



**HILLCREST
COMMUNITY DEVELOPMENT
DISTRICT**

**BROWARD COUNTY
REGULAR BOARD MEETING
MARCH 21, 2024
8:30 A.M.**

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

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AGENDA
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
Parkview at Hillcrest Clubhouse Community Room
4500 Hillcrest Drive
Hollywood, Florida 33021
REGULAR BOARD MEETING
March 21, 2024
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. October 19, 2023 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report, as Required
- H. New Business
 - 1. Discussion Regarding Perimeter Wall Pressure Cleaning
 - 2. Consider Resolution No. 2024-01 – Adopting a FY 2024/2025 Proposed Budget.....Page 5
 - 3. Discussion Regarding Required Ethics Training.....Page 13
- I. Administrative & Operational Matters
 - 1. Qualifying Period Announcement: Noon, June 10, 2024 – Noon, June 14, 2024 (Seats 2 & 3)
- J. Board Members & Staff Closing Comments
- K. Adjourn

NOTICE OF REGULAR BOARD MEETING OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT NOTICE IS HEREBY GIVEN that the Hillcrest Community Development District (the District) will hold a Regular Board Meeting (the Meeting) of its Board of Supervisors (the Board) on March 21, 2024, at 8:30 a.m. in the Community Room located at Parkview at Hillcrest Clubhouse at 4500 Hillcrest Drive, Hollywood, Florida 33021. The Meeting is being held for the necessary public purpose of considering any District business which may lawfully and properly come before the Board. At such time the Board is so authorized and may consider any business that may properly come before it. A copy of 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 Managers 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 Managers 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 Managers Office. Anyone requiring assistance in order to participate in this Meeting should contact the District Managers 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 Managers 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 3/11/24 7596406

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 19, 2023**

A. CALL TO ORDER

The Regular Board Meeting of the Hillcrest Community Development District (the “District”) was called to order at 9:08 a.m. in the Parkview at Hillcrest Clubhouse Community Room located at 4500 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 October 6, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Vice Chairman Daniel Lemus and Supervisors Andrew Maxey and 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.

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

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

F. APPROVAL OF MINUTES

1. May 18, 2023, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the May 18, 2023, Regular Board Meeting and Public Hearing and asked if there were any corrections and/or revisions. There being none, a **motion** was made by Mr. Lemon, seconded by Mr. Lemus and passed unanimously approving the May 18, 2023, Regular Board Meeting and Public Hearing minutes, as presented.

G. OLD BUSINESS

1. Staff Report, as Required

There was no staff report at this time.

H. NEW BUSINESS

1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2022/2023 Amended Budget

Ms. Nguyen presented Resolution No. 2023-06, entitled:

RESOLUTION NO. 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen read the title into the record and provided an explanation for the document. She indicated that there was an operating fund balance of approximately \$103,000 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Mr. Lemus, seconded by Mr. Maxey and unanimously passed to adopt Resolution No. 2023-06, as presented, thereby setting the amended/revised budget for the 2022/2023 fiscal year.

2. Discussion Regarding 2024 General Election and Final Landowners’ Meeting

Ms. Nguyen reminded the Board that Resolution No. 2022-04 was adopted during the June 16, 2022, Regular Board Meeting. She further explained that because the general election was held during even years, Resolution No. 2022-04 was adopted to extend the terms of office to coincide with the general election, pursuant to Section 190.006, Florida Statutes. As such, the terms expiring next year are as follows:

- Seat #2 (currently held by Patrick Gonzalez) was extended from 2023 to 2024. A Supervisor for this seat will be elected through the 2024 general election.
- Seat #3 (currently held by Daniel Lemus) was extended from 2023 to 2024. A Supervisor for this seat will be elected through the 2024 general election.
- Seat #4 (currently held by David Kanarek) was extended from 2023 to 2024. The Supervisor for this seat will be elected through the Final Landowners’ Meeting which will be held in November 2024.

More information on the qualifying period for the general election will be provided at a future meeting.

I. AUDITOR SELECTION COMMITTEE

Ms. Nguyen reminded the Board that during the last meeting, the Board and the District Manager were appointed as the Audit Committee.

Ms. Nguyen recessed the Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee at approximately 9:12 a.m. The purpose of the Audit Committee meeting is to rank and recommend, in order of preference, no fewer than three (3) audit firms to perform the required auditing services for three (3) fiscal years commencing with the 2022/2023 audit and to include a 2-year renewal option.

Ms. Nguyen explained that only one (1) audit firm had responded to the legal advertisement requesting proposals to perform annual audits for fiscal years ending 9/30/2023, 9/30/2024, 9/30/2025 and to include a 2-year renewal option for fiscal years 9/30/2026 and 9/30/2027.

Ms. Nguyen informed the Board that they had two options. They could either waive the three (3) audit proposer rule or they could start the request for proposals process again. The Audit Committee consensus was to waive the 3 audit proposer rule. Consequently, Ms. Nguyen asked the Audit Committee to waive the 3 audit proposer rule and also rank the firm of Grau & Associates #1, the only qualified and responsible firm. A discussion ensued, after which:

A **motion** was made by Mr. Maxey, seconded by Mr. Lemus and unanimously passed waiving the three (3) audit proposer rule and ranking the firm of Grau & Associates, deemed to be most qualified to perform the auditing services, as #1.

There being no further Audit Committee business to conduct, Ms. Nguyen adjourned the Audit Committee Meeting and simultaneously reconvened the Regular Board Meeting at approximately 9:14 a.m.

A **motion** was made by Mr. Lemon, seconded by Mr. Lemus and unanimously passed authorizing the District Manager to engage the firm of Grau & Associates, a qualified and responsible auditing firm proposer, to perform audits for the three (3) fiscal years ending 2023, 2024 and 2025; and the fees for the fiscal years will be \$3,400, \$3,500 and \$3,600, respectively; and to provide in the engagement a 2-year renewal option for the fiscal years 2026 and 2027; and the fees for the option years, subject to fee adjustments for inflation, will be \$3,700 and \$3,800, respectively.

J. ADMINISTRATIVE MATTERS

1. Staff Report, as Required

There was no staff report at this time.

K. BOARD MEMBER COMMENTS

Ms. Nguyen stated that unless an emergency were to arise, the District would not need to meet until March 21, 2024.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Lemon, seconded by Mr. Lemus and passed unanimously adjourning the meeting at 9:15 a.m.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Hillcrest Community Development District (“**District**”) prior to June 15, 2024, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: July 18, 2024

HOUR: 8:30 a.m.

LOCATION: Parkview at Hillcrest Clubhouse Community Room
4500 Hillcrest Drive
Hollywood, Florida 33021

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Broward County and the City of Hollywood, Florida at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

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.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 21st DAY OF March, 2024.

ATTEST:

**HILLCREST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Hillcrest
Community Development District

**Proposed Budget For
Fiscal Year 2024/2025
October 1, 2024 - September 30, 2025**

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PROPOSED BUDGET
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
O&M Assessments	133,730
Debt Assessments	662,543
Interest Income	600
TOTAL REVENUES	\$ 796,873
EXPENDITURES	
Supervisor Fees	0
Engineering/Inspections	3,000
Management	38,856
Legal	14,000
Assessment Roll	5,000
Audit Fees	3,500
Arbitrage Rebate Fee	650
Insurance	7,700
Legal Advertisements	2,500
Miscellaneous	800
Postage	300
Office Supplies	525
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	5,000
TOTAL EXPENDITURES	\$ 126,306
REVENUES LESS EXPENDITURES	\$ 670,567
Bond Payments	(622,790)
BALANCE	\$ 47,777
County Appraiser & Tax Collector Fee	(15,925)
Discounts For Early Payments	(31,852)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
O&M Assessments	135,123	133,897	133,730	Expenditures/.94
Debt Assessments	662,546	662,543	662,543	Bond Payments/.94
Interest Income	6,984	240	600	Interest Projected At \$50 Per Month
TOTAL REVENUES	\$ 804,653	\$ 796,680	\$ 796,873	
EXPENDITURES				
Supervisor Fees	0	0	0	
Engineering/Inspections	0	3,000	3,000	No Change From 2023/2024 Budget
Management	36,636	37,728	38,856	CPI Adjustment (Capped At 3%)
Legal	2,411	15,000	14,000	\$1,000 Decrease From 2023/2024 Budget
Assessment Roll	5,000	5,000	5,000	As Per Contract
Audit Fees	3,800	3,900	3,500	Accepted Amount For 2023/2024 Audit
Arbitrage Rebate Fee	650	650	650	No Change From 2023/2024 Budget
Insurance	6,718	7,200	7,700	Fiscal Year 2023/2024 Expenditure Was \$7,222
Legal Advertisements	634	1,400	2,500	Will Increase Due To Closing Of Daily Business Review
Miscellaneous	120	900	800	\$100 Decrease From 2023/2024 Budget
Postage	138	300	300	No Change From 2023/2024 Budget
Office Supplies	241	550	525	\$25 Decrease From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fees	3,709	3,800	3,800	No Change From 2023/2024 Budget
Continuing Disclosure Fee	500	500	500	No Change From 2023/2024 Budget
Stormwater System Maintenance	0	16,000	16,000	No Change From 2023/2024 Budget
Miscellaneous Lake Maintenance	0	13,000	13,000	No Change From 2023/2024 Budget
Perimeter Wall	0	8,000	8,000	No Change From 2023/2024 Budget
Stormwater 20-Year Analysis Report	0	3,000	3,000	Third Of Five Years - Total Cost = \$15,000
Maintenance Contingency	0	6,000	5,000	Maintenance Contingency
TOTAL EXPENDITURES	\$ 60,732	\$ 126,103	\$ 126,306	
REVENUES LESS EXPENDITURES	\$ 743,921	\$ 670,577	\$ 670,567	
Bond Payments	(635,444)	(622,790)	(622,790)	2025 Principal & Interest Payments
BALANCE	\$ 108,477	\$ 47,787	\$ 47,777	
County Appraiser & Tax Collector Fee	(2,133)	(15,929)	(15,925)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(30,454)	(31,858)	(31,852)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 75,890	\$ -	\$ -	
Carryover From Prior Year	0	0	0	
NET EXCESS/ (SHORTFALL)	\$ 75,890	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
HILLCREST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	25,110	100	400	Projected Interest For 2024/2025
NAV Tax Collection	635,444	622,790	622,790	Maximum Debt Service Collection
Total Revenues	\$ 660,554	\$ 622,890	\$ 623,190	
EXPENDITURES				
Principal Payments	190,000	200,000	210,000	Principal Payment Due In 2025
Interest Payments	429,288	418,775	406,575	Interest Payments Due In 2025
Bond Redemption	0	4,115	6,615	Estimated Excess Debt Collections
Total Expenditures	\$ 619,288	\$ 622,890	\$ 623,190	
Excess/ (Shortfall)	\$ 41,266	\$ -	\$ -	

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 1/1/24 =	\$8,895,000	

HILLCREST COMMUNITY DEVELOPMENT DISTRICT ASSESSMENT COMPARISON

	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Assessment*	Fiscal Year 2024/2025 Projected Assessment*
O & M For Single Familys	\$ 133.70	\$ 207.90	\$ 207.60	\$ 207.34
<u>Debt For Single Familys</u>	<u>\$ 1,146.80</u>	<u>\$ 1,146.80</u>	<u>\$ 1,146.80</u>	<u>\$ 1,146.80</u>
Total For Single Family	\$ 1,280.50	\$ 1,354.70	\$ 1,354.40	\$ 1,354.14
O & M For Townhomes	\$ 133.70	\$ 207.90	\$ 207.60	\$ 207.34
<u>Debt For Townhomes</u>	<u>\$ 938.29</u>	<u>\$ 938.29</u>	<u>\$ 938.29</u>	<u>\$ 938.29</u>
Total For Townhomes	\$ 1,071.99	\$ 1,146.19	\$ 1,145.89	\$ 1,145.63

* 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

Ethics Training

Beginning in 2024, District Supervisors are required to complete four (4) hours of ethics training annually. Below are links to two training sessions that will, upon completion, satisfy the training requirement. *Beginning with the 2024 Form 1, District Supervisors will be required to confirm that they have completed the training each year.*

- **State Ethics Laws for Constitutional Officers & Elected Municipal Officers**
 - <https://www.youtube.com/watch?v=U8JktIMKzyl>
- **Public Meetings and Public Records Law**
 - <https://www.myfloridalegal.com/sites/default/files/Full%2520audio%25202018%5B2%5D.mp3>

Both links can be found on SDS' website, at www.sdsinc.org/links.

The Florida Association of Special Districts (FASD) also offers a training option through Florida State University's Florida Institute of Government. If your special district is a member of FASD, the cost for this special district-specific ethics training is \$49.00 for each district official.

If your special district is NOT a member of FASD, the cost for this special district-specific ethics training is \$79.00 for each district official.

Information on the FASD course can be found at <https://www.fasd.com/ethics-for-special-districts>.