonso

**LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 17, 2021**

A. CALL TO ORDER

District Manager Nancy Nguyen called the November 17, 2021, Regular Board Meeting of the Lake Frances Community Development District (the “District”) to order at approximately 6:48 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 13, 2021, as part of the District’s Fiscal Year 2021/2022 Regular Meeting Schedule, *as legally required*.

C. SEAT RE-ELECTED BOARD MEMBERS AND/OR NEW MEMBERS

Ms. Nguyen seated and welcomed Mr. Lazaro Alfonso to his elected term of office.

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 Mr. Alfonso.

E. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairman Nelson Peña, Vice Chairman Demetrius Young and Supervisors David Lumpkin, Gabriel Pedrini and Lazaro Alfonso 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 Gregory George 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 – Demetrius Young

Secretary/Treasurer – Nancy Nguyen

Assistant Secretaries – David Lumpkin, Gabriel Pedrini, Lazaro Alfonso, Armando Silva and Gloria Perez

Mr. Peña stated that he would like to change the officers to:

Chairperson – Demetrius Young

Vice Chairperson – David Lumpkin

Secretary/Treasurer – Nancy Nguyen

Assistant Secretaries – Nelson Peña, Gabriel Pedrini, Lazaro Alfonso, Armando Silva and Gloria Perez

A discussion ensued, after which:

A **motion** was made by Mr. Peña, seconded by Mr. Alfonso and passed unanimously to *elect* the District's Officers, as stated by Mr. Peña above.

G. CONFIRMATION OF FINAL LANDOWNERS' ELECTION RESULTS

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

A **motion** was made by Mr. Peña, seconded by Mr. Lumpkin and passed unanimously confirming the Final Landowners' Meeting election results, to wit: Lazaro Alfonso received **5 votes**. Mr. Alfonso was elected to a five (5) year term, as extended by Resolution No. 2020-05, which will expire in November 2026.

H. ADDITIONS OR DELETIONS TO THE AGENDA

Ms. Nguyen advised that she would like to add the following item to the agenda:

- Old Business Item 2 – Easement Requests

The Board acknowledged Ms. Nguyen's request.

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. April 28, 2021, Regular Board Meeting Minutes

Ms. Nguyen presented the minutes of the April 28, 2021, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Peña, seconded by Mr. Young and unanimously passed approving the minutes of the April 28, 2021, Regular Board Meeting minutes, *as presented*.

K. OLD BUSINESS

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

Ms. Nguyen stated that this item was added at the request of Mr. Lumpkin. Mr. Lumpkin explained that the Miami-Dade County Fire Rescue Department (the "Department") was using the District's lake, again, for training purposes. Ms. Nguyen advised that she contacted the Department's Division Training Chief regarding the use of the District's lake for staff training, explaining that she advised them that the lake was a storage basin for stormwater discharge and requested that no further exercises be conducted in the District's lake. The Division Training Chief stated that they would like to continue using the lake for training purposes. Ms. Nguyen indicated that she invited the Division Training Chief to today's meeting to discuss their request with the Board of Supervisors. It was acknowledged

that the Division Training Chief was not present at today's meeting. Ms. Nguyen requested that the Board report any activity in the lake to her.

2. ADD-ON: Easement Requests

Ms. Nguyen reminded the Board that several homeowners whose homes were located on the lake had submitted letters to her office requesting that the Board allow them to extend their fences to the end of their property lines. Ms. Nguyen further explained that those homeowners were invited to several District meetings, but have not been in attendance at said meetings. Ms. Nguyen stated that if the homeowners contact her again, she will invite them to the next scheduled meeting.

L. NEW BUSINESS

1. Consider Resolution No, 2021-07 - Adopting a Fiscal Year 2020/2021 Amended Budget

Ms. Nguyen presented Resolution No. 2021-07, entitled:

RESOLUTION NO. 2021-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2020/2021 BUDGET ("AMENDED BUDGET"), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document and indicated that there was an operating fund balance of approximately \$199,827 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Mr. Lumpkin, seconded by Mr. Peña and unanimously passed adopting Resolution No. 2021-07, *as presented*, thereby setting the amended/revised budget for the 2020/2021 fiscal year.

2. Ratify District Manager's Actions – Landscape Maintenance Services

Ms. Nguyen explained that due to a loss of staff due to COVID-19, the District's landscaping contractor, Crespo Lawn Service, Inc. (Crespo), had terminated the Landscape Maintenance Service Agreement with the District, effective June 30, 2021. Ms. Nguyen indicated that District Staff received proposals from several landscaping companies and accepted the proposal received by FRD Complete Tree Service & Lawn Care, Inc. in the amount of \$300 per service for twenty-four (24) services per year. Ms. Nguyen explained that the services with Crespo were \$295 per service. Ms. Nguyen requested that her actions be ratified by the Board. A discussion ensued, after which:

A **motion** was made by Mr. Young, seconded by Mr. Alfonso and unanimously passed ratifying Ms. Nguyen's actions and accepting the landscape maintenance proposal from FRD Complete Tress Service & Lawn Care for \$300 per service; authorizing District Counsel to prepare a Landscape Maintenance Service Agreement, and further authorizing Ms. Nguyen to execute same on behalf of the Board of Supervisors.

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 February 23, 2022, 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. Alfonso and unanimously passed to adjourn the Regular Board Meeting at 7:34 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2022-01

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 2022/2023; 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 2022/2023 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 2022/2023 attached hereto as Exhibit “A” is approved and adopted by the Board.

Section 2. A Public Hearing is hereby scheduled for April 27, 2022 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 2022/2023 Budget.

PASSED, ADOPTED and EFFECTIVE this 23rd day of February, 2022.

ATTEST:

**LAKE FRANCES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Lake Frances
Community Development District

**Proposed Budget For
Fiscal Year 2022/2023
October 1, 2022 - September 30, 2023**

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

PROPOSED BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET
REVENUES	
Administrative Assessments	61,257
Maintenance Assessments	17,096
Debt Assessments	146,840
Other Revenues	0
Interest Income	420
TOTAL REVENUES	\$ 225,613
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Aquatic Maintenance (Lake Tract)	3,600
Lawn & Landscape Maintenance	7,200
Engineering/Annual Report/Inspections	1,250
Field Operation Management	1,620
Maintenance Contingency	2,400
TOTAL MAINTENANCE EXPENDITURES	\$ 16,070
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	3,000
Payroll Taxes (Employer)	230
Management	33,492
Legal	9,600
Assessment Roll	6,000
Audit Fees	3,200
Insurance	6,400
Legal Advertisements	725
Miscellaneous	925
Meeting Room Rental	925
Postage	200
Office Supplies	425
Dues & Subscriptions	175
Trustee Fee	4,000
Continuing Disclosure Fee	350
Website Management	2,000
Administrative Contingency	1,200
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 72,847
TOTAL EXPENDITURES	\$ 88,917
REVENUES LESS EXPENDITURES	\$ 136,696
Bond Payments	(138,030)
BALANCE	\$ (1,334)
County Appraiser & Tax Collector Fee	(4,503)
Discounts For Early Payments	(9,008)
EXCESS/ (SHORTFALL)	\$ (14,845)
Carryover From Prior Year	14,845
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2020/2021 ACTUAL	FISCAL YEAR 2021/2022 BUDGET	FISCAL YEAR 2022/2023 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	62,112	61,899	61,257	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	16,457	16,457	17,096	Expenditures/.94
Debt Assessments	146,840	146,840	146,840	Bond Payments/.94
Other Revenues	0	0	0	Other Revenues
Interest Income	439	540	420	Interest Projected At \$35 Per Month
TOTAL REVENUES	\$ 225,848	\$ 225,736	\$ 225,613	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance (Lake Tract)	2,340	3,600	3,600	No Change From 2021/2022 Budget
Lawn & Landscape Maintenance	6,265	6,600	7,200	\$600 Increase From 2021/2022 Budget
Engineering/Annual Report/Inspections	975	1,250	1,250	No Change From 2021/2022 Budget
Field Operation Management	1,620	1,620	1,620	No Change From 2021/2022 Budget
Maintenance Contingency	0	2,400	2,400	No Change From 2021/2022 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 11,200	\$ 15,470	\$ 16,070	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	1,200	3,000	3,000	Supervisor Fees
Payroll Taxes (Employer)	92	230	230	Supervisor Fees * 7.65%
Management	32,076	32,520	33,492	CPI Adjustment (Capped At 3%)
Legal	6,895	9,600	9,600	No Change From 2021/2022 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,000	3,100	3,200	Accepted Amount For 2021/2022 Audit
Insurance	5,513	6,400	6,400	Insurance Estimate
Legal Advertisements	435	750	725	\$25 Decrease From 2021/2022 Budget
Miscellaneous	414	950	925	\$25 Decrease From 2021/2022 Budget
Meeting Room Rental	383	950	925	\$25 Decrease From 2021/2022 Budget
Postage	326	200	200	No Change From 2021/2022 Budget
Office Supplies	101	450	425	\$25 Decrease From 2021/2022 Budget
Dues & Subscriptions	175	175	175	No Change From 2021/2022 Budget
Trustee Fee	4,000	4,000	4,000	No Change From 2021/2022 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2021/2022 Budget
Website Management	2,000	2,000	2,000	No Change From 2021/2022 Budget
Administrative Contingency	0	1,200	1,200	No Change From 2021/2022 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 62,960	\$ 71,875	\$ 72,847	
TOTAL EXPENDITURES	\$ 74,160	\$ 87,345	\$ 88,917	
REVENUES LESS EXPENDITURES	\$ 151,688	\$ 138,391	\$ 136,696	
Bond Payments	(139,860)	(138,030)	(138,030)	2023 P & I Payments Less Earned Interest
BALANCE	\$ 11,828	\$ 361	\$ (1,334)	
County Appraiser & Tax Collector Fee	(2,168)	(4,503)	(4,503)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(8,540)	(9,008)	(9,008)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 1,120	\$ (13,150)	\$ (14,845)	
Carryover From Prior Year	0	13,150	14,845	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 1,120	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2020/2021	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	
REVENUES	ACTUAL	ANNUAL BUDGET	ANNUAL BUDGET	COMMENTS
Interest Income	15	25	25	Projected Interest For FY 2022/2023
NAV Tax Collection	139,860	138,030	138,030	Maximum Debt Service Collection
Total Revenues	\$ 139,875	\$ 138,055	\$ 138,055	
EXPENDITURES				
Principal Payments	75,000	79,000	82,000	Principal Payment Due In 2023
Interest Payments	61,880	58,445	56,030	Interest Payments Due In 2023
Bond Redemption	0	610	25	Estimated Excess Debt Collections
Total Expenditures	\$ 136,880	\$ 138,055	\$ 138,055	
Excess/ (Shortfall)	\$ 2,995	\$ -	\$ -	

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 1/1/22 =	\$1,594,000		

Lake Frances Community Development District Assessment Comparison

	Fiscal Year 2018/2019 Assessment Before Discount*	Fiscal Year 2019/2020 Assessment Before Discount*	Fiscal Year 2020/2021 Assessment Before Discount*	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Projected Assessment Before Discount*
Administrative	\$ 433.40	\$ 433.21	\$ 432.91	\$ 432.87	\$ 428.38
Maintenance	\$ 114.95	\$ 115.10	\$ 115.10	\$ 115.10	\$ 119.56
Debt	\$ 1,026.86	\$ 1,026.86	\$ 1,026.86	\$ 1,026.86	\$ 1,026.86
Total	\$ 1,575.21	\$ 1,575.17	\$ 1,574.87	\$ 1,574.83	\$ 1,574.80

* Assessments Include the Following :

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

Community Information:

Total Units 143