



**HILLCREST
COMMUNITY DEVELOPMENT
DISTRICT**

**BROWARD COUNTY
SPECIAL BOARD MEETING
OCTOBER 15, 2020
2:00 P.M.**

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

www.hillcrestcdd.org
561.630.4922 Telephone
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AGENDA
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING

October 15, 2020

2:00 P.M.

JOIN BY VIDEO ACCESS: <https://us02web.zoom.us/j/3341025013>

Meeting ID: 334 102 5013

Call-In: 929-436-2866

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish a Quorum
- D. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- E. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretary
- F. Additions or Deletions to Agenda
- G. Comments from the Public for Items Not on the Agenda
- H. Approval of Minutes
 - 1. August 20, 2020 Regular Board Meeting & Public Hearings.....Page 2
- I. Old Business
 - 1. Staff Report as Required
- J. New Business
 - 1. Consider Resolution No. 2020-06 – Adopting a Fiscal Year 2019/2020 Amended Budget....Page 7
- K. Administrative & Operational Matters
 - 1. Staff Report as Required
- L. Board Members & Staff Closing Comments
- M. Adjourn

Broward Daily Business Review

Oct. 7, 2020

Miscellaneous Notices

NOTICE OF SPECIAL BOARD MEETING OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Hillcrest Community Development District (the "District") will hold a Special Board Meeting (the "Meeting") of its Board of Supervisors (the "Board") on October 15, 2020, at 2:00 p.m. to be conducted by telephonic and video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112, 20-114, 20-150, 20-179, 20-193, and 20-246 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 8, 2020, June 24, 2020, July 29, 2020, August 7, 2020, and September 30, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The Meeting is being held for the necessary public purpose of considering the Fiscal Year 2019/2020 Amended Budget. At such time the Board is so authorized and may consider any business that may lawfully and properly come before it.

While it is necessary to hold the Meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Participants may attend the Meeting by accessing the District's website, www.hillcrestcdd.org and clicking on the meeting link you will find on the homepage, or utilizing the following login information:

Join by URL for VIDEO ACCESS at: <https://us02web.zoom.us/j/3341025013>

OR

Call In at: 929-436-2866

Meeting ID: 334 102 5013

A copy of the budget and/or the agenda for the Meeting may be obtained at the offices of the District Manager, c/o Special District Services, Inc., at (561) 630-4922 or nnguyen@sdsinc.org (the "District Manager's Office") during normal business hours.

The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The Meeting may be continued to a date, time, and place to be specified on the record at the Meeting.

Any person requiring special accommodations in order to access and participate in the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

As indicated above, this Meeting will be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video confer-

encing, or other communications media technology being utilized to conduct this Meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. Similarly, any person requiring or that otherwise may need assistance accessing or participating in this Meeting because of a disability or physical impairment is strongly encouraged to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

HILLCREST COMMUNITY DEVELOPMENT DISTRICT

www.hillcrestcdd.org

10/7 20-55/0000492050B

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARINGS
AUGUST 20, 2020**

Note: The Hillcrest Community Development District (the “District”) Regular Board Meeting was held via technological means as a result of the public health emergency that exists in the State of Florida as a consequence of the COVID-19 coronavirus, in light of the guidelines established by the Centers for Disease Control for the protection of all members of the community, and with the authority granted by Executive Orders issued by Governor Ron DeSantis, including Executive Order 20-69 (Emergency Management—COVID-19—Local Government Public Meetings) authorizing the use of communications technology, as provided in Section 120.54(5)(b)2, Florida Statutes.

A. CALL TO ORDER

District Manager Nancy Nguyen called the August 20, 2020, Regular Board Meeting of District to order at approximately 2:02 p.m. via technological means pursuant to Executive Orders 20-52, 20-69, 20-112, 20-114, 20-150, and 20-179 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 8, 2020, June 24, 2020, and July 29, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Broward Daily Business Review* on August 7, 2020, as legally required.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the virtual attendance of Vice Chairman David Kanarek and Supervisors Patrick Gonzalez and Bradley Kesselman constituted a quorum and it was in order to proceed with the meeting.

Staff in virtual attendance were: District Manager Nancy Nguyen of Special District Services, Inc.; and Jonathan Johnson of Hopping Green & Sams, P.A.

D. CONSIDER RESIGNATION (RICH KASSER)

Ms. Nguyen stated that she was in possession of a resignation letter from Rich Kasser with an effective date of June 5, 2020, and it would be in order for the Board of Supervisors (the “Board”) to consider his resignation at this time. A discussion ensued after which:

A **motion** was made by Mr. Kanarek, seconded by Mr. Gonzalez and unanimously passed to accept the resignation of Rich Kasser, effective June 5, 2020.

Ms. Nguyen stated that there was now a vacancy in Seat #3, which term expires in November 2023.

E. ELECTION OF OFFICERS

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

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

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

F. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

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

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

H. APPROVAL OF MINUTES

1. May 21, 2020, Special Board Meeting

Ms. Nguyen presented the minutes of the May 21, 2020, Special Board Meeting and asked if there were any corrections and/or revisions. There being none, a **motion** was made by Mr. Gonzalez, seconded by Mr. Kanarek and passed unanimously approving the May 21, 2020, Special Board Meeting minutes, as presented.

NOTE: At approximately 2:05 p.m., Ms. Nguyen recessed the Regular Meeting and simultaneously opened Public Hearing 1.

I. PUBLIC HEARING 1 – ADOPTION OF AMENDED & RESTATED RULES OF PROCEDURE

1. Proof of Publication

Ms. Nguyen presented proof of publication that notice of the Public Hearing had been published in the *Broward Daily Business Review* on July 20, 2020, and July 21, 2020, as legally required.

2. Receive Public Comments on Adopting Amended & Restated Rules of Procedure

Ms. Nguyen opened the public comment portion of the public hearing to receive comments on the amended and restated rules of procedure. There being no comments, Ms. Nguyen closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2020-02 – Adopting Amended & Restated Rules of Procedure

Ms. Nguyen presented Resolution No. 2020-02, entitled:

RESOLUTION 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF

PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Gonzalez, seconded by Mr. Kanarek and passed unanimously to adopt Resolution No. 2020-02, as presented.

NOTE: At approximately 2:05 p.m., Ms. Nguyen closed Public Hearing 1 and simultaneously opened Public Hearing 2.

J. PUBLIC HEARING 2 – ADOPTION OF FINAL BUDGET & ASSESSMENTS
1. Proof of Publication

Ms. Nguyen presented proof of publication that notice of the Public Hearing had been published in the *Broward Daily Business Review* on July 31, 2020, and August 7, 2020, as legally required.

2. Receive Public Comments on the Fiscal Year 2020/2021 Final Budget & Assessments

Ms. Nguyen opened the public comment portion of the public hearing to receive comments on the 2020/2021 fiscal year final budget and non-ad valorem special assessments. There being no comments, Ms. Nguyen closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2020-03 – Appropriations Resolution FY 2020/2021

Ms. Nguyen presented Resolution No. 2020-03, entitled:

RESOLUTION 2020-03

THE ANNUAL APPROPRIATION RESOLUTION OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen stated that the document provides for approving and adopting the fiscal year 2020/2021 final budget. A discussion ensued after which:

A **motion** was made by Mr. Gonzalez, seconded by Mr. Kanarek and unanimously passed to approve and adopt Resolution No. 2020-03, *as presented*; thereby setting the 2020/2021 final budget.

4. Consider Resolution No. 2020-04 – Assessment Resolution/Tax Roll FY 2020/2021

Ms. Nguyen presented Resolution No. 2020-04, entitled:

RESOLUTION 2020-04

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 2020/2021;

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.

Ms. Nguyen stated that the document provides for approving and adopting the fiscal year 2020/2021 non-ad valorem special assessment tax roll. A discussion ensued after which:

A **motion** was made by Mr. Gonzalez, seconded by Mr. Kanarek and unanimously passed to approve and adopt Resolution No. 2020-04, *as presented*; thereby setting the 2020/2021 non-ad valorem special assessment tax roll.

NOTE: At approximately 2:07 p.m., Ms. Nguyen closed Public Hearing 2 and simultaneously reconvened the Regular Meeting.

K. OLD BUSINESS
1. Staff Report, as Required

There was no Staff Report at this time.

L. NEW BUSINESS
1. Consider Resolution No. 2020-05 – Adopting a Fiscal Year 2020/2021 Meeting Schedule

Ms. Nguyen presented Resolution No. 2020-05, entitled:

RESOLUTION NO. 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Gonzalez, seconded by Mr. Kanarek and unanimously passed to approve and adopt Resolution No. 2020-05, *as presented*; thereby setting the 2020/2021 regular meeting schedule and authorizing the publication of the annual meeting schedule, as required by law.

2. Consider Stormwater Management Facility Easement Agreement

Ms. Nguyen informed the Board that this item would be tabled to a future meeting.

M. ADMINISTRATIVE MATTERS
1. Staff Report, as Required

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until October 15, 2020, to approve the 2019/2020 amended budget.

N. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Kanarek, seconded by Mr. Gonzalez and passed unanimously to adjourn the meeting at 2:09 p.m.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

RESOLUTION NO. 2020-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2019/2020 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) 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 2019/2020 attached hereto as Exhibit “A” is hereby approved and adopted by the Board.

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 15th day of October, 2020.

ATTEST:

**HILLCREST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Hillcrest
Community Development District

**Amended Final Budget For
Fiscal Year 2019/2020
October 1, 2019 - September 30, 2020**

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 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET 10/1/19 - 9/30/20	AMENDED FINAL BUDGET 10/1/19 - 9/30/20	YEAR TO DATE ACTUAL 10/1/19 - 9/29/20
REVENUES			
O & M Assessments	87,521	88,251	88,251
Debt Assessments	662,543	662,543	662,543
Other Revenues	0	0	0
Interest Income	0	120	116
Total Revenues	\$ 750,064	\$ 750,914	\$ 750,910
EXPENDITURES			
Supervisor Fees	0	0	0
Engineering/Inspections	2,500	0	0
Management	34,320	34,320	34,320
Legal	20,000	18,000	10,821
Assessment Roll	5,000	5,000	5,000
Audit Fees	3,500	3,500	3,500
Arbitrage Rebate Fee	650	650	650
Insurance	7,250	5,750	5,750
Legal Advertisements	1,750	2,300	1,746
Miscellaneous	1,300	1,100	43
Postage	300	160	154
Office Supplies	725	225	213
Dues & Subscriptions	175	175	175
Trustee Fees	3,800	3,708	3,708
Continuing Disclosure Fee	1,000	1,000	1,000
TOTAL EXPENDITURES	\$ 82,270	\$ 75,888	\$ 67,080
Excess/ (Shortfall)	\$ 667,794	\$ 675,026	\$ 683,830
Bond Payments	(622,790)	(640,029)	(640,029)
Balance	\$ 45,004	\$ 34,997	\$ 43,801
County Appraiser & Tax Collector Fee	(15,001)	(2,090)	(2,090)
Discounts For Early Payments	(30,003)	(23,399)	(23,399)
Net Excess/ (Shortfall)	\$ -	\$ 9,508	\$ 18,312

FUND BALANCE AS OF 9/30/19
FY 2019/2020 FUND BALANCE ACTIVITY
FUND BALANCE AS OF 9/30/20

\$34,580
\$9,508
\$44,088

AMENDED FINAL BUDGET
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET 10/1/19 - 9/30/20	AMENDED FINAL BUDGET 10/1/19 - 9/30/20	YEAR TO DATE ACTUAL 10/1/19 - 9/29/20
REVENUES			
Interest Income	50	443	437
NAV Assessment Collection	622,790	640,029	640,029
Total Revenues	\$ 622,840	\$ 640,472	\$ 640,466
EXPENDITURES			
Principal Payments	175,000	170,000	170,000
Interest Payments	445,600	448,681	448,681
Bond Redemption	2,240	0	0
Total Expenditures	\$ 622,840	\$ 618,681	\$ 618,681
Excess/ (Shortfall)	\$ -	\$ 21,791	\$ 21,785

FUND BALANCE AS OF 9/30/19	\$715,798
FY 2019/2020 ACTIVITY	\$21,791
FUND BALANCE AS OF 9/30/20	\$737,589

Notes

Reserve Fund Balance = \$313,024*. Revenue Fund Balance = \$424,565*

Revenue Fund Balance To Be Used To Make 11/1/2020 Principal & Interest Payment Of \$397,800 -
Principal Payment Of \$175,000 & Interest Payment Of \$222,800.

* 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 9/30/20 = \$9,635,000