



**HILLCREST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**BROWARD COUNTY  
REGULAR BOARD MEETING &  
PUBLIC HEARING  
JULY 18, 2024  
8:30 A.M.**

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

[www.hillcrestcdd.org](http://www.hillcrestcdd.org)  
786.347.2700 ext. 2027 Telephone  
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**AGENDA**  
**HILLCREST COMMUNITY DEVELOPMENT DISTRICT**  
Oak Tree Community Meeting Center  
2310 Unity Park Road  
Oakland Park, Florida 33309  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
July 18, 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. March 21, 2024 Regular Board Meeting.....Page 2
- G. Public Hearing
  - 1. Proof of Publication.....Page 5
  - 2. Receive Public Comments on Fiscal Year 2024/2025 Final Budget
  - 3. Consider Resolution No. 2024-02 – Appropriations Resolution Fiscal Year 2024/2025.....Page 6
  - 4. Consider Resolution No. 2024-03 – Assessment Resolution/Tax Roll Fiscal Year 2024/2025...Page 14
- H. Old Business
  - 1. Staff Report, as Required
- I. New Business
  - 1. Consider Resolution No. 2024-04 – Adopting a FY 2024/2025 Meeting Schedule.....Page 19
  - 2. Consider Resolution No. 2024-05 – Calling for a Final Landowners’ Meeting.....Page 21
  - 3. Consider Resolution No. 2024-06 – Adopting Goals and Objectives.....Page 27
- J. Administrative & Operational Matters
  - 1. 2024 Legislative Update Memorandum (Kutak Rock, LLP).....Page 30
  - 2. Update: Broward County Supervisor of Elections 2024 Qualified Candidate Results
  - 3. Reminder: Statement of Financial Interest Electronic Filing 2023 Form 1: Deadline July 1, 2024
  - 4. Required Ethics Training Memorandum.....Page 32
- K. Board Members & Staff Closing Comments
- L. Adjourn

HILLCREST COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2024/2025 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 July 18, 2024, at 8:30 a.m., or as soon thereafter as the meeting can be heard, at the Oak Tree Community Meeting Center located at 2310 Unity Park Road, Oakland Park, Florida 33309. The purpose of the Public Hearing is to receive public comment on the Districts Proposed Final Budget and Non-Ad Valorem Assessment Roll for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (Fiscal Year 2024/2025). 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 Districts 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 Managers 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](http://www.hillcrestcdd.org) 06/28/24 & 07/05/24 7655987

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 21, 2024**

**A. CALL TO ORDER**

The Regular Board Meeting of the Hillcrest Community Development District (the “District”) was called to order at 8:30 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 *Sun Sentinel* on March 11, 2024, 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 Michael Eckert (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. October 19, 2023, Regular Board Meeting**

Ms. Nguyen presented the minutes of the October 19, 2023, 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. Lemus and passed unanimously approving the October 19, 2023, Regular Board Meeting minutes, as presented.

**G. OLD BUSINESS**

**1. Staff Report, as Required**

There was no staff report at this time.

**H. NEW BUSINESS**

**1. Discussion Regarding Perimeter Wall Pressure Cleaning (Washington Street)**

Ms. Nguyen advised that the perimeter wall owned by the District and located on Washington Street had been pressure cleaned.

## **2. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget**

Ms. Nguyen presented Resolution No. 2024-01, entitled:

### **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.**

Ms. Nguyen explained that due to the possibility of having resident Board Supervisors by the end of the year, she recommends allocating funds to the Supervisor Fees and Payroll Taxes budget lines. The Board discussed either increasing assessments or reallocating funds from other budget lines. Ms. Nguyen recommended reallocating funds from the Stormwater System Maintenance, Perimeter Wall, and Maintenance Contingency budget lines. Ms. Nguyen advised that since the overall proposed assessments were not increasing in the fiscal year 2024/2025, letters to the residents would not be required. Furthermore, Ms. Nguyen stated as part of Resolution No. 2024-01, the Board must set a date for the public hearing to adopt the fiscal year 2024/2025 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Mr. Lemus, seconded by Mr. Kanarek and unanimously passed to approve and adopt Resolution No. 2024-01, *as amended* (reallocating \$5,000 to the Supervisor Fees and \$400 to the Payroll Taxes budget line from the Stormwater System Maintenance, Perimeter Wall, and Maintenance Contingency budget lines), setting the public hearing to adopt the fiscal year 2024/2025 final budget and assessments for July 18, 2024, at 8:30 a.m. in the Oak Tree Community Meeting Center, located at 2310 Unity Park Road, Oakland Park, Florida 33309; and further authorizes publication/notice of the budget public hearing, as required by law.

## **3. Discussion Regarding Required Ethics Training**

Ms. Nguyen explained that effective January 1, 2024, elected officers, such as the District Board Supervisors, will be required to complete four (4) hours of ethics training annually. Ms. Nguyen presented a memorandum prepared by her office which lists online training options. Ms. Nguyen further explained that the ethics training confirmation is not required when submitting the 2023 Form 1 (which is due on July 1, 2024); however, Board Supervisors are required to complete their 4-hour ethics training before December 31, 2024 to be able to confirm the training requirement confirmation when submitting their 2024 Form 1 (which is due on July 1, 2025).

### **I. AUDITOR SELECTION COMMITTEE**

#### **1. Qualifying Period Announcement: Noon, June 10, 2024 – Noon, June 14, 2024**

Ms. Nguyen advised that the 4-year terms of office for Seat 2 (Patrick Gonzalez) and Seat 3 (Daniel Lemus) were expiring in November 2024. These two seats will be on the general election and the qualifying period for election and/or re-election has been set for Noon, June 10, 2024 through Noon, June 14, 2024. Those candidates interested in running for election can submit their qualifying documents in person to the Broward County Supervisor of Elections' Office located at 115 S. Andrews Avenue, Fort

Lauderdale, Florida 33301 (no earlier than fourteen days prior to commencement of the qualifying period). More information on election qualifying will be provided to those interested prior to the qualifying dates. The new terms of office would be a 4-year term through Election Day in November 2028.

Ms. Nguyen explained that the 4-year term for Seat 4 (David Kanarek) is also expiring in November 2024; however, this seat will be filled through the Landowners' Election Process. In accordance with the provisions of Chapter 190, Florida Statutes, the Final Landowners' Meeting shall be held in the month of November on a date and time established by the District Board for the purpose of electing a Supervisor of the District. Ms. Nguyen stated that the Final Landowners' Meeting date and time will be established during an upcoming District meeting.

## **I. ADMINISTRATIVE MATTERS**

### **1. Staff Report, as Required**

There was no staff report at this time.

## **J. BOARD MEMBER COMMENTS**

Ms. Nguyen stated that unless an emergency were to arise, the District would not need to meet until July 18, 2024.

## **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 adjourning the meeting at 8:48 a.m.

**ATTESTED BY:**

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Secretary/Assistant Secretary

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Chairperson/Vice-Chair

HILLCREST COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2024/2025 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 July 18, 2024, at 8:30 a.m., or as soon thereafter as the meeting can be heard, at the Oak Tree Community Meeting Center located at 2310 Unity Park Road, Oakland Park, Florida 33309. The purpose of the Public Hearing is to receive public comment on the Districts Proposed Final Budget and Non-Ad Valorem Assessment Roll for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (Fiscal Year 2024/2025). 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 Districts 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 Managers 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  
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## RESOLUTION 2024-02

### 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, 2024 AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2024, 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, 2024 and ending September 30, 2025 ("**Fiscal Year 2024/2025**") 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 1<sup>st</sup> 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, 2025."
- 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 2024/2025, 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	\$133,730
DEBT SERVICE FUND – SERIES 2018	\$662,543
TOTAL ALL FUNDS	\$796,273

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2024/2025, or within 60 days following the end of the Fiscal Year 2024/2025, 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 18<sup>TH</sup> DAY OF JULY, 2024.**

ATTEST:

**HILLCREST COMMUNITY DEVELOPMENT  
DISTRICT**

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

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Fiscal Year 2024/2025 Budget

# Hillcrest Community Development District

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

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

	<b>FISCAL YEAR 2024/2025 BUDGET</b>
<b>REVENUES</b>	
O&M Assessments	133,730
Debt Assessments	662,543
Interest Income	600
<b>TOTAL REVENUES</b>	<b>\$ 796,873</b>
<b>EXPENDITURES</b>	
Supervisor Fees	5,000
Payroll Taxes (Employer)	400
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	15,000
Miscellaneous Lake Maintenance	13,000
Perimeter Wall	5,600
Stormwater 20-Year Analysis Report	3,000
Maintenance Contingency	3,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 126,306</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 670,567</b>
Bond Payments	(622,790)
<b>BALANCE</b>	<b>\$ 47,777</b>
County Appraiser & Tax Collector Fee	(15,925)
Discounts For Early Payments	(31,852)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL 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
<b>REVENUES</b>				
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
<b>TOTAL REVENUES</b>	<b>\$ 804,653</b>	<b>\$ 796,680</b>	<b>\$ 796,873</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	0	0	5,000	Supervisor Fees
Payroll Taxes (Employer)	0	0	400	Projected At 8% Of Supervisor Fees
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	15,000	\$1,000 Decrease From 2023/2024 Budget
Miscellaneous Lake Maintenance	0	13,000	13,000	No Change From 2023/2024 Budget
Perimeter Wall	0	8,000	5,600	\$2,400 Decrease 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	3,000	Maintenance Contingency
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,732</b>	<b>\$ 126,103</b>	<b>\$ 126,306</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 743,921</b>	<b>\$ 670,577</b>	<b>\$ 670,567</b>	
Bond Payments	(635,444)	(622,790)	(622,790)	2025 Principal & Interest Payments
<b>BALANCE</b>	<b>\$ 108,477</b>	<b>\$ 47,787</b>	<b>\$ 47,777</b>	
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
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 75,890</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover From Prior Year	0	0	0	
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 75,890</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL 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
<b>Total Revenues</b>	<b>\$ 660,554</b>	<b>\$ 622,890</b>	<b>\$ 623,190</b>	
<b>EXPENDITURES</b>				
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
<b>Total Expenditures</b>	<b>\$ 619,288</b>	<b>\$ 622,890</b>	<b>\$ 623,190</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 41,266</b>	<b>\$ -</b>	<b>\$ -</b>	

**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>
<b>Total For Single Family</b>	<b>\$ 1,280.50</b>	<b>\$ 1,354.70</b>	<b>\$ 1,354.40</b>	<b>\$ 1,354.14</b>
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>
<b>Total For Townhomes</b>	<b>\$ 1,071.99</b>	<b>\$ 1,146.19</b>	<b>\$ 1,145.89</b>	<b>\$ 1,145.63</b>

\* 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 2024-03

**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 2024/2025; 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, 2024 and ending September 30, 2025 ("**Fiscal Year 2024/2025**"), 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 2024/2025; 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 18<sup>th</sup> day of JULY 2024.

ATTEST:

**HILLCREST COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary / Assistant Secretary

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Chair / Vice Chair, Board of Supervisors

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll

**Exhibit A**  
**Budget**

**Exhibit B**  
Assessment Roll

**RESOLUTION NO. 2024-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024/2025 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 2024/2025; 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 2024/2025 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 2024/2025 which is attached hereto as Exhibit "A" is hereby adopted by the Board and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 18<sup>th</sup> day of July, 2024.

**ATTEST:**

**HILLCREST  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2024/2025 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 4500 Hillcrest Drive, Hollywood, Florida 33021 on the following dates:

**October 24, 2024  
November 21, 2024  
January 16, 2025  
March 20, 2025  
May 15, 2025  
July 17, 2025  
September 18, 2025**

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](mailto: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](mailto: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](http://www.hillcrestcdd.org)**

**PUBLISH: SUN SENTINEL 10/09/24**

**RESOLUTION NO. 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT ORDERING AND CALLING FOR A *FINAL* LANDOWNERS' MEETING AND PUBLIC NOTICE THEREOF FOR THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT'S ELECTION OF MEMBERS TO THE BOARD OF SUPERVISORS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Hillcrest Community Development District ("District") was established by Ordinance #0-2017-17 of the Board of City Commissioners of Hollywood, Florida, pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, as outlined in Chapter 190, Section 190.006, *Florida Statutes*, a landowners' election shall be announced at a public meeting of the Board at least ninety (90) days prior to the date of the landowners' meeting, which meeting shall be held in November and for the purpose of electing one (1) supervisor; and

**WHEREAS**, at such meeting, each landowner shall be entitled to cast one (1) vote per acre (or fraction thereof) or one (1) vote for each platted lot of land owned and located within the District for each person to be elected; and

**WHEREAS**, the candidate receiving the highest number of votes shall each serve a four (4) year term of office; and

**WHEREAS**, a Notice of the *Final* Landowners' Meeting shall be published once a week for two (2) consecutive weeks in a newspaper of general circulation in the area of the District, the last day of such publication to be not fewer than 14 days or more than 28 days before the date of the election.

**WHEREAS**, attached hereto as Exhibit "A" and made a part hereof are (i) instructions (Election Procedures) on how all landowners may participate in the election, (ii) proxy form that may be utilized by the landowners at such meeting; and (iii) a sample ballot for information purposes.

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

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The Landowners' Meeting will be held on November 21, 2024 at 8:30 a.m. in the Parkview at Hillcrest Clubhouse – Community Room located at 4500 Hillcrest Drive, Hollywood, Florida 33021.

**Section 3.** The instructions (Election Procedures), proxy form and sample ballot attached hereto as Exhibit "A" are hereby acknowledged and approved.

**Section 4.** A Notice of the Landowners' Meeting shall be published as prescribed by law.

**PASSED, ADOPTED and EFFECTIVE** this 18<sup>th</sup> day of July, 2024.

**ATTEST:**

**HILLCREST  
COMMUNITY DEVELOPMENT DISTRICT**

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

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



### 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**

Kendall Executive Center  
8785 SW 165 Avenue, Ste. 200  
Miami, FL 33199



- 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.

\*\*\*\*\*

## LANDOWNER PROXY

### HILLCREST COMMUNITY DEVELOPMENT DISTRICT FINAL 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 21, 2024 at 8:30 a.m. in the Parkview at Hillcrest Clubhouse – Community Room located at 4500 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  
FINAL LANDOWNERS' MEETING**

**ELECTION OF BOARD SUPERVISOR**

**NOVEMBER 21, 2024**

The undersigned certifies that he/she is the owner (\_\_\_\_) or duly authorized **representative of lawful proxy of an owner** (\_\_\_\_) of land in the **Hillcrest Community Development District**, constituting \_\_\_\_\_ Acre(s)/Lot(s)/Unit(s) and hereby casts up to the corresponding number of his/her vote(s) for the following candidate/candidates to hold the above-named open position:

**Name of Candidate**

**Number of Votes**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*{The candidate receiving the highest number of votes shall each be elected for a four (4) year term of office.}*

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **RESOLUTION 2024-06**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida (“HB 7013”) and creating Section 189.0694, Florida Statutes; and

**WHEREAS**, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2024, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District’s achievement of those goals and objectives; and

**WHEREAS**, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

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

**SECTION 1.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare an annual report regarding the District’s success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

**SECTION 3.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of July, 2024.

**ATTEST:**

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair

**Exhibit A:** Performance Measures/Standards and Annual Reporting

## Exhibit A

**Program/Activity: District Administration**

**Goal:** Remain compliant with Florida Law for all district meetings

**Objectives:**

- Notice all District regular, special, and public hearing meetings
- Conduct all post-meeting activities
- District records retained in compliance with Florida Sunshine Laws

**Performance Measures:**

- All Meetings publicly noticed as required (yes/no)
- Meeting minutes and post-meeting action completed (yes/no)
- District records retained as required by law (yes/no)

**Program/Activity: District Finance**

**Goal:** Remain Compliant with Florida Law for all district financing activities

**Objectives:**

- District adopted fiscal year budget
- District amended budget at end of fiscal year
- Process all District finance accounts receivable and payable
- Process all District bond related financing activities
- Support District annual financial audit activities

**Performance Measures:**

- District adopted fiscal year budget (yes/no)
- District amended budget at end of fiscal year (yes/no)
- District accounts receivable/payable processed for the year (yes/no)
- Bond requisitions/reporting/continuing disclosures processed (yes/no)
- “No findings” for annual financial audit (yes/no)
  - If “yes” explain

**Program/Activity: District Operations**

**Goal:** Insure, Operate and Maintain District owned Infrastructure & assets

**Objectives:**

- Annual renewal of District insurance policy(s)
- Contracted Services for District operations in effect
- *Capital Replacement Plan in effect*
- *Compliance with all required permits*

**Performance Measures:**

- District insurance renewed and in force (yes/no)
- Contracted Services in force for all District operations (yes/no)
- Capital Replacement Plan in place (yes/no)
- Permits in compliance (yes/no)

## MEMORANDUM

TO: DISTRICT MANAGERS

FROM: KUTAK ROCK LLP - TALLAHASSEE

DATE: MAY 17, 2024

RE: RECENTLY ENACTED 2024 LEGISLATION

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[HB 7013](#)—the 2024 special districts omnibus bill—has been signed by Governor DeSantis. As a result, special districts have new requirements and deadlines spelled out in statute.

Among other things the bill:

- Requires all special districts to adopt goals and objectives along with performance measures and standards to determine if a district has met its goals and objectives; **this must be done by October 1, 2024**. We encourage District Managers to prepare standardized draft goals and objectives to be adopted by district boards. Although some district boards may wish to establish more detailed goals and objectives specifically tailored to the activities of their particular district, the majority may wish to adopt standardized goals and objectives that are germane to special districts. Kutak Rock would like to review proposed goals and objectives prior to presentation to district boards.
  - Each subsequent year, an annual report must be prepared describing the goals and objectives achieved or failed to be achieved by the district, as well as the performance measures and standards used by the district to make this determination. The annual report must be posted on the district's website by December 1. **The first of these annual reports is due December 1, 2025.**
- Beginning with the 2024 elections, establishes a term limit of 12 years for members of a *popularly elected* body governing an independent special district, unless the district's charter provides for more restrictive terms of office. The term limits **do not apply** to community development districts created under Chapter 190, F.S., or an independent special district created pursuant to a special act that provides that "any amendment to chapter 190 to grant additional powers constitutes a power of that district."
- Allows the Department of Commerce to declare certain independent special districts (**excluding community development districts**) and community redevelopment districts



inactive if they report no revenue, expenditures, or debt for five consecutive years beginning no earlier than Oct. 1, 2018.

- States that independent special district boundaries shall only be changed by general law or special act. This language **does not apply** to a community development district established pursuant to Chapter 190, F.S.

## **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](http://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>.