



**HILLCREST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**BROWARD COUNTY  
LANDOWNERS' MEETING &  
REGULAR BOARD MEETING  
NOVEMBER 5, 2019  
2:00 P.M.**

Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

[www.hillcrestcdd.org](http://www.hillcrestcdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**HILLCREST COMMUNITY DEVELOPMENT DISTRICT**  
Parkview at Hillcrest Clubhouse  
4600 Hillcrest Drive  
Hollywood, Florida 33021  
**LANDOWNERS' MEETING**  
**November 5, 2019**  
**2:00 P.M.**

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Adoption of Election Procedures.....Page 3
- E. Election of Chair for Landowners' Meeting
- F. Election of Secretary for Landowners' Meeting
- G. Approval of Minutes
  - 1. October 19, 2017 Landowners' Meeting Minutes.....Page 6
- H. Election of Supervisors
  - 1. Determine Number of Voting Units Represented or Assigned by Proxy.....Page 13
  - 2. Nomination of Candidates
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  - 4. Ballot Tabulations
- I. Certification of the Results
- J. Landowners' Closing Comments
- K. Adjourn

## BROWARD DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and  
Legal Holidays  
Ft. Lauderdale, Broward County, Florida

### STATE OF FLORIDA COUNTY OF BROWARD:

Before the undersigned authority personally appeared GUERLINE WILLIAMS, who on oath says that he or she is the LEGAL CLERK, of the Broward Daily Business Review f/k/a Broward Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Fort Lauderdale, in Broward County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

### HILLCREST COMMUNITY DEVELOPMENT DISTRICT - NOTICE OF LANDOWNERS' MEETING & REGULAR BOARD MEETING

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

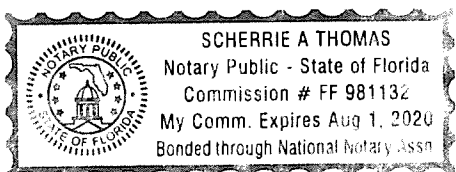
10/14/2019 10/21/2019

Affiant further says that the said Broward Daily Business Review is a newspaper published at Fort Lauderdale, in said Broward County, Florida and that the said newspaper has heretofore been continuously published in said Broward County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Fort Lauderdale in said Broward 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  
21 day of OCTOBER, A.D. 2019

(SEAL)

GUERLINE WILLIAMS personally known to me



### HILLCREST COMMUNITY DEVELOPMENT DISTRICT NOTICE OF LANDOWNERS' MEETING & REGULAR BOARD MEETING

NOTICE IS HEREBY GIVEN to all Landowners within the Hillcrest Community Development District (the "District") located within the City of Hollywood in Broward County, Florida advising of a Landowners' Meeting and Regular Board Meeting at 2:00 p.m., or as soon thereafter as can be heard, on November 5, 2019, in the Parkview at Hillcrest Clubhouse - Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021.

The primary purpose of the Landowners' Meeting is to elect three (3) Supervisors to the Board of Supervisors (the "Board") of the District. Each Landowner may vote in person or by written Proxy. Proxy forms may be obtained upon request at the office of the District Manager, Special District Services, Inc., 6625 Miami Lakes Drive, Suite 374, Miami Lakes, Florida 33014. Landowners or their designated Proxy shall be entitled to cast one vote per acre or fraction of an acre thereof per acre owned and located within the District.

Immediately following the Landowners' Meeting there will be convened a Regular Meeting of the Board. The purpose of the Regular Board Meeting is to consider any other District business that may lawfully and properly come before the Board. Copies of the Agendas for these referenced 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 at least seven (7) days prior to the date of these meetings.

The meetings are open to the public and are 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 Supervisors 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

SEE ATTACHED

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 toll free at 1-877-737-4922 at least seven (7) days prior to the date of these particular meetings.

Meetings may be cancelled from time to time without advertised notice.

HILLCREST COMMUNITY

DEVELOPMENT DISTRICT

[www.Hillcrestcdd.org](http://www.Hillcrestcdd.org)

10/14-21 19-50/0000431678B



### 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.

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#### 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](http://www.sdsinc.org)

#### Miami Branch

Crexent Business Center  
6625 Miami Lakes Drive, Ste. 374  
Miami Lakes, FL 33014  
Direct: 305.630.4922

- 
- 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 6<sup>th</sup> or 10<sup>th</sup> 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.

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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.

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**HILLCREST COMMUNITY DEVELOPMENT DISTRICT  
INITIAL LANDOWNERS' MEETING, PUBLIC HEARING &  
REGULAR BOARD MEETING  
OCTOBER 19, 2017**

**A. CALL TO ORDER**

The Regular Board Meeting of the Hillcrest Community Development District was called to order at 4:23 p.m. at the Pulte Group Sales Center located at 4000 Large Leaf Lane, Hollywood, Florida 33021.

**B. PROOF OF PUBLICATION**

Proof of publication was presented which showed that notice of the Regular Board Meeting had been published in *Broward Daily Business Review* on October 2, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

**C. RECESS REGULAR BOARD MEETING**

**D. INITIAL LANDOWNERS' MEETING**

**1. Call to Order**

**2. Proof of Publication**

Proof of publication was presented which showed that notice of the Initial Landowners' Meeting had been published in *The Broward Daily Business Review* on September 25, 2017, and October 2, 2017, as legally required.

**3. Establish a Quorum**

A quorum was established with the following people present: Patrick Gonzalez, Andrew Maxey, Matthew Nelson, Jason Pierman and Armando Silva.

**4. Consider Adoption of Election Procedures**

Mr. Pierman explained that this Initial Landowners' Election would be for all five seats, with the two candidates with the highest number of votes receiving four (4) year terms, and the rest receiving two (2) year terms.

A motion was made by Mr. Nelson, seconded by Mr. Gonzalez and passed unanimously to adopt the Election Procedures, as presented.

**5. Election of Chair for Landowners' Meeting**

A **motion** was made by Mr. Gonzalez to elect Matthew Nelson as Chair for the Landowners' Meeting, seconded by Mr. Maxey and passed unanimously.

**6. Election of Secretary for Landowners' Meeting**



A **motion** was made by Mr. Gonzalez to elect Jason Pierman as Secretary for the Landowners' Meeting, seconded by Mr. Maxey and passed unanimously.

## **7. Election of Supervisors**

- **Determine Number of Voting Units Represented or Assigned by Proxy**

Mr. Pierman received a proxy from Mr. Gonzalez and determined that Mr. Gonzalez was the sole landowner represented, representing 2 votes.

- **Nomination of Candidates**

Mr. Gonzalez nominated himself, David Kanarek, Brad Hartman, Andrew Maxey and Matthew Nelson.

- **Casting of Ballots**

Mr. Pierman advised Mr. Gonzalez to cast his votes for the candidates.

- **Ballot Tabulations**

After tabulating the results, Mr. Pierman announced that Mr. Gonzalez and Mr. Maxey had each received 2 votes, and would receive 4-year terms; and Mr. Kanarek, Mr. Nelson and Mr. Hartman had each received one vote, and would receive 2-year terms.

- **Certification of Results**

Mr. Pierman called for any objections to the results. Hearing none, Mr. Pierman certified the election results.

## **8. Landowners' Comments**

There were no comments from landowners.

## **9. Adjournment of Initial Landowners' Meeting**

A **motion** was made by Mr. Gonzalez, seconded by Mr. Nelson to adjourn the Initial Landowners' Meeting at 4:30 p.m. That **motion** carried unanimously.

## **E. RECONVENE REGULAR BOARD MEETING**

A **motion** was then made by Mr. Gonzalez, seconded by Mr. Nelson and passed unanimously to reconvene the Regular Board Meeting.

## **F. SEAT NEW BOARD MEMBERS**

## **G. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER RESPONSIBILITIES & DUTIES**

## **H. ESTABLISH A QUORUM**

Present and constituting a quorum were Patrick Gonzalez, Andrew Maxey and Matthew Nelson.

Also present were: District Managers Jason Pierman & Armando Silva of Special District Services, Inc.; District Counsel Alyssa Willson of Hopping, Green & Sams, P.A.; and District Engineer Kinan Husainy (via telephone) of Kimley-Horn.

## **I. ELECTION OF OFFICERS**

Mr. Pierman explained that officers could be elected as a slate, and then a motion could be made to adopt the resolution appointing officers. Following a brief discussion, the following officers were elected:

Chairman:	Andrew Maxey
Vice Chair:	David Kanarek
Secretary:	Jason Pierman
Treasurer:	Jason Pierman
Assistant Secretary:	Patrick Gonzalez
Assistant Secretary:	Matt Nelson
Assistant Secretary:	Brad Hartman
Assistant Secretary:	Armando Silva
Assistant Treasurer:	Armando Silva

A **motion** was made by Mr. Gonzalez, seconded by Mr. Nelson, and unanimously passed to elect the above-named officers.

## **J. ADDITIONS OR DELETIONS TO AGENDA**

There were no additions or deletions to the agenda.

## **K. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

## **L. APPROVAL OF MINUTES**

### **1. September 14, 2017, Special Organizational Meeting**

Mr. Pierman presented the minutes of the September 14, 2017, Special Organizational Meeting. A motion was made by Mr. Gonzalez, seconded by Mr. Nelson and passed unanimously to approve the September 14, 2017, Special Organizational Meeting minutes, as presented.

## **M. Consider Resolution No. 2017-22 – Canvassing & Certifying the Results of the Initial Landowners’ Meeting**

Resolution No. 2017-22 was presented, entitled:

### **RESOLUTION 2017-22**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
HILLCREST COMMUNITY DEVELOPMENT DISTRICT  
CANVASSING AND CERTIFYING THE RESULTS OF THE**

**LANDOWNERS ELECTION OF SUPERVISORS HELD  
PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND  
PROVIDING FOR AN EFFECTIVE DATE**

A **motion** was made by Mr. Gonzalez, seconded by Mr. Nelson and passed unanimously to adopt Resolution No. 2017-22, as presented.

Mr. Pierman then recessed the Regular Board Meeting and opened the Public Hearings.

**N. PUBLIC HEARING – Rules of Procedure**  
**1. Proof of Publication**

Proof of publication was presented which showed that the notices of the Rules of Procedure and Rule Development had been published in *Broward Daily Business Review* on September 20, 2017, and September 21, 2017, as legally required.

**2. Receive Public Comment on Adopting Rules of Procedure**

Mr. Pierman noted that there were no members of the public in attendance.

**3. Consider Resolution No. 2017-23 – Adopting Rules of Procedure**

Resolution No. 2017-23 was presented, entitled:

**RESOLUTION 2017-23**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
HILLCREST COMMUNITY DEVELOPMENT DISTRICT  
ADOPTING RULES OF PROCEDURE; PROVIDING A  
SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE  
DATE.**

A **motion** was made by Mr. Gonzalez, seconded by Mr. Nelson and passed unanimously to adopt Resolution No. 2017-23, as presented.

**O. PUBLIC HEARING – Levy of Non-Ad Valorem Assessments**  
**1. Proof of Publication**

Proof of publication was presented which showed that the notices of the Rules of Procedure and Rule Development had been published in *Broward Daily Business Review* on September 20, 2017, and September 21, 2017, as legally required.

**2. Receive Public Comment Regarding Intent to Levy Non-Ad Valorem Assessments**

Mr. Pierman noted that no members of the public were in attendance. He also confirmed that there had been no changes in the methodology or the engineer report.

**3. Consider Adjusting and Equalizing Non-Ad Valorem Special Assessments Based on Comments from the Public**

A **motion** was made by Mr. Gonzalez, seconded by Mr. Maxey and passed unanimously adjusting and equalizing the non-ad valorem special assessments based on comments from the public.

**4. Consider Resolution No. 2017-24 – (1) Levying Special Assessments; and (2) Adoption of Final Assessment Roll**

Resolution No. 2017-24 was presented, entitled:

**RESOLUTION 2017-24**

**A RESOLUTION OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING DISTRICT PROJECTS FOR CONSTRUCTION AND/OR ACQUISITION OF INFRASTRUCTURE IMPROVEMENTS; EQUALIZING, APPROVING, CONFIRMING, AND LEVYING SPECIAL ASSESSMENTS ON PROPERTY SPECIALLY BENEFITED BY SUCH PROJECTS TO PAY THE COST THEREOF; PROVIDING FOR THE PAYMENT AND THE COLLECTION OF SUCH SPECIAL ASSESSMENTS BY THE METHODS PROVIDED FOR BY CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; CONFIRMING THE DISTRICT'S INTENTION TO ISSUE SPECIAL ASSESSMENT BONDS; MAKING PROVISIONS FOR TRANSFERS OF REAL PROPERTY TO GOVERNMENTAL BODIES; PROVIDING FOR THE RECORDING OF AN ASSESSMENT NOTICE; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

Ms. Willson noted that the resolution approved the project and assessments, and provides for the collection of assessments.

A **motion** was made by Mr. Gonzalez, seconded by Mr. Nelson and passed unanimously to adopt Resolution No. 2017-24, as presented.

Mr. Pierman then closed the Public Hearings and reconvened the Regular Board Meeting.

**P. OLD BUSINESS**

There were no Old Business items to come before the Board.

**Q. NEW BUSINESS**

**1. Consider Acquisition Agreement**

Mr. Pierman presented the acquisition agreement, explaining that it allowed the District to purchase infrastructure from the developer. He also noted that the agreement is in substantial form, but the motion would be to approve it, subject to final review.

A **motion** was made by Mr. Gonzalez, seconded by Mr. Nelson approving the Acquisition Agreement, in substantial form, subject to final review and approval. Upon being put to a vote, the **motion** carried 3 to 0.

**2. Consider Resolution No. 2017-25 – Approving Florida Statewide Mutual Aid Agreement**

Resolution No. 2017-25 was presented, entitled:

**RESOLUTION NO. 2017-25**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA, APPROVING THE FLORIDA STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mr. Pierman explained that the agreement afforded the District the opportunity to utilize other governmental equipment, in the event of a hurricane or other such emergency.

A **motion** was made by Mr. Gonzalez, seconded by Mr. Nelson and passed unanimously to adopt Resolution No. 2017-25, as presented.

**3. Consider Resolution No. 2017-26 – Adopting Alternative Investment Guidelines**

Resolution No. 2017-26 was presented, entitled:

**RESOLUTION NO. 2017-26**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT, ADOPTING THE ALTERNATIVE INVESTMENT GUIDELINES FOR INVESTING PUBLIC FUNDS IN EXCESS OF AMOUNTS NEEDED TO MEET CURRENT OPERATING EXPENSES, IN ACCORDANCE WITH SECTION 218.415(17), FLORIDA STATUTES.**

Mr. Pierman noted that the policy tracks the State model of investment guidelines.

A **motion** was made by Mr. Gonzalez, seconded by Mr. Nelson and passed unanimously to adopt Resolution No. 2017-26, as presented.

**R. ADMINISTRATIVE MATTERS**

Ms. Willson announced that the bond validation had been set for 2:45 p.m. on December 4, 2017. Mr. Pierman noted that the next meeting would be held on November 16<sup>th</sup>.

**S. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

**T. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Nelson, seconded by Mr. Maxey and passed unanimously to adjourn the meeting at 4:43 p.m.

**ATTESTED BY:**

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Secretary/Assistant Secretary

---

Chairperson/Vice-Chair

## **LANDOWNER PROXY**

### **HILLCREST COMMUNITY DEVELOPMENT DISTRICT SECOND LANDOWNERS' MEETING**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the **Hillcrest Community Development District** to be held on November 5, 2019 at 2:00 p.m. in the Parkview at Hillcrest Clubhouse – Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021, 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 annual 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/Entity**

\_\_\_\_\_  
**Signature of Legal Owner (and/or Authorized Representative)**

\_\_\_\_\_  
**Date**

**Parcel(s) Description(s)\*{Folio Number(s)}**

**# of Units/Acres**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*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* (2019), 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: \_\_\_\_\_**

**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 # \_\_\_\_\_

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT  
SECOND LANDOWNERS' MEETING**

**ELECTION OF BOARD SUPERVISORS (3)**

**NOVEMBER 5, 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 **Hillcrest 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 candidates to hold the above-named open Board position(s):

**Name of Candidate**

**Number of Votes**

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*{The two (2) candidates receiving the highest number of votes shall each be elected for a four (4) year term of office; of the remaining candidates, the candidate receiving the next highest number of votes shall be elected for a two (2) year term of office.}*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address or Tax Parcel Id Number for your Real Property:

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**AGENDA**  
**HILLCREST COMMUNITY DEVELOPMENT DISTRICT**  
Parkview at Hillcrest Clubhouse  
4600 Hillcrest Drive  
Hollywood, Florida 33021  
**REGULAR BOARD MEETING**  
**November 5, 2019**  
**2:00 P.M.**

- A. Call to Order
- B. Proof of Publication.....Page 16
- C. Seat Re-Elected Board Members and/or New Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish a 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. August 15, 2019 Regular Board Meeting and Public Hearing Minutes.....Page 18
- K. Old Business
  - 1. Staff Report as Required
- L. New Business
  - 1. Consider Resolution No. 2019-06 – Adopting a FY 2018/2019 Amended Budget.....Page 22
  - 2. Consider Resolution No. 2019-07 – Setting a Public Hearing Adopting Amended and Restated Rules of Procedures.....Page 27
  - 3. Consider Resolution No. 2019-08 – Canvassing & Certifying the Results of the Second Landowners' Meeting.....Page 32
- M. Administrative Matters
  - 1. Financial Risk Management Policy/Review – Fiscal Year 2018/2019.....Page 34
- N. Board Members & Staff Closing Comments
- O. Adjourn

## BROWARD DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and  
Legal Holidays  
Ft. Lauderdale, Broward County, Florida

### STATE OF FLORIDA COUNTY OF BROWARD:

Before the undersigned authority personally appeared GUERLINE WILLIAMS, who on oath says that he or she is the LEGAL CLERK, of the Broward Daily Business Review f/k/a Broward Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Fort Lauderdale, in Broward County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

### HILLCREST COMMUNITY DEVELOPMENT DISTRICT - FISCAL YEAR 2019/2020 REGULAR MEETING SCHEDULE

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

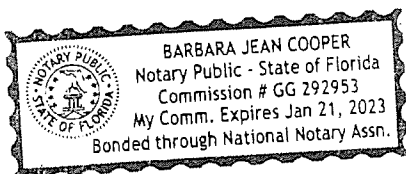
10/07/2019

Affiant further says that the said Broward Daily Business Review is a newspaper published at Fort Lauderdale, in said Broward County, Florida and that the said newspaper has heretofore been continuously published in said Broward County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Fort Lauderdale in said Broward 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  
7 day of OCTOBER, A.D. 2019

(SEAL)

GUERLINE WILLIAMS personally known to me



### HILLCREST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2019/2020 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Hillcrest Community Development District (the "District") will hold Regular Meetings at 2:00 p.m. at the Parkview at Hillcrest Clubhouse - Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021 on the following dates:

October 17, 2019  
November 5, 2019  
November 21, 2019  
January 16, 2020  
February 20, 2020  
March 19, 2020  
April 16, 2020  
May 21, 2020  
June 18, 2020  
July 16, 2020  
August 20, 2020  
September 17, 2020

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website

or by contacting the District Manager at 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922.

There may be occasions when one or two Board members will 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. Meetings 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

SEE ATTACHED

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 786-347-2711 Ext. 2011 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 without advertised notice.

HILLCREST COMMUNITY DEVELOPMENT DISTRICT

[www.hillcrestcdd.org](http://www.hillcrestcdd.org)

10/7

19-09/0000429423B

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
AUGUST 15, 2019**

**A. CALL TO ORDER**

The Regular Board Meeting of the Hillcrest Community Development District (the “District”) was called to order at 2:14 p.m. at the Parkview at Hillcrest – Clubhouse Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021.

**B. PROOF OF PUBLICATION**

Proof of publication was presented which showed that notice of the Regular Board Meeting had been published in *Broward Daily Business Review* on January 7, 2019, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the attendance of Chairman Andrew Maxey and Supervisors Bradley Kesselman and Rich Kasser constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance were: District Manager Armando Silva of Special District Services, Inc.; and District Counsel Jonathan Johnson (via telephone) of Hopping, Green & Sams, P.A.

**D. ELECTION OF OFFICERS**

Mr. Silva stated that as a result of the recent changes to the District Board it would be in order to re-elect officers. The following slate of names was provided for election:

- Chairperson – Andrew Maxey
- Vice Chairperson – David Kanarek
- Secretary/Treasurer – Armando Silva
- Assistant Secretaries – Patrick Gonzalez, Bradley Kesselman, Rich Kasser and Nancy Nguyen

A discussion ensued after which:

A **motion** was made by Mr. Kasser, seconded by Mr. Maxey and unanimously passed to *elect* the officers, as listed above.

**E. ADDITIONS OR DELETIONS TO AGENDA**

There were no additions or deletions to the agenda.

**F. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

**G. APPROVAL OF MINUTES**

**1. July 24, 2019, Special Board Meeting**

Mr. Silva presented the minutes of the July 24, 2019, Special Board Meeting and asked if there were any corrections and/or revisions. There being none, a **motion** was made by Mr. Kesselman, seconded by Mr. Kasser and passed unanimously approving the July 24, 2019, Special Board Meeting minutes, as presented.

**Note:** *At approximately 2:16 p.m., Mr. Silva recessed the Regular Meeting and simultaneously opened the Public Hearing.*

## **H. PUBLIC HEARING**

### **1. Proof of Publication**

Proof of publication was presented which showed that notice of the Public Hearing had been published in *Broward Daily Business Review* on July 26, 2019, and August 2, 2019, as legally required.

### **2. Receive Public Comment on Fiscal Year 2019/2020 Final Budget & Assessment**

Mr. Silva opened the public comment portion of the public hearing to receive comments on the 2019/2020 fiscal year final budget and non-ad valorem special assessments. There being no comments from the public on the 2019/2020 fiscal year budget and assessments, Mr. Silva closed the public comment portion of the Public Hearing.

### **3. Consider Resolution No. 2019-03 – Appropriations Resolution FY 2019/2020**

Resolution No. 2019-03 was presented, entitled:

#### **RESOLUTION 2019-03**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Mr. Kasser, seconded by Mr. Maxey and passed unanimously to adopt Resolution No. 2019-03, as presented.

### **4. Consider Resolution No. 2019-04 – Assessment Resolution/Tax Roll**

Resolution No. 2019-04 was presented, entitled:

#### **RESOLUTION 2019-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2019/2020; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT**

**ROLL; PROVIDING FOR AMENDMENTS TO THE  
ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE;  
AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Mr. Kasser, seconded by Mr. Kesselman and passed unanimously to adopt Resolution No. 2019-04, as presented.

***Note:** At approximately 2:21 p.m., Mr. Silva closed the Public Hearing and simultaneously reconvened the Regular Meeting.*

**I. OLD BUSINESS**

There were no Old Business items to come before the Board.

**J. NEW BUSINESS**

**1. Consider Resolution No. 2019-05 – Adopting a Fiscal Year 2019/2020 Meeting Schedule**

Resolution No. 2019-05 was presented, entitled:

**RESOLUTION NO. 2019-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST  
COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR  
MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 AND SETTING THE  
TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING  
AN EFFECTIVE DATE.**

A **motion** was made by Mr. Kesselman, seconded by Mr. Kasser and passed unanimously to adopt Resolution No. 2019-05, *amended* to add a November 5, 2019, meeting date.

**K. ADMINISTRATIVE MATTERS**

Mr. Johnson advised that due to the recent legislative changes, the District's Rules of Procedures would have to be amended. The amended and restated Rules of Procedure will be presented at an upcoming meeting.

**L. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

**M. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Maxey, seconded by Mr. Kasser and passed unanimously to adjourn the meeting at 2:25 p.m.

**ATTESTED BY:**

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Secretary/Assistant Secretary

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Chairperson/Vice-Chair

**RESOLUTION NO. 2019-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST 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.**

**WHEREAS**, the Board of Supervisors of the Hillcrest Community Development District (the “District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

**WHEREAS**, the District has prepared for consideration and approval an Amended Budget.

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

**Section 1.** The Amended Budget for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is hereby approved and adopted.

**Section 2.** The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this 5<sup>th</sup> day of November, 2019.

**ATTEST:**

**HILLCREST  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson



# Hillcrest Community Development District

**Amended Final Budget For  
Fiscal Year 2018/2019  
October 1, 2018 - September 30, 2019**

# **CONTENTS**

- I        AMENDED FINAL OPERATING FUND BUDGET**
- II       AMENDED FINAL DEBT SERVICE FUND BUDGET**

**AMENDED FINAL BUDGET**  
**HILLCREST COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2018/2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

	<b>FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19</b>	<b>AMENDED FINAL BUDGET 10/1/18 - 9/30/19</b>	<b>YEAR TO DATE ACTUAL 10/1/18 - 9/29/19</b>
<b>REVENUES</b>			
O & M Assessments	87,615	88,525	88,525
Debt Assessments	662,543	662,543	662,543
Other Revenues	0	0	0
Interest Income	0	135	131
<b>Total Revenues</b>	<b>\$ 750,158</b>	<b>\$ 751,203</b>	<b>\$ 751,199</b>
<b>EXPENDITURES</b>			
Supervisor Fees	0	0	0
Engineering/Inspections	2,500	4,200	3,140
Management	33,684	33,684	33,684
Legal	20,000	11,000	8,595
Assessment Roll	5,000	5,000	5,000
Audit Fees	4,000	3,400	3,400
Arbitrage Rebate Fee	650	650	650
Insurance	7,500	6,655	6,655
Legal Advertisements	2,000	1,250	755
Miscellaneous	1,000	750	139
Postage	300	175	169
Office Supplies	750	275	233
Dues & Subscriptions	175	175	175
Trustee Fees	3,800	3,709	3,709
Continuing Disclosure Fee	1,000	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 82,359</b>	<b>\$ 71,923</b>	<b>\$ 67,304</b>
<b>Excess/ (Shortfall)</b>	<b>\$ 667,799</b>	<b>\$ 679,280</b>	<b>\$ 683,895</b>
Bond Payments	(622,790)	(624,543)	(624,543)
<b>Balance</b>	<b>\$ 45,009</b>	<b>\$ 54,737</b>	<b>\$ 59,352</b>
County Appraiser & Tax Collector Fee	(15,003)	(3,073)	(3,073)
Discounts For Early Payments	(30,006)	(29,321)	(29,321)
<b>Net Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 22,343</b>	<b>\$ 26,958</b>

FUND BALANCE AS OF 9/30/18
FY 2018/2019 FUND BALANCE ACTIVITY
FUND BALANCE AS OF 9/30/19

\$11,146
\$22,343
\$33,489

**AMENDED FINAL BUDGET**  
**HILLCREST COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2018/2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

	<b>FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19</b>	<b>AMENDED FINAL BUDGET 10/1/18 - 9/30/19</b>	<b>YEAR TO DATE ACTUAL 10/1/18 - 9/29/19</b>
<b>REVENUES</b>			
Interest Income	0	1,810	1,795
NAV Assessment Collection	622,790	624,543	624,543
Miscellaneous Revenue	0	0	0
<b>Total Revenues</b>	<b>\$ 622,790</b>	<b>\$ 626,353</b>	<b>\$ 626,338</b>
<b>EXPENDITURES</b>			
Principal Payments	170,000	0	0
Interest Payments	451,763	451,763	451,763
Bond Redemption	1,027	0	0
<b>Total Expenditures</b>	<b>\$ 622,790</b>	<b>\$ 451,763</b>	<b>\$ 451,763</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 174,590</b>	<b>\$ 174,575</b>

FUND BALANCE AS OF 9/30/18	\$541,100
FY 2018/2019 ACTIVITY	\$174,590
FUND BALANCE AS OF 9/30/19	\$715,690

Notes

Reserve Fund Balance = \$312,709\*. Revenue Fund Balance = \$402,981\*

Revenue Fund Balance To Be Used To Make 11/1/2019 Principal & Interest Payment Of \$395,881 -

Principal Payment Of \$170,000 & Interest Payment Of \$225,881.

\* Approximate Amounts

**Series 2018 Bond Information**

Original Par Amount =	\$9,805,000	Annual Principal Payments Due:
Interest Rate =	3.625% - 5.0%	November 1st
Issue Date =	January 2018	Annual Interest Payments Due:
Maturity Date =	November 2048	May 1st & November 1st

Par Amount As Of 9/30/19 = \$9,805,000

**RESOLUTION 2019-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Hillcrest Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Hollywood, Florida; and

**WHEREAS**, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** A Public Hearing will be held to adopt the District’s Amended and Restated Rules of Procedure on \_\_\_\_\_, 2020, at \_\_\_\_\_ p.m., at Parkview at Hillcrest Clubhouse – Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 5<sup>th</sup> day of November, 2019.

**ATTEST:**

**HILLCREST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

## MEMORANDUM

TO: Hillcrest Community Development District  
Board of Supervisors

FROM: Jonathan T. Johnson

RE: Updated Provisions of the District's Rules of Procedure

DATE: November 5, 2019

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Please find attached to this memorandum an updated version of the Hillcrest Community Development District's (the "District's") Rules of Procedure (the "Rules"). Several substantive revisions were made to maintain consistency between the Rules and the current Florida Statutes, including changes implemented in the most recent legislative session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting changes and edits are not discussed. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact me via e-mail at [jonathanj@hgslaw.com](mailto:jonathanj@hgslaw.com) or via phone at 850-222-7500.

### Costs Associated With Public Records Requests (Pages 8–9)

Language was added to Rule 1.2(4) to reflect statutory language regarding calculation of special charges for responding to certain public records requests, and to state that the District is under no duty to produce requested records if the requestor has not paid the required costs or has outstanding charges. The language will help minimize expenses incurred by the District in responding to public records requests.

### Financial Disclosure Coordination (Page 9)

Rule 1.2(7) was added to maintain consistency with legislation that was passed during the 2019 legislative session. The rule designates the Secretary as the District's Financial Disclosure Coordinator (the "Coordinator") (unless the District designates otherwise by resolution) and requires the Coordinator to create, maintain, and update certain records and provide them to the Florida Commission on Ethics by certain deadlines. Each Supervisor or other Reporting Individual must notify the Coordinator in writing if there are changes to his or her name, e-mail address, or physical address, and must notify the Commission on Ethics of changes to his or her e-mail address.

### Agenda and Meeting Materials (Page 11)

Rule 1.3(3) was amended to reflect statutory requirements that the agenda and meeting materials available in an electronic format, excluding confidential and exempt information, shall be

made available to the public at least seven days before a meeting, hearing, or workshop. The amended rule also clarifies circumstances in which the agenda may be amended or additional materials added after initial posting. It additionally specifies which documents constitute “meeting materials.” Documents that do not meet the definition of “meeting materials” may still be provided to the Board, but will be considered supplementary materials and are not required to be made available to the public before the meeting. Supplementary materials may include, but are not necessarily limited to, the following: financial statements, informational reports, and copies of receipts and invoices.

#### Flexibility for Board Authorization (Page 13)

Language was added to Rule 1.3(11) to allow the Board to waive formal approval or disapproval procedures. This will allow the Board flexibility to use different procedures when necessary and will protect the validity of the Board’s actions where there is a technical irregularity but the Board has otherwise made its decision clear.

#### Security and Firesafety Board Discussions (Page 14)

Rule 1.3(14) was added to reflect the fact that portions of a meeting which would reveal a security or firesafety system plan or portion thereof made confidential and exempt by Florida law are exempt from Florida’s statutory public meeting requirements. Including this rule will clarify the procedures the Board should use to ensure that confidential and exempt information is not made public.

#### Internal Controls to Prevent Fraud, Waste and Abuse (Page 15)

Rule 1.4 was added to reflect legislative changes enacted in the 2019 legislative session requiring special districts to establish and maintain internal controls to prevent fraud, waste, and abuse. Our office plans to work with the District Manager and auditor to develop the internal controls, which the Board will adopt in the same manner as it does policies.

#### Notice of Competitive Solicitation (Pages 27 and 36)

Rules 3.1(3) and 3.3(2)(c) have been amended to state that when a consultant has asked to be provided with notice of the District’s competitive solicitations, the District Manager’s failure to provide them with a copy of the notice will not give them bid protest rights or otherwise disqualify the District’s otherwise valid procurement. This will reduce the District’s exposure to potential bid protests and decrease the likelihood of a procurement being considered invalid due to a technical irregularity.

#### Procedure Regarding Auditor Selection (Page 31)

Language has been added to the introductory paragraph to Rule 3.2 to clarify that the District need not use the procedures set out by the Rule for audits required under Chapter 190 of the Florida Statutes but which do not meet the thresholds of Chapter 218 of the Florida Statutes.

Additionally, the requirements for composition of the Auditor Selection Committee in Rule 3.2(2) have been amended to reflect legislation passed during the 2019 legislative session. Now, at

least one individual on the Committee must be a member of the Board; the Chairperson of the Committee must be a member of the Board; and an employee, chief executive officer, or chief financial officer of the District may not be a member of the Committee but may serve in an advisory capacity.

#### Contract Periods (Pages 34, 56, and 59)

Rules 3.2(8)(d), 3.8(5), and 3.9(4) have been amended to set the maximum contract period for auditing services, the maximum renewal period for contracts for the purchase of goods, supplies, materials, and the maximum renewal period for contracts for maintenance services at five (5) years. This will provide greater specificity to guide contract terms.

#### Suspension, Revocation, or Denial of Qualification (Pages 40–42)

Rule 3.4(3) has been added to specify the procedures to be used if the District wishes to suspend, revoke, or deny a pre-qualified vendor's pre-qualified status. It specifies what constitutes good cause for such suspension, revocation, or denial; the effect of the suspension, revocation, or denial; hearing procedures the District must follow; and factors influencing the time period of the suspension, revocation, or denial.

#### Protest Bonds (Pages 61–62)

Rule 3.11(1)(c) has been amended to require that both the requirement for and the amount of the protest bond be disclosed in the competitive solicitation documents, and to allow the amount of the bond to be any amount within the limits imposed by Florida law.



### Minor Changes

The following minor changes have also been made to the Rules:

Rule 1.1(1): This Rule has been amended to clarify requirements for Board members appointed or elected to elector seats. (Page 2).

Rule 1.1(2)(c) and (d): These Rules have been amended to include the words “at least” before the required amounts of the Secretary’s or Treasurer’s fidelity bonds or employee theft insurance policies to accommodate the possibility of greater amounts. (Page 4).

Rule 1.1(6): This Rule has been amended to include the Florida Constitution as a governing authority on voting conflicts of interest. This change reflects the recently passed Amendment 12 to the Florida Constitution. (Pages 5–6).

Rules 1.3(1)(e), (1)(d), (1)(f); and 3.2(9): These Rules were amended to allow inclusion of language substantially similar to that recited in the Rules. (Pages 10–11 and 34).

Rule 1.3(6): This Rule was amended to require the chair or vice chair to consult with the District Manager and District Counsel, if they are available, before calling an emergency meeting. (Page 12).

Rule 2.0(12)(d): This Rule has been amended to allow 90 days instead of 60 days for the Board to announce a decision on a petition for variance or waiver of its Rules. (Page 21).

Rule 3.0(3)(b): The dollar thresholds in this Rule have been increased to \$2,000,000 for a study activity when the fee for such Professional Services to the District does not exceed the increased amount of \$200,000, to reflect the current statutory thresholds. (Page 22).

Rules 3.1(4)(b), 3.6(2)(c)(ii)6., and 3.8(2)(k): The word “responsive” has been added to allow the Board to proceed with evaluating and selecting a proposal from the submissions if it receives fewer than three responsive proposals. (Pages 28, 49 and 55).

Rule 3.2(3)(b): “Understanding of scope of work” has been removed from the list of required factors used to evaluate auditing proposals. The District may still include this as an evaluation criterion if it wishes, but it is not required to do so. (Page 32).

Rule 3.2(7)(b): Language has been added to specify that if the Board does not select the highest-ranked qualified auditing firm, it must document in its records its reason for not doing so. (Page 33).

Rules 3.5(2)(e) and 3.6(2)(c)(ii)3.: “Reemployment assistance” has been added to the non-exclusive list of subjects of federal labor or employment laws of which violation may render a contractor ineligible to submit a bid, response, or proposal for a District project. (Pages 44 and 48).

Rule 3.11(6): Language was added specifying that the District may reject all qualifications, proposals, replies, or responses and start the competitive solicitation process anew if all of the bids, proposals, replies, and responses are too high. (Page 63).

**RESOLUTION 2019-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE SECOND LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Hillcrest Community Development District (hereinafter the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within City of Hollywood, Florida; and

**WHEREAS**, pursuant to Section 190.006(2), Florida Statutes, a landowners’ meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

**WHEREAS**, such landowners’ meeting was held on November 5, 2019, at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

**WHEREAS**, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. The following person is found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

_____	Votes _____
_____	Votes _____
_____	Votes _____
_____	Votes _____
_____	Votes _____

Section 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisor, the above-named person is declared to have been elected for the following term of office:

_____	4 Year Term	Seat ____
_____	4 Year Term	Seat ____
_____	2 Year Term	Seat ____
_____	2 Year Term	Seat ____
_____	2 Year Term	Seat ____

Section 3. This resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF NOVEMBER, 2019.**

**Attest:**

**HILLCREST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman

## **FINANCIAL RISK MANAGEMENT POLICY**

(Fiscal Year 2018/2019)

Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of good 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 (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 1<sup>st</sup> through September 30<sup>th</sup>) from which an independent fiscal year annual audit is prepared; and
- f.** Within sixty (60) days of the end of each fiscal year (September 30<sup>th</sup>) 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.

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