



**HILLCREST
COMMUNITY DEVELOPMENT
DISTRICT**

**BROWARD COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
MAY 18, 2023
8:30 A.M.**

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

www.hillcrestcdd.org
786.347.2700 ext. 2027 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
Parkview at Hillcrest Clubhouse Community Room
4600 Hillcrest Drive
Hollywood, Florida 33021
REGULAR BOARD MEETING & PUBLIC HEARING
May 18, 2023
8:30 A.M.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish a Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. March 16, 2023 Regular Board Meeting.....Page 2
- G. Public Hearing
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 - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
 - 3. Consider Resolution No. 2023-03 – Appropriations Resolution Fiscal Year 2023/2024.....Page 7
 - 4. Consider Resolution No. 2022-04 – Assessment Resolution/Tax Roll Fiscal Year 2022/2023...Page 15
- H. Old Business
 - 1. Discussion Regarding Stormwater System Cleaning
- I. New Business
 - 1. Appointment of Audit Committee & Hold Audit Committee Meeting.....Page 20
 - a. Audit Committee Approval of Audit Criteria to Evaluate Audit Firms
 - b. Announcement to Advertise Requests for Proposals (RFPs) for Auditing Services
 - 2. Consider Resolution No. 2023-05 – Adopting a FY 2023/2024 Meeting Schedule.....Page 24
- J. Administrative & Operational Matters
 - 1. Discussion Regarding Qualified Elector (Registered Voter) Certification.....Page 26
 - 2. Statement of Financial Interest 2022 Form 1 – Deadline: July 1, 2023
- K. Board Members & Staff Closing Comments
- L. Adjourn

BROWARD

STATE OF FLORIDA
COUNTY OF BROWARD:

Before the undersigned authority personally appeared SCHERRIE A. THOMAS, 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 2022/2023 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper by print in the issues of and/or by publication on the newspaper's website, if authorized, on

10/11/2022

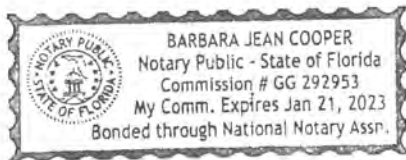
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.



Sworn to and subscribed before me this
11 day of OCTOBER, A.D. 2022



(SEAL)
SCHERRIE A. THOMAS personally known to me



**HILLCREST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
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 8:30 a.m. at the Parkview at Hillcrest Clubhouse Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021 on the following dates:

- October 20, 2022
- January 19, 2023
- March 16, 2023
- May 18, 2023
- July 20, 2023
- September 21, 2023

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 nnguyen@sdsinc.org 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 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 nnguyen@sdsinc.org 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
10/11 22-45/0000624773B

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 16, 2023**

A. CALL TO ORDER

The Regular Board Meeting of the Hillcrest Community Development District (the “District”) was called to order at 8:40 a.m. in the Parkview at Hillcrest Clubhouse Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021.

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 March 6, 2023, *as legally required*.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairman David Kanarek, Vice Chairman Daniel Lemus and Supervisor Jamaine Lemon constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Nancy Nguyen of Special District Services, Inc. and District Counsel Jonathan Johnson (via speakerphone) of Kutak Rock LLP.

Also in attendance was: Amarilis Rodriguez, Manager for Parkview at Hillcrest Homeowners Association, Inc., and Abbey Kessman, of Hollywood, Florida.

D. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

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

Ms. Kessman stated that she would like to discuss the future use of certain tracts in Phase II. As such, Ms. Nguyen stated that she would like to add the following item to the agenda.

H. New Business Item 4. Discussion Regarding Future Tract Use

The Board acknowledged Ms. Nguyen’s request.

F. APPROVAL OF MINUTES

1. October 20, 2022, Regular Board Meeting

Ms. Nguyen presented the minutes of the October 20, 2022, Regular Board Meeting and asked if there were any corrections and/or revisions. There being none, a **motion** was made by Mr. Lemon, seconded by Mr. Kanarek and passed unanimously approving the October 20, 2022, Regular Board Meeting and minutes, *as presented*.

G. OLD BUSINESS

1. Staff Report, as Required

There was no staff report at this time.

H. NEW BUSINESS

1. Consideration Resolution No. 2023-01 – Adopting a FY 2023/2024 Proposed Budget

Ms. Nguyen presented Resolution No. 2023-01, entitled:

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen read the title into the record and provided an explanation for the document. Ms. Nguyen advised that since the overall proposed assessments were not increasing in the fiscal year 2023/2024, letters to the residents would not be required. Furthermore, Ms. Nguyen stated as part of Resolution No. 2023-01, the Board must set a date for the public hearing to adopt the fiscal year 2023/2024 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Mr. Lemon, seconded by Mr. Lemus and unanimously passed to approve and adopt Resolution No. 2023-01, *as presented*, setting the public hearing to adopt the fiscal year 2023/2024 final budget and assessments for May 18, 2023, at 8:30 a.m. in the Parkview at Hillcrest Clubhouse Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021; and further authorizes publication/notice of the budget public hearing, *as required by law*.

2. Discussion Regarding Stormwater System Cleaning

Ms. Nguyen explained that the City of Hollywood was completing some inspections in the District. As such, this item will be tabled to a future meeting.

3. Consider Resolution No. 2023-02 – Adopting A Public Records Retention Policy

Resolution No. 2023-02 Option 2 was presented, entitled:

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

Ms. Nguyen presented a memorandum and Resolution 2023-02 Option 1 and Resolution 2023-02 Option 2 provided to her by Mr. Johnson. Ms. Nguyen explained that the purpose of the resolution is to establish the District's Records Retention Policy.

Ms. Nguyen explained that Option 1 allows the District to adopt the Florida Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. She further explained that this option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws.

Ms. Nguyen explained that Option 2 allows the District to adopt the Florida Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time. Ms. Nguyen recommended this option.

Mr. Johnson further explained the two (2) options and also recommended Option 2.

A **motion** was made by Mr. Lemus, seconded by Mr. Kanarek and unanimously passed to approve and adopt Resolution No. 2023-02, Option 2.

4. Discussion Regarding Future Tract Use

Ms. Nguyen stated that this item was added at the request of Ms. Abbey Kessman. Ms. Kessman asked that more information be provided on what the future plans are for a particular parcel in Phase II. Ms. Kessman provided the Parcel ID: 514219185310, and presented an image of the tract to the Board. Ms. Nguyen explained that there are no future plans for this tract as this tract falls under the Broward County Miscellaneous Use for water retention/ditch. Ms. Kessman thanked the Board and Ms. Nguyen for their explanation.

I. ADMINISTRATIVE MATTERS

1. Staff Report, as Required

There were no administrative matters to discuss at this time.

J. BOARD MEMBER COMMENTS

Ms. Nguyen stated that unless an emergency were to arise, the District meeting will be held on May 18, 2023.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Kanarek, seconded by Mr. Lemus and passed unanimously to adjourn the meeting at 8:49 a.m.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

Location Broward County, Florida

Notice Text

HILLCREST COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE
FISCAL YEAR 2023/2024 BUDGET, AND NOTICE OF REGULAR BOARD OF
SUPERVISORS' MEETING.

The Board of Supervisors (the "Board") of the Hillcrest Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on May 18, 2023, at 8:30 a.m., or as soon thereafter as the meeting can be heard, at the Parkview at Hillcrest Clubhouse Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021.

The purpose of the Public Hearing is to receive public comment on the District's Proposed Final Budget and Non-Ad Valorem Assessment Roll for the fiscal year beginning October 1, 2023, and ending September 30, 2024 ("Fiscal Year 2023/2024"). The purpose of the Regular Board Meeting is to consider any other District business that may lawfully and properly come before the Board. A copy of the Proposed Final Budget and/or the Agenda may be obtained from the District's website or by contacting the District Manager at 786-347-2700 ext. 2027, during normal business hours.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager at least seven (7) days 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.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or 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.

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

HILLCREST COMMUNITY DEVELOPMENT DISTRICT

www.hillcrestcdd.org

4/28 5/5 23-23/0000659292B

RESOLUTION 2023-03

THE ANNUAL APPROPRIATION RESOLUTION OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the Hillcrest Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Hillcrest Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$796,440 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$133,897
DEBT SERVICE FUND – SERIES 2018	\$662,543
TOTAL ALL FUNDS	\$796,440

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 18TH DAY OF MAY, 2023.

ATTEST:

HILLCREST COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

By: _____

Its: _____

Hillcrest
Community Development District

**Final Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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- II DETAILED FINAL BUDGET
- III DETAILED FINAL DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

FINAL BUDGET
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET	
REVENUES		
O&M Assessments		133,897
Debt Assessments		662,543
Interest Income		240
TOTAL REVENUES	\$	796,680
EXPENDITURES		
Supervisor Fees		0
Engineering/Inspections		3,000
Management		37,728
Legal		15,000
Assessment Roll		5,000
Audit Fees		3,900
Arbitrage Rebate Fee		650
Insurance		7,200
Legal Advertisements		1,400
Miscellaneous		900
Postage		300
Office Supplies		550
Dues & Subscriptions		175
Trustee Fees		3,800
Continuing Disclosure Fee		500
Stormwater System Maintenance		16,000
Miscellaneous Lake Maintenance		13,000
Perimeter Wall		8,000
Stormwater 20-Year Analysis Report		3,000
Maintenance Contingency		6,000
TOTAL EXPENDITURES	\$	126,103
REVENUES LESS EXPENDITURES	\$	670,577
Bond Payments		(622,790)
BALANCE	\$	47,787
County Appraiser & Tax Collector Fee		(15,929)
Discounts For Early Payments		(31,858)
EXCESS/ (SHORTFALL)	\$	-

DETAILED FINAL BUDGET
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
O&M Assessments	86,604	134,086	133,897	Expenditures/.94
Debt Assessments	662,543	662,543	662,543	Bond Payments/.94
Interest Income	196	120	240	Interest Projected At \$20 Per Month
TOTAL REVENUES	\$ 749,343	\$ 796,749	\$ 796,680	
EXPENDITURES				
Supervisor Fees	0	0	0	
Engineering/Inspections	7,548	3,000	3,000	No Change From 2022/2023 Budget
Management	35,580	36,636	37,728	CPI Adjustment (Capped At 3%)
Legal	3,348	17,000	15,000	\$2,000 Decrease From 2022/2023 Budget
Assessment Roll	5,000	5,000	5,000	As Per Contract
Audit Fees	3,700	3,800	3,900	\$100 Increase From 2022/2023 Budget
Arbitrage Rebate Fee	650	650	650	No Change From 2022/2023 Budget
Insurance	6,249	6,700	7,200	Fiscal Year 2022/2023 Expenditure Was \$6,718
Legal Advertisements	678	1,500	1,400	\$100 Decrease From 2022/2023 Budget
Miscellaneous	239	1,000	900	\$100 Decrease From 2022/2023 Budget
Postage	437	300	300	No Change From 2022/2023 Budget
Office Supplies	400	600	550	\$50 Decrease From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fees	3,709	3,800	3,800	No Change From 2022/2023 Budget
Continuing Disclosure Fee	500	1,000	500	\$500 Decrease From 2022/2023 Budget
Stormwater System Maintenance	0	16,000	16,000	No Change From 2022/2023 Budget
Miscellaneous Lake Maintenance	0	13,000	13,000	No Change From 2022/2023 Budget
Perimeter Wall	0	8,000	8,000	No Change From 2022/2023 Budget
Stormwater 20-Year Analysis Report	0	3,000	3,000	Second Of Five Years - Total Cost = \$15,000
Maintenance Contingency	30,189	5,000	6,000	Maintenance Contingency
TOTAL EXPENDITURES	\$ 98,402	\$ 126,161	\$ 126,103	
REVENUES LESS EXPENDITURES	\$ 650,941	\$ 670,588	\$ 670,577	
Bond Payments	(635,301)	(622,790)	(622,790)	2024 P & I Payments Less Earned Interest
BALANCE	\$ 15,640	\$ 47,798	\$ 47,787	
County Appraiser & Tax Collector Fee	(2,082)	(15,933)	(15,929)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(28,707)	(31,865)	(31,858)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (15,149)	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	544	25	100	Projected Interest For 2023/2024
NAV Tax Collection	635,301	622,790	622,790	Maximum Debt Service Collection
Total Revenues	\$ 635,845	\$ 622,815	\$ 622,890	
EXPENDITURES				
Principal Payments	180,000	195,000	200,000	Principal Payment Due In 2024
Interest Payments	435,994	425,844	418,775	Interest Payments Due In 2024
Bond Redemption	0	1,971	4,115	Estimated Excess Debt Collections
Total Expenditures	\$ 615,994	\$ 622,815	\$ 622,890	
Excess/ (Shortfall)	\$ 19,851	\$ -	\$ -	

Series 2018 Bond Information

Original Par Amount =	\$9,805,000	November 1st
Interest Rate =	3.625% - 5.000%	May 1st & November 1st
Issue Date =	January 2018	
Maturity Date =	November 2048	
Par Amount As Of 1/1/23 =	\$9,090,000	

HILLCREST COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

	Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Projected Assessment*
O & M For Single Familys	\$ 134.27	\$ 133.70	\$ 207.90	\$ 207.60
Debt For Single Familys	\$ 1,146.80	\$ 1,146.80	\$ 1,146.80	\$ 1,146.80
Total For Single Family	\$ 1,281.07	\$ 1,280.50	\$ 1,354.70	\$ 1,354.40
O & M For Townhomes	\$ 134.27	\$ 133.70	\$ 207.90	\$ 207.60
Debt For Townhomes	\$ 938.29	\$ 938.29	\$ 938.29	\$ 938.29
Total For Townhomes	\$ 1,072.56	\$ 1,071.99	\$ 1,146.19	\$ 1,145.89

* Assessments Include the Following:

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

Community Information:

Single Familys: 275 Units
 Townhomes: 370 Units
 Total: 645 Units

RESOLUTION 2023-04

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 2023/2024; 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.

WHEREAS, the Hillcrest Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Broward County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Hillcrest Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 18th day of May, 2023.

ATTEST:

**HILLCREST COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair, Board of Supervisors

Exhibit A: Budget

Exhibit B: Assessment Roll

Exhibit A
Budget

Exhibit B
Assessment Roll

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel (10 Points).*

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience (10 Points).*

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work (10 Points).*

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services (10 Points).*

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price (10 Points).*

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022/2023, 2023/2024 and 2024/2025
With Two Year Option (2025/2026 and 2026/2027)
Broward County, Florida**

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than August 24, 2023 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. REJECTION OF PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit two (2) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Hillcrest Community Development District” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

SECTION 15. REJECTION OF ALL PROPOSALS. The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Hillcrest Community Development District (the "District") to establish a regular meeting schedule for fiscal year 2023/2024; and

WHEREAS, the Board of Supervisors (the "Board") of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT, BROWARD COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted the Board.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted by the Board and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 18th day of May, 2023.

ATTEST:

**HILLCREST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 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 8:30 a.m. at the Parkview at Hillcrest Clubhouse Community Room located at 4600 Hillcrest Drive, Hollywood, Florida 33021 on the following dates:

**October 19, 2023
November 16, 2023
January 18, 2024
March 21, 2024
May 16, 2024
July 18, 2024
September 19, 2024**

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 nnguyen@sdsinc.org 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 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 nnguyen@sdsinc.org 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

PUBLISH: BROWARD DAILY BUSINESS REVIEW 11/06/23

MEMORADUM

To: Nancy Nguyen
District Manager

From: Patricia Santiago
Administration Director

Date: April 18, 2023

Subject: Number of Registered Voters Request

Pursuant to your request, please be advised that the number of registered voters as of April 15, 2023 in the Special District/Community Development District (CDD) requested is as follows:

Special District/CDD	# of Registered Voters
Hillcrest Community Development District	5,075

We hope this information has been of assistance to you.

MEMORADUM

To: Nancy Nguyen
District Manager

From: Patricia Santiago
Administration Director

Date: April 18, 2023

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