

**JPWard and Associates, LLC**

**MIROMAR LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS**

**AGENDA**

**January 9, 2013**

**Board of Supervisor's**

**Michael Hendershot, Chairman  
Dr. David Herring, Vice Chairman  
Burnett W. Donoho, Assistant Secretary  
Alan Refkin, Assistant Secretary  
Doug Ballinger, Assistant Secretary**

James P. Ward  
District Manager  
513 Northeast 13th Avenue  
Fort Lauderdale, Florida 33301

Phone: 954-658-4900  
E-mail: ward9490@comcast.net



**Prepared by:  
JPWard and Associates, LLC  
TOTAL Commitment to Excellence**

# MIROMAR LAKES COMMUNITY DEVELOPMENT DISTRICT

January 6, 2014

Board of Supervisors  
Miromar Lakes  
Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Miromar Lakes Community Development District will be held on **Thursday, January 9, 2014, at 2:00 P.M.** at the **Beach Clubhouse, 18061 Miromar Lakes Parkway, Miromar Lakes, Florida 33913.**

1. Call to Order & Roll Call
2. Staff Reports
  - a) District Attorney
  - b) District Engineer
  - c) Asset Manager
  - d) District Manager
    - I. Financial Statement – November 30, 2013
    - II. Fiscal Year 2014 – Agenda Schedule
3. Supervisor's Requests and Audience Comments
4. Adjournment

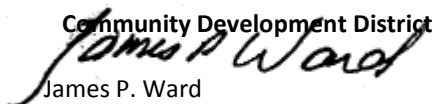
Well, with two holiday's since our last meeting, needless to say, it's been relatively quiet for the District. However, we will have a meeting on Thursday, just to continue our discussions/updates on the operational activities of the District.

The balance of the Agenda is standard in nature and I look forward to seeing you at the meeting, and if you have any questions and/or comments, please do not hesitate to contact me directly at (954) 658-4900.

Yours sincerely,

**Miromar Lakes**

**Community Development District**



James P. Ward  
District Manager  
Enclosures



James P. Ward  
District Manager

513 NORTHEAST 13<sup>TH</sup> AVENUE  
FORT LAUDERDALE, FL 33301

PHONE (954) 658-4900

E-MAIL ward9490@comcast.net

To: Miromar Lakes CDD Board

From: CGA Solutions - Paul Cusmano, Director of Field Operations

Date: 12/30/14

Re: Asset Management

---

## **ASSET MANAGEMENT BUDGET REPORT ASSIGNMENT OF COST**

This report is to assist in setting budget and contracts for 2014. After accessing the project and looking forward to maintenance and management, an assessment has been made concerning ongoing and future estimated cost.

---

### **PROJECT DIVISION**

#### **NPDES (Cycle 3 year 1)**

- 1- Contract with Johnson Engineering for reporting and submittal of the NPDES Annual Report
  - Contract time: Yearly
  - Renewal Date: January 2014
  - Contract Amount: Not to exceed \$ 6,000.00

#### **Mitigation Areas**

- 2- Current Contract with W. Dexter Bender & Associates Inc.
  - Contract Time: Yearly
  - Renewal Date:
  - Contract Amount: \$ 14,000.00

#### **Lake Maintenance**

- 1- Current contract with Lake Masters
  - a. Contract Time: Yearly
  - b. Renewal Date: 6/30/14
  - c. Contract Amount: \$ 103,168.00

#### **Storm Water**

- 1- Contract with sub contractor for inspection and reporting of current storm water system
  - a. Budget Cost : \$15,500.00

- b. Storm system is broken down by line and connections
  - c. Repair and clean out Budget at \$10,000.00 -15,000.00 each
- 2- Contract with sub contractor for clean up and repairs
  - a. Clean up dry retention area's
  - b. Budget : Per location \$12,000.00
- 3- Yearly Maintenance
  - a. Based on 13 locations
  - b. Cost is: \$6,500.00 Budget (Not to exceed/as needed)

### **Pumps**

- 1- Current Contract with Hoover Pump
  - Contract Time: Yearly
  - Renewal Date:5/1/14
  - Contract Amount::
    - ID # 4033          \$1,197.00
    - ID # 4032          \$1,309.00

### **Landscape and Irrigation**

- 1- Contract with Estate Landscape
  - Contract Time: Yearly
  - Termination/Renewal Date:5/30/15
  - Contract Amount: \$ 342,189.80
    - i. Amendment Cost:
      - 1. Monthly cutting of Dry retention \$ 2,750.00

### **Ongoing Items**

- 1- Bridge
  - a. Will be meeting with the Land Owner and the School separately on 1/914
  - b. Will up-date at meeting.

Note: Neighborhoods are broken down by storm system connections.

- 1- San Marino/Porto Romano
- 2- Country club/St. Moritz/Tivoli
- 3- Verona Lago
- 4- Valencia
- 5- Montelago
- 6- Bellavista

- 7- Siena/Bellini/Costa Maggiore/Volterra
- 8- Anacapri/Castelli
- 9- Isola Bella/Costa del Lago
- 10- Vivadi/Capri/Mirasol/Montebello/Bellamare
- 11- Ravenna
- 12- Sorrento/Costa Amalfi
- 13- The Peninsula/Murano/Portofino

# MEMO

**To:** Board of Supervisor's  
**From:** James P. Ward, District Manager  
**Date:** January 9, 2014 (Board Meeting)  
**Re:** Fiscal Year 2014 – Meeting Outline

---

1. **January 9, 2014 (Thursday at 2:00 P.M.)**
2. **February 13, 2014 (Thursday at 2:00 P.M.)**
  - a. Lake Masters Contract terminates June 30, 2014 – Project Cost does NOT require competitive bidding, however Board Action to renew is required.
3. **March 13, 2014 (Thursday at 2:00 P.M.)**
4. **April 10, 2014 (Thursday at 2:00 P.M.)**
  - a. Presentation of FY 2013 Audited Financial Statements (This date is flexible and will be based on completion of Audit)
5. **May 8, 2014 (Thursday at 2:00 P.M.)**
  - a. Consideration of Proposed Fiscal Year 2015 Budget
6. **June 12, 2014 (Thursday at 2:00 P.M.)**
  - a. Continued Discussion of Proposed Fiscal Year 2015 Budget
7. **July 10, 2014 (Thursday at 2:00 P.M.)**
  - a. Continued Discussion of Proposed Fiscal Year 2015 Budget
8. **August 14, 2014 (Thursday at 2:00 P.M.)**
  - a. **Continued Discussion of Proposed Fiscal Year 2015 Budget**
9. **September 11, 2014 (Thursday at 2:00 P.M.)**
  - a. Public Hearing on the Adoption of the Fiscal Year 2015 Proposed Budget.

**Unscheduled Open Items:**

1. **Administrative Matters:**
  - a. Irrigation System Review –
    - i. Identifying firms for a cursory review of the system.

**2. Legal Matters:**

- a. Continuing Item – dedication of systems/properties from Developer to CDD.

**3. Field Operation Matters:**

- a. Capital and Operational Budget considerations – FY 2015
- b. Grass Carp Program
- c. Review of District Assets:
  - i. Maintenance responsibilities Association/CDD
  - ii. Maintenance Schedule for Drainage Pipes

**Contract Termination Dates:**

Company	Termination Date	Services Provided	Contract Amount
Estate Landscaping	June 30, 2015	Landscaping Maintenance	\$342,189.80/year
Miromar Development	On-going (30 days notice by the CDD to terminate)	Field Asset Management	\$15,000/year
Lake Masters	June 30, 2014	Lake/Wetland Maintenance	\$103,168.00/year
McDermitt Davis	At the completion of the FY 2017	Auditing Services	\$4,800 (FY 2013 Audit)
AJC & Associates	On-Going (must be terminated before 04/01 each year)	Assessment Rolls	\$18,000/year
Johnson Engineering	On-Going (30 days notice by the CDD to terminate)	NPDES Coordination	Determined Yearly
Calvin Giordano & Associates	On-Going (90 days notice by the CDD to terminate)	Asset Management Services	\$65,200/year

There are a number of small vendors who are issued purchase orders yearly to provide maintenance services. These purchase orders are issued by the Field Asset Manager and subject to the Manager's approval.

---

*Miromar Lakes Community Development District*

---

*Financial Statements*

*November 30, 2013*



*Prepared by:*

*JPWARD AND ASSOCIATES LLC*

*513 NE 13TH AVENUE*

*FORT LAUDERDALE, FLORIDA 33301*

*E-MAIL: WARD9490@COMCAST.NET*

*PHONE: (954) 658-4900*



---

*Miromar Lakes Community Development District*

---

*Table of Contents*

	<i>Page</i>
<i>Balance Sheet—All Funds</i>	<i>1-2</i>
<i>Statement of Revenue, Expenditures and Changes in Fund Balance</i>	
<i>General Fund</i>	<i>3-5</i>
<i>Debt Service Fund</i>	
<i>Series 2003 Bonds</i>	<i>6</i>
<i>Series 2012 Bonds</i>	<i>7</i>

*JPWard & Associates, LLC*

*513 NE 13th Avenue*

*Fort Lauderdale, Florida 33301*

**Miromar Lakes Community Development District  
Balance Sheet  
for the Period Ending November 30, 2013**

	Governmental Funds						Totals (Memorandum Only)
	Debt Service Funds			Account Groups			
	General Fund	Series 2003	Series 2012	General Long Term Debt	General Fixed Assets		
<b>Assets</b>							
<b>Cash and Investments</b>							
General Fund - Invested Cash	\$ 621,846	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 621,849
Debt Service Fund							
Interest Account	-	-	-	-	-	-	-
Sinking Account	-	-	-	-	-	-	-
Reserve Account	-	2,046,096	406,723	-	-	-	2,452,819
Revenue	-	81,010	301,253	-	-	-	382,263
Prepayment Account	-	2,315	0	-	-	-	2,315
Deferred Cost Account	-	-	-	-	-	-	-
Cost of Issuance	-	-	-	-	-	-	-
Escrow Deposit Fund	-	-	-	-	-	-	-
<b>Due from Other Funds</b>							
General Fund	-	-	-	-	-	-	-
Debt Service Fund(s)	-	-	-	-	-	-	-
<b>Market Valuation Adjustments</b>							
Accrued Interest Receivable	-	-	-	-	-	-	-
Assessments Receivable	-	-	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-	-	-
Amount Available in Debt Service Funds	-	-	-	2,837,396	-	-	2,837,396
Amount to be Provided by Debt Service Funds	-	-	-	35,753,308	-	-	35,753,308
Investment in General Fixed Assets (net of depreciation)	-	-	-	-	40,376,020	-	40,376,020
<b>Total Assets</b>	<b>\$ 621,846</b>	<b>\$ 2,129,421</b>	<b>\$ 707,976</b>	<b>\$ 38,590,704</b>	<b>\$ 40,376,020</b>	<b>\$ -</b>	<b>\$ 82,425,969</b>

**Miromar Lakes Community Development District  
Balance Sheet  
for the Period Ending November 30, 2013**

	Governmental Funds						Totals (Memorandum Only)
	Debt Service Funds			Account Groups			
	General Fund	Series 2003	Series 2012	General Long Term Debt	General Fixed Assets		
<b>Liabilities</b>							
<b>Accounts Payable &amp; Payroll Liabilities</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Due to Other Funds</b>	-						-
General Fund	-	-	-	-	-	-	-
Debt Service Fund(s)	-	-	-	-	-	-	-
<b>Bonds Payable</b>							-
Current Portion	-	-	-	-	-	-	-
Long Term	-	-	-	36,530,000	-	-	36,530,000
<b>Notes Payable - Miromar Development Corp</b>	-	-	-	2,060,704	-	-	2,060,704
<b>Total Liabilities</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,590,704</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,590,704</u>
<b>Fund Equity and Other Credits</b>							
<b>Investment in General Fixed Assets</b>	-			-	40,376,020	-	40,376,020
<b>Fund Balance</b>							
<b>Restricted</b>							
Beginning: October 1, 2013 (Unaudited)	-	2,965,485	877,560	-	-	-	3,843,046
Results from Current Operations	-	(836,065)	(169,585)	-	-	-	(1,005,650)
<b>Unassigned</b>							
Beginning: October 1, 2013 (Unaudited)	535,864			-	-	-	535,864
Results from Current Operations	85,982			-	-	-	85,982
<b>Total Fund Equity and Other Credits</b>	<u>\$ 621,846</u>	<u>\$ 2,129,421</u>	<u>\$ 707,976</u>	<u>\$ -</u>	<u>\$ 40,376,020</u>	<u>\$ -</u>	<u>\$ 43,835,262</u>
<b>Total Liabilities, Fund Equity and Other Credits</b>	<u>\$ 621,846</u>	<u>\$ 2,129,421</u>	<u>\$ 707,976</u>	<u>\$ 38,590,704</u>	<u>\$ 40,376,020</u>	<u>\$ -</u>	<u>\$ 82,425,966</u>

**Miromar Lakes Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2013**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>					
Carryforward			-	\$ 26,350	N/A
<b>Interest</b>					
Interest - General Checking	25	24	49	500	10%
<b>Special Assessment Revenue</b>					
Special Assessments - On-Roll	180	71,967	72,147	402,920	18%
Special Assessments - Off-Roll	91,748	-	91,748	362,991	25%
Note Payable - Miromar Lakes LLC	-	-	-		
Intragovernmental Transfer In	-	-	-		
<b>Total Revenue and Other Sources:</b>	<b>\$ 91,954</b>	<b>\$ 71,991</b>	<b>163,944</b>	<b>\$ 792,761</b>	<b>21%</b>
<b>Expenditures and Other Uses</b>					
<b>Legislative</b>					
Board of Supervisor's - Fees	600	-	600	12,000	5%
Board of Supervisor's - Taxes	46	-	46	918	5%
<b>Executive</b>					
Professional Management	3,333	3,333	6,667	40,000	17%
<b>Financial and Administrative</b>					
Audit Services	-	-	-	5,500	0%
Accounting Services	-	-	-	-	N/A
Assessment Roll Services	-	-	-	18,000	0%
Arbitrage Rebate Services	-	-	-	1,000	0%
<b>Other Contractual Services</b>					
Legal Advertising	1,094	-	1,094	1,200	91%
Trustee Services	-	2,688	2,688	7,900	34%
Property Appraiser/Tax Collector Fees	-	844	844	2,400	35%
Bank Services	38	59	97	500	19%
Travel and Per Diem	-	-	-	-	N/A
<b>Communications &amp; Freight Services</b>					
Postage, Freight & Messenger	-	-	-	500	0%
Insurance	5,665	-	5,665	5,800	98%
Printing & Binding	217	-	217	500	43%
Website Development	-	-	-	4,200	0%
Office Supplies	-	-	-	-	N/A
Subscription & Memberships	175	-	175	175	100%

**Miromar Lakes Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2013**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Legal Services</b>					
Legal - General Counsel	1,086	-	1,086	15,000	7%
<b>Debt Service - Miromar Lakes LLC Note</b>	-	-	-	-	N/A
<b>Other General Government Services</b>					
Engineering Services - General Fund	506	302	808	10,000	8%
NPDES	-	-	-	7,500	0%
Asset Administration Services	-	-	-	7,000	0%
Other Current Charges	-	-	-	-	N/A
<b>Sub-Total:</b>	<b>12,761</b>	<b>7,226</b>	<b>19,987</b>	<b>140,093</b>	<b>14%</b>
 <b>Stormwater Management Services</b>					
Professional Management					
Asset Management	313	313	625	30,000	2%
Mitigation Monitoring	-	-	-	500	N/A
Utility Services					
Electric - Aeration Systems	-	-	-	1,500	0%
Lake System					
Aquatic Weed Control	-	5,464	5,464	80,568	7%
Lake Bank Maintenance	-	-	-	2,500	0%
Water Quality Testing	-	-	-	2,000	0%
Water Control Structures	-	-	-	-	N/A
Grass Carp Installation	-	-	-	-	N/A
Wetland System					
Routine Maintenance	-	3,133	3,133	42,600	N/A
Other Current Charges	-	-	-	2,500	0%
Operating Supplies	-	-	-	-	N/A
Capital Outlay					
Aerator's	-	-	-	-	N/A
<b>Sub-Total:</b>	<b>313</b>	<b>8,910</b>	<b>9,222</b>	<b>162,168</b>	<b>6%</b>

**Miromar Lakes Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2013**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Landscaping Services</b>					
Professional Management					
Asset Management	938	6,371	7,308	45,000	16%
Utility Services					
Electric	24		24	-	N/A
Irrigation Water	-	-	-	6,000	0%
Repairs & Maintenance					
Public Area Landscaping	-	134	134	300,000	0%
Landscape Lighting			-	-	N/A
Irrigation System	-	-	-	6,000	0%
Well System	-	411	411	3,500	12%
Plant Replacement	-	-	-	25,000	0%
Other Current Charges					
Lee County -Ben Hill Griffin Landscape	-	40,875	40,875	45,000	91%
Charlotte County - Panther Habitat, Fire	-	-	-	-	
Operating Supplies					
Mulch	-	-	-	60,000	0%
<b>Sub-Total:</b>	<b>962</b>	<b>47,791</b>	<b>48,753</b>	<b>490,500</b>	<b>10%</b>
<b>Total Expenditures and Other Uses:</b>	<b>\$ 14,035</b>	<b>\$ 63,927</b>	<b>77,962</b>	<b>\$ 792,761</b>	<b>10%</b>
Net Increase/ (Decrease) in Fund Balance	77,918	8,064	85,982	-	
Fund Balance - Beginning	535,864	613,782	535,864	348,426	
<b>Fund Balance - Ending</b>	<b>\$ 613,782</b>	<b>\$ 621,846</b>	<b>621,846</b>	<b>\$ 348,426</b>	

**Miromar Lakes Community Development District**  
**Debt Service Fund - Series 2003 Bonds**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2013**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>					
<b>Carryforward</b>	\$ -	\$ -	-	\$ -	N/A
<b>Interest Income</b>					
Interest Account	-	-	-	-	N/A
Sinking Account	-	-	-	-	N/A
Reserve Account	0	11,198	11,198	70,000	16%
Prepayment Account	0	0	0	-	N/A
Revenue Account	7	8	15	-	N/A
<b>Special Assessment Revenue</b>					
Special Assessments - On-Roll	49	19,501	19,550	108,522	18%
Special Assessments - Off-Roll	-	-	-	2,010,134	0%
<b>Operating Transfers In (From Other Funds)</b>					
	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 56</b>	<b>\$ 30,707</b>	<b>30,763</b>	<b>\$ 2,188,656</b>	<b>1%</b>
<b>Expenditures and Other Uses</b>					
<b>Debt Service</b>					
<b>Principal Debt Service - Mandatory</b>					
Series 2003 Bonds	\$ -	-	-	\$ 495,000	0%
<b>Principal Debt Service - Early Redemptions</b>					
Series 2003 Bonds	-	20,000	20,000	-	N/A
<b>Interest Expense</b>					
Series 2003 Bonds	-	846,828	846,828	1,693,656	50%
<b>Operating Transfers Out (To Other Funds)</b>					
	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 866,828</b>	<b>866,828</b>	<b>\$ 2,188,656</b>	<b>40%</b>
Net Increase/ (Decrease) in Fund Balance	56	(836,121)	(836,065)	-	
Fund Balance - Beginning	2,965,485	2,965,542	2,965,485	2,883,529	
<b>Fund Balance - Ending</b>	<b>\$ 2,965,542</b>	<b>\$ 2,129,421</b>	<b>2,129,421</b>	<b>\$ 2,883,529</b>	

**Miromar Lakes Community Development District**  
**Debt Service Fund - Series 2012 Bonds**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Through November 30, 2013**

Description	October	November	Year to Date	Total Annual Budget	% of Budget
<b>Revenue and Other Sources</b>					
Carryforward	\$ -	\$ -	-	\$ -	N/A
<b>Interest Income</b>					
Interest Account	-	-	-	-	N/A
Sinking Account	-	-	-	-	N/A
Reserve Account	0	1,929	1,930	20,000	10%
Prepayment Account	0	0	0	-	N/A
Revenue Account	2	2	5	50	9%
<b>Special Assessment Revenue</b>					
Special Assessments - On-Roll	369	147,227	147,597	819,313	18%
Special Assessments - Off-Roll	-	-	-	163,868	0%
Special Assessments - Prepayments	-	-	-	-	-
<b>Operating Transfers In (From Other Funds)</b>					
	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 372</b>	<b>\$ 149,159</b>	<b>149,530.89</b>	<b>\$ 1,003,231</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>					
<b>Debt Service</b>					
<b>Principal Debt Service - Mandatory</b>					
Series 2012 Bonds	-	-	-	\$ 385,000	0%
<b>Principal Debt Service - Early Redemptions</b>					
Series 2012 Bonds	-	10,000	10,000	-	N/A
<b>Interest Expense</b>					
Series 2012 Bonds	-	309,116	309,116	618,231	50%
<b>Operating Transfers Out (To Other Funds)</b>					
	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 319,116</b>	<b>319,116</b>	<b>\$ 1,003,231</b>	<b>N/A</b>
Net Increase/ (Decrease) in Fund Balance	372	(169,957)	(169,585)	-	
Fund Balance - Beginning	877,560	877,932	877,560	477,729	
<b>Fund Balance - Ending</b>	<b>\$ 877,932</b>	<b>\$ 707,976</b>	<b>707,976</b>	<b>\$ 477,729</b>	