
Miromar Lakes Community Development District

Regular Meeting Agenda

January 10, 2019



Visit our Web Site at: www.miromarlakescdd.org

Prepared by:

JPWARD AND ASSOCIATES LLC

*2900 Northeast 12th Terrace, Suite 1
Oakland Park, Florida 33334*

E-Mail: JimWard@JPWardAssociates.com

PHONE: (954) 658-4900

MIROMAR LAKES COMMUNITY DEVELOPMENT DISTRICT

January 3, 2019

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 10, 2019, at 2:00 P.M.** at the **Beach Clubhouse, 18061 Miromar Lakes Parkway, Miromar Lakes, Florida 33913.**

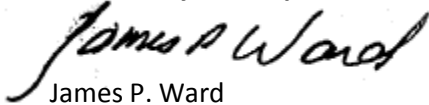
1. Call to Order & Roll Call
2. Consideration of Minutes:
 - I. December 13, 2018 – Regular Meeting
3. Staff Reports
 - a) Attorney
 - b) Engineer
 - c) Asset manager
 - d) Manager
 - I. Financial Statements for the period ending November 30, 2018 (Unaudited)
4. Supervisor's Requests and Audience Comments
5. Adjournment

The second order of business is the consideration of the minutes of the December 13 2018, regular meeting.

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

**MINUTES OF MEETING
MIROMAR LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of Miromar Lakes Community Development District was held on Thursday, December 13, 2018, at 2:00 p.m. at the Beach Clubhouse, located at 18061 Miromar Lakes Parkway, Miromar Lakes, Florida 33913.

Present and constituting a quorum:

Dr. David Herring	Chairman
Mr. Doug Ballinger	Vice Chairman
Mr. Alan Refkin	Assistant Secretary
Mr. Michael Weber	Assistant Secretary

Absent:

Mr. Burnett Donoho	Assistant Secretary
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Also present were:

James P. Ward	District Manager
Greg Urbancic	District Counsel
Charlie Krebs	District Engineer
Bruce Bernard	Asset Manager
Paul Cusmano	Calvin Giordano & Associates
David Caplivski	Grau & Associates

Audience:

All resident's names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

District Manager James P. Ward called the meeting to order at approximately 2:00 p.m. and all Members of the Board were present at roll call with the exception of Supervisor Burnett Donoho.

SECOND ORDER OF BUSINESS

Consideration of Minutes

Mr. Ward stated the second order of business would be the consideration of two sets of Minutes, the October 11, 2018 Minutes and the November 8, 2018 Minutes. He asked if there were any additions, corrections or deletions for the October 11, 2018 Minutes.

Mr. Ward reported there was a new transcriptionist. Discussion ensued regarding audio time stamps in the body of the Minutes indicating when unidentified Board Members spoke, speakers identifying

themselves prior to speaking for record keeping purposes, and whether this was needed or wanted. It was decided Board Members would identify themselves prior to speaking for record keeping purposes.

There were no additions, corrections or deletions for the October 11, 2018 Minutes.

On MOTION made by Mr. Mike Weber, seconded by Mr. Doug Ballinger, and with all in favor, the October 11, 2018 Meeting Minutes were approved.

Mr. Ward asked if there were any additions, corrections or deletions for the November 8, 2018 Minutes. Mr. Mike Weber stated on page 3, third paragraph from the bottom, the Minutes read "a light was out at the exit median strip..." however, there were approximately a quarter mile of lights out.

On MOTION made by Mr. Doug Ballinger, seconded by Mr. Mike Weber, and with all in favor, the November 8, 2018 Meeting Minutes were approved.

THIRD ORDER OF BUSINESS

Staff Reports

a) Attorney

District Attorney Greg Urbancic indicated there were berm conveyances the developer asked the Board to consider, two along Ben Hill Griffin and one along Miromar Lakes Parkway, for which an information packet with maps would be provided at the next Meeting.

Mr. Urbancic reported, regarding the stormwater conveyances, Mr. Charlie Krebs provided a spread sheet containing backup documentation regarding plats. He explained he reviewed the spread sheet and prepared the various necessary documents (which in turn Mr. Krebs reviewed) and the documents would be submitted to the developer's lawyer for review. He stated he hoped to bring this document packet before the Board at the next Meeting for approval. He explained the packet would include all stormwater properties which were not condominium parcels or new with the developer (not ready for turnover).

b) Engineer

District Engineer Charlie Krebs had no staff report to present.

c) Asset Manager

Asset Manager Bruce Bernard stated a three year stormwater program was being developed to clean every stormwater structure in Miromar Lakes by selecting certain subdivisions to complete yearly. He stated a three year program which included structure cleaning would be more manageable than annual inspections of stormwater structures. Mr. Alan Refkin stated the three year program was ineffectual in the past; however, with Mr. Bernard's influence should succeed from this point forward. Mr. Bernard indicated the new three year program included triple the number of stormwater structures for cleaning and inspection than the previous program

included; he explained the new program ensured extremely thorough stormwater structure maintenance.

d) Manager

- I. Financial Statements for the period ending October 31, 2018 (Unaudited)
- II. Audited Financial Statements Fiscal Year 2018

Mr. Ward stated the Audited Financial Statements for Fiscal Year ending September 30, 2018 were ready for review. He stated Grau & Associates was the auditor and Mr. David Caplivski would review the Audit.

Mr. David Caplivski, CPA, Audit Manager with Grau & Associates, directed the Board's attention to page 1 of the Financial Statement, the Opinion. He explained the Opinion was an unqualified, unmodified, clean opinion. He reported the District's Assets exceeded the District's Liabilities at the close of the Fiscal Year ending September 30, 2018. He stated the District had a net position balance of \$13,708,663 dollars which reflected a change from the prior fiscal year of \$1,988,872 dollars. He stated governmental funds showed a combined ending fund balance of \$3,749,310 dollars which represented a decrease of \$451,631 dollars as compared with the prior fiscal year. He reported review of internal controls and compliance (page 24) resulted in a clean opinion. He explained there were no findings which were required to be reported.

Mr. Weber indicated on Note 1, Paragraph 3, it stated "supervisors are elected by owners of the property within the District." He explained it should read "qualified electors." Mr. Ward explained the audit had been filed; therefore, only material changes could be made at this point, but he would make the change in future Financial Statements.

On MOTION made by Mr. Alan Refkin, seconded by Mr. Doug Ballinger, and with all in favor, the Audited Financial Statement Fiscal Year 2018 was accepted.

FOURTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Ward asked if there were any comments from the Board. Mr. Weber stated it was important to mention the CDD was assuming responsibility for all stormwater drainage within the community. He explained this was within budget, but was a significant change. He explained this now meant when a drainage pipe collapsed beneath a road the CDD would be responsible for the repair of the drainage system, as well as the road damaged as a result. He stated while this was discussed verbally during a previous Meeting he wished to highlight this fact, as he felt it would be less important for HOAs to save funds for possible road damage repair due to drainage system collapse. Discussion ensued regarding HOAs still being responsible for road maintenance, the CDD being responsible for repair of any damage due to drainage system malfunction, road collapse due to drainage system malfunction being extremely rare, chances increasing as a community aged, and the CDD being first on site when a drainage system malfunctioned to coordinate repair.

Mr. Doug Ballinger commented this type of situation could be a major expense for a Home Owner's Association; however, the CDD would feel the expense less as the cost would be spread over the District in its entirety. Mr. Ward concurred; however, he indicated under road drainage pipe collapse happened extremely rarely and was not something to be overly concerned about.

Dr. David Herring asked Mr. Weber why he felt it was more important to stipulate this responsibility as opposed to any other responsibility of the CDD. He stated the CDD had many responsibilities. Mr. Weber responded he felt it was important to highlight this as it was a new responsibility which only became a responsibility of the CDD at the last Board Meeting. He stated he felt all new items which affected the Community should be highlighted for purposes of transparency.

Mr. Ward asked if there were any comments from the Audience. Ms. Meredith _____ recommended adding this new CDD responsibility as an agenda item at the next voter meeting. She stated she felt this would be the perfect way to inform the Community. Mr. Weber concurred; he would add it to the voter meeting agenda.

Mr. Gary Gold stated he felt it was important to understand street damage would not be covered by the CDD if said damage was not caused by drainage problems; therefore, HOAs still needed to have a reserve fund for street repair and maintenance.

Ms. Barbara Clark stated she was an advocate for Isola Bella shoreline. She asked if the CDD planned to repair the shoreline. Mr. Ward responded any damage done as a result of the Hurricane was on a schedule to be completed over the next two years. Mr. Bruce Bernard explained the repair of Isola Bella, as well as the rest of the repairs to be made in the Community, was contingent upon the reimbursement from FEMA. He stated FEMA was reviewing the reimbursement request and hopefully the CDD would hear from FEMA within the next 60 days regarding the \$400,000 dollars it had spent in repairs. He explained the CDD would spend this \$400,000 on more repairs once it was reimbursed by FEMA. He reported Isola Bella was on the list of necessary repairs. Ms. Clark asked when the repairs would be made. Mr. Ward responded the exact time and date was unknown.

FIFTH ORDER OF BUSINESS

Adjournment

Mr. Ward adjourned the meeting at 2:20 p.m.

On MOTION made by Mr. Alan Refkin, seconded by Mr. Doug Ballinger, and with all in favor, the meeting was adjourned.

Miromar Lakes Community Development District

James P. Ward, Secretary

David Herring, Chairman

Miromar Lakes Community Development District

Financial Statements

November 30, 2018



Visit our web site: www.miromarlakescdd.org

Prepared by:

JPWARD AND ASSOCIATES, LLC

*2900 Northeast 12th Terrace
Suite 1*

OAKLAND PARK, FLORIDA 33334

E-MAIL: JIMWARD@JPWARDASSOCIATES.COM

PHONE: (954) 658-4900

Miromar Lakes Community Development District

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JPWard & Associates, LLC
2900 Northeast 12th Terrace
Suite 1
Oakland Park, Florida 33334
(954) 658-4900

**Miromar Lakes Community Development District
Balance Sheet
for the Period Ending November 30, 2018**

	Governmental Funds						Totals (Memorandum Only)
	Debt Service Funds			Account Groups			
	General Fund	Series 2012	Series 2015	General Long Term Debt	General Fixed Assets		
Assets							
Cash and Investments							
General Fund - Invested Cash	\$ 579,684	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 579,684
Debt Service Fund							
Interest Account	-	-	-	-	-	-	-
Sinking Account	-	-	-	-	-	-	-
Reserve Account	-	375,988	635,038	-	-	-	1,011,026
Revenue	-	17,112	214,703	-	-	-	231,814
Prepayment Account	-	681	1,382	-	-	-	2,064
Due from Other Funds							
General Fund	-	165,618	97,687	-	-	-	263,306
Debt Service Fund(s)	-	-	-	-	-	-	-
Market Valuation Adjustments							
Accrued Interest Receivable	-	-	-	-	-	-	-
Assessments Receivable	-	-	-	-	-	-	-
Accounts Receivable	-	-	-	-	-	-	-
Amount Available in Debt Service Funds	-	-	-	1,508,209	-	-	1,508,209
Amount to be Provided by Debt Service Funds	-	-	-	22,146,791	-	-	22,146,791
Investment in General Fixed Assets (net of depreciation)	-	-	-	-	36,514,917	-	36,514,917
Total Assets	\$ 579,684	\$ 559,399	\$ 948,811	\$ 23,655,000	\$ 36,514,917	\$ -	\$ 62,257,811

**Miromar Lakes Community Development District
Balance Sheet
for the Period Ending November 30, 2018**

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	Debt Service Funds			General Long Term Debt	General Fixed Assets	
	General Fund	Series 2012	Series 2015			
Liabilities						
Accounts Payable & Payroll Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due to Other Funds						
General Fund	-	-	-	-	-	-
Debt Service Fund(s)	263,306	-	-	-	-	263,306
Other Governments	-	-	-	-	-	-
Bonds Payable	-	-	-	-	-	-
Current Portion	-	-	-	\$1,070,000.00	-	1,070,000
Long Term	-	-	-	\$22,585,000.00	-	22,585,000
Total Liabilities	<u>\$ 263,306</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,655,000</u>	<u>\$ -</u>	<u>\$ 23,918,306</u>
Fund Equity and Other Credits						
Investment in General Fixed Assets	-	-	-	-	36,514,917	36,514,917
Fund Balance						
Restricted						
Beginning: October 1, 2018 (Unaudited)	-	1,034,253	2,523,552	-	-	3,557,805
Results from Current Operations	-	(474,854)	(1,574,742)	-	-	(2,049,596)
Unassigned						
Beginning: October 1, 2018 (Unaudited)	191,506	-	-	-	-	191,506
Results from Current Operations	124,872	-	-	-	-	124,872
Total Fund Equity and Other Credits	<u>\$ 316,379</u>	<u>\$ 559,399</u>	<u>\$ 948,811</u>	<u>\$ -</u>	<u>\$ 36,514,917</u>	<u>\$ 38,339,505</u>
Total Liabilities, Fund Equity and Other Credits	<u>\$ 579,684</u>	<u>\$ 559,399</u>	<u>\$ 948,811</u>	<u>\$ 23,655,000</u>	<u>\$ 36,514,917</u>	<u>\$ 62,257,811</u>

Miromar Lakes Community Development District
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Through November 30, 2018

Description	October	November	Year to Date	Total Annual Budget	% of Budget
Revenue and Other Sources					
Carryforward	\$ -	\$ -	-	\$ -	N/A
Interest					
Interest - General Checking	8	8	16	300	5%
Special Assessment Revenue					
Special Assessments - On-Roll	(2,061)	132,927	130,866	660,386	20%
Special Assessments - Off-Roll	63,304	-	63,304	253,216	25%
Miscellaneous Revenue					
	-	-	-	0	N/A
Intragovernmental Transfer In					
	-	-	-	0	N/A
Total Revenue and Other Sources:	\$ 61,251	\$ 132,935	194,186	\$ 913,902	21%
Expenditures and Other Uses					
Legislative					
Board of Supervisor's - Fees	1,000	-	1,000	12,000	8%
Board of Supervisor's - Taxes	77	-	77	918	8%
Executive					
Professional Management	3,333	3,333	6,667	40,000	17%
Financial and Administrative					
Audit Services	-	-	-	5,200	0%
Accounting Services	-	-	-	-	N/A
Assessment Roll Services	-	-	-	18,000	0%
Arbitrage Rebate Services	500	500	1,000	1,000	100%
Other Contractual Services					
Legal Advertising	-	-	-	1,200	0%
Trustee Services	-	-	-	7,900	0%
Property Appraiser/Tax Collector Fees	-	-	-	2,400	0%
Bank Services	32	52	83	550	15%
Travel and Per Diem					
	-	-	-	-	N/A
Communications & Freight Services					
Postage, Freight & Messenger	134	56	190	400	47%
Insurance					
	5,778	-	5,778	5,800	100%
Printing & Binding					
	249	67	316	1,200	26%
Website Maintenance					
	50	50	100	1,000	10%
Office Supplies					
	-	-	-	-	N/A
Subscription & Memberships					
	175	-	175	175	100%
Legal Services					

Prepared by:
JWARD and Associates, LLC

Miromar Lakes Community Development District
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Through November 30, 2018

Description	October	November	Year to Date	Total Annual Budget	% of Budget
Legal - General Counsel	-	2,276	2,276	30,000	8%
Legal - Litigation	-	-	-	-	N/A
Legal - Center Place - Special Counsel	-	-	-	30,000	0%
Legal - Center Place	-	-	-	-	N/A
Land Exchange - Salerno	-	-	-	-	N/A
Other General Government Services					
Engineering Services - General Fund	-	1,776	1,776	15,000	12%
NPDES	-	-	-	250	0%
Asset Administration Services	-	-	-	10,000	0%
Center Place	-	-	-	-	N/A
Sub-Total:	11,328	8,110	19,438	182,993	11%
Hurricane Relief Services					
Engineering Services					
General Engineering	-	-	-	-	N/A
Water Mgt - Debris Removal					
Lake Bank Erosion	-	-	-	-	N/A
Landscaping - Debris Removal					
Landscaping Removal	-	-	-	-	N/A
Sub-Total:	-	-	-	-	-
Stormwater Management Services					
Professional Services					
Asset Management	-	-	-	34,800	0%
Mitigation Monitoring	-	-	-	500	0%
Utility Services					
Electric - Aeration Systems	-	38	38	4,400	1%
Lake System					
Aquatic Weed Control	-	-	-	56,500	0%
Lake Bank Maintenance	-	4,246	4,246	3,000	142%
Water Quality Testing	-	-	-	13,840	0%
Water Control Structures	-	-	-	24,000	0%
Grass Carp Installation	-	-	-	-	N/A
Litoral Shelf Barrier/Replanting	-	-	-	-	N/A
Aeration System	-	-	-	2,000	0%
Wetland System					
Routine Maintenance	-	3,300	3,300	42,100	8%
Other Current Charges	-	-	-	-	N/A

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Miromar Lakes Community Development District
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Through November 30, 2018

Description	October	November	Year to Date	Total Annual Budget	% of Budget
Capital Outlay					
Aeration Systems	-	-	-	10,800	0%
Littortal Shelf Replanting/Barrier	-	-	-	6,000	0%
Lake Bank Restoration	-	-	-	-	N/A
Turbidity Screens	-	-	-	13,800	0%
Erosion Restoration	4,492	1,600	6,092	223,894	3%
Contingencies	-	-	-	3,000	0%
Sub-Total:	4,492	9,184	13,676	438,634	3%
Landscaping Services					
Professional Management					
Asset Management	-	-	-	9,300	0%
Utility Services					
Electric	-	-	-	-	N/A
Irrigation Water	2,703	-	2,703	1,250	216%
Repairs & Maintenance					
Public Area Landscaping	-	24,176	24,176	191,350	13%
Irrigation System	1,002	-	1,002	4,000	25%
Well System	-	-	-	1,000	0%
Plant Replacement	1,488	6,833	8,321	10,000	83%
Other Current Charges					
Lee County Assessments	-	-	-	51,000	0%
Charlotte County Assessments	-	-	-	375	0%
Hendry County - Panther Habitat Taxes	-	-	-	-	N/A
Operating Supplies					
Mulch	-	-	-	24,000	0%
Capital Outlay	-	-	-	-	N/A
Sub-Total:	5,192	31,009	36,201	292,275	12%
Total Expenditures and Other Uses:	\$ 21,012	\$ 48,302	\$ 69,314	\$ 913,902	8%
Net Increase/ (Decrease) in Fund Balance	40,239	84,633	124,872	-	
Fund Balance - Beginning	191,506	231,746	191,506	526,359	
Fund Balance - Ending	\$ 231,746	\$ 316,379	316,379	\$ 526,359	

Miromar Lakes Community Development District
Debt Service Fund - Series 2012 Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
Through November 30, 2018

Description	October	November	Year to Date	Total Annual Budget	% of Budget
Revenue and Other Sources					
Carryforward	\$ -	\$ -	-	\$ 410,000	N/A
Interest Income					
Reserve Account	3,631	36	3,667	7,200	51%
Prepayment Account	287	575	862	4,500	N/A
Revenue Account	325	383	708	-	#DIV/0!
Interest Account	-	-	-	-	N/A
Special Assessment Revenue					
Special Assessments - On-Roll	2,061	181,736	183,797	902,776	20%
Special Assessments - Off-Roll	-	-	-	14,580	0%
Special Assessments - Prepayments	-	-	-	-	N/A
Operating Transfers In (From Other Funds)	-	-	-	-	N/A
Total Revenue and Other Sources:	\$ 6,304	\$ 182,730	189,034	\$ 1,339,056	N/A
Expenditures and Other Uses					
Debt Service					
Principal Debt Service - Mandatory					
Series 2012 Bonds	-	-	-	\$ 460,000	0%
Principal Debt Service - Early Redemptions					
Series 2012 Bonds	-	410,000	410,000	410,000	N/A
Interest Expense					
Series 2012 Bonds	-	253,888	253,888	469,056	54%
Operating Transfers Out (To Other Funds)	-	-	-	-	N/A
Total Expenditures and Other Uses:	\$ -	\$ 663,888	663,888	\$ 1,339,056	N/A
Net Increase/ (Decrease) in Fund Balance	6,304	(481,157)	(474,854)	-	
Fund Balance - Beginning	1,034,253	1,040,556	1,034,253	870,552	
Fund Balance - Ending	\$ 1,040,556	\$ 559,399	559,399	\$ 870,552	

Miromar Lakes Community Development District
Debt Service Fund - Series 2015 Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
Through November 30, 2018

Description	October	November	Year to Date	Total Annual Budget	% of Budget
Revenue and Other Sources					
Carryforward	\$ -	\$ -	-	\$ 1,310,000	N/A
Interest Income					
Reserve Account	6,097	113	6,210	12,000	52%
Interest Account	-	-	-	-	N/A
Prepayment Account	932	1,867	2,799	2,400	N/A
Revenue Account	744	873	1,617	4,000	N/A
Special Assessment Revenue					
Special Assessments - On-Roll	-	107,194	107,194	532,599	20%
Special Assessments - Off-Roll	-	-	-	742,351	0%
Special Assessments - Prepayments	-	-	-	-	N/A
Operating Transfers In (From Other Funds)	-	-	-	-	N/A
Bond Proceeds	-	-	-	-	N/A
Total Revenue and Other Sources:	\$ 7,774	\$ 110,047	\$ 117,821	\$ 2,603,350	N/A
Expenditures and Other Uses					
Debt Service					
Principal Debt Service - Mandatory					
Series 2015 Bonds	-	-	-	\$ 560,000	0%
Principal Debt Service - Early Redemptions					
Series 2015 Bonds	-	1,310,000	1,310,000	1,310,000	N/A
Interest Expense					
Series 2015 Bonds	-	382,563	382,563	733,350	52%
Operating Transfers Out (To Other Funds)	-	-	-	-	N/A
Total Expenditures and Other Uses:	\$ -	\$ 1,692,563	1,692,563	\$ 2,603,350	N/A
Net Increase/ (Decrease) in Fund Balance	7,774	(1,582,516)	(1,574,742)	-	
Fund Balance - Beginning	2,523,552	2,531,326	2,523,552	-	
Fund Balance - Ending	\$ 2,531,326	\$ 948,811	948,811	\$ -	