



**HILLCREST
COMMUNITY DEVELOPMENT
DISTRICT**

**BROWARD COUNTY
REGULAR BOARD MEETING
MARCH 20, 2025
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
4500 Hillcrest Drive
Hollywood, Florida 33021
REGULAR BOARD MEETING
March 20, 2025
8:30 A.M.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish a Quorum
- D. Consider Resignation (Abbey Kessman, Seat 3).....Page 3
- E. Appointment of Officer to Vacant Seat (Seat 3)
- F. Administer Oath of Office & Review Board Member Responsibilities and Duties
- G. Election of Officers
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
 - Assistant Secretaries
- H. Additions or Deletions to Agenda
- I. Comments from the Public for Items Not on the Agenda
- J. Approval of Minutes
 - 1. November 20, 2024 Regular Board Meeting.....Page 4
- K. Old Business
 - 1. Update Regarding Lake Debris (NW Corner of Ficus Street and Evergreen Terrace Intersection)..Page 8
 - 2. Discussion Regarding Perimeter Wall Lighting (Washington Street & S 42nd Avenue)
- L. New Business
 - 1. Stormwater System Operations & Maintenance Reporting Memorandum (KUTAKROCK).....Page 9
- M. Administrative & Operational Matters
- N. Board Members & Staff Closing Comments
- O. Adjourn

SUN-SENTINEL

Sold To:

Hillcrest Community Development District - CU80177040
c/o Special District Services Inc., 2501A Burns Road
Palm Beach Gardens, FL 33410

Bill To:

Hillcrest Community Development District - CU80177040
c/o Special District Services Inc., 2501A Burns Road
Palm Beach Gardens, FL 33410

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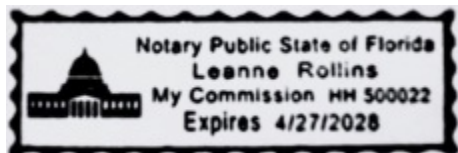
Before the undersigned authority personally appeared
Rose Williams, who on oath says that he or she is a duly authorized representative of the SUN- SENTINEL,
a DAILY newspaper published in BROWARD/PALM BEACH/MIAMI-DADE County, Florida; that the
attached copy of advertisement, being a Legal Notice in:

The matter of 11720-Notice of Public Meeting .
Was published in said newspaper by print in the issues of, and by publication on the
newspaper's website, if authorized on Mar 10, 2025
SSC_Notice of Public Meeting
Affiant further says that the newspaper complies with all legal requirements for
publication in Chapter 50, Florida Statutes.

Signature of Affiant

Sworn to and subscribed before me this: March 11, 2025.

Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped
Personally Known (X) or Produced Identification ()

Affidavit Delivery Method: E-Mail
Affidavit Email Address: LArcher@sdsinc.org
7779062

**NOTICE OF REGULAR BOARD MEETING
OF THE
HILLCREST COMMUNITY DEVELOP-
MENT 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 20, 2025, 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 Manager's Office") during normal business hours. The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The Meeting may be continued to a date, time, and place to be specified on the record at the Meeting.

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

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

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

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

District Manager

December 30, 2024

Board of Supervisors
Hillcrest Community Development District
c/o Special District Services, Inc., District Manager
2501A Burns Road
Palm Beach Gardens, FL 33410

RE: Resignation

Dear Board of Supervisors,

Please be advised that I am resigning my position as Board Member and Supervisor on the Board of Supervisors of the **Hillcrest Community Development District** effective December 31, 2024.

It has been a pleasure serving as a Board Member.

Sincerely,

A handwritten signature in cursive script that reads "Abbey Kessman". The signature is written in black ink and is positioned above a horizontal line.

Abbey Kessman

**HILLCREST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 20, 2024**

NOTE: In order to establish a quorum for the Hillcrest Community Development District Regular Board Meeting, Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Ms. Suzanne Friedel (Seat 4), Ms. Elizabeth Reeser Forde (Seat 2), and Ms. Abbey Kessman (Seat 3). In addition, Ms. Nguyen and Mr. Johnson reviewed the duties and responsibilities as a Board member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2024 Form 1 must be completed electronically through the Florida Commission on Ethics Electronic Financial Disclosure Management System within thirty (30) days of appointment), and the Code of Ethics for Public Officials.

A. CALL TO ORDER

The Regular Board Meeting of the Hillcrest Community Development District (the “District”) was called to order at 8:45 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 October 10, 2024, as legally required.

C. SEAT NEW BOARD MEMBERS (FINAL LANDOWNER SEAT 4, AND GENERAL ELECTION SEATS 2 & 3)

Ms. Nguyen seated and welcomed the elected Board Members: Ms. Suzanne Friedel, Ms. Elizabeth Reeser Forde, and Ms. Abbey Kessman.

D. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMEBR RESPONSIBILITIES AND DUTIES

This item was discussed prior to the meeting (see note above).

E. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Supervisors Suzanne Friedel, Elizabeth Reeser Forde, and Abbey Kessman 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 conference call) of Kutak Rock LLP.

Also in attendance were Jhonny Graterol, Hollywood, Florida and Jessi Demi Ortega (Parkview at Hillcrest HOA Manager) of Castle Group.

F. ELECTION OF OFFICERS

As a result of the changes to the Board of the District, Ms. Nguyen recommended that re-election of the District’s Officers take place. Ms. Nguyen explained that all Supervisors have the same voting right

regardless of title. The purpose of the Chairperson is to execute any approved documents following a meeting, and the Vice Chair will execute documents in the Chairperson's absence. A discussion ensued, after which:

The following slate of names were provided for election:

- Chairperson – Andrew Maxey
- Vice Chairperson – Elizabeth Reeser Forde
- Secretary/Treasurer – Nancy Nguyen
- Assistant Secretaries – Jamaine Lemon, Abbey Kessman, Suzanne Friedel, Armando Silva and Gloria Perez

A **motion** was made by Ms. Reeser Forde, seconded by Ms. Kessman and passed unanimously to *elect* the District's Officers, as listed above.

G. INTRODUCTION TO HILLCREST COMMUNITY DEVELOPMENT DISTRICT

Ms. Nguyen presented the Hillcrest Community Development District Introduction (the "Introduction") and provided an overview of the District, which included the established date, governance, infrastructure ownership, and assessment components.

Ms. Kessman requested that Ms. Nguyen share the Introduction with Ms. Demi Ortega for further distribution to the residents of the District. Ms. Nguyen acknowledged Ms. Kessman's request.

H. ADDITIONS OR DELETIONS TO AGENDA

Ms. Nguyen informed the Board of Supervisors (the "Board") that she would like to add the following item to the agenda:

- New Business, Item 3. – Acceptance of Certificate of Construction Completion

The Board acknowledged Ms. Nguyen's request.

Ms. Kessman stated that she would like to discuss one of the lakes in the community. Specifically, she would like to discuss the accumulation of debris in this particular lake.

Ms. Nguyen stated that at Ms. Kessman's request, she would like to add the following item to the agenda:

- New Business, Item 4. – Discussion Regarding Lake Debris

The Board acknowledged Ms. Nguyen's request.

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

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

J. APPROVAL OF MINUTES

1. July 18, 2024, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the July 18, 2024, Regular Board Meeting and Public Hearing and asked if there were any corrections and/or revisions. There being none, a **motion** was made by Ms. Kessman, seconded by Ms. Reeser Forde and unanimously passed, approving the July 18, 2024, Regular Board Meeting and Public Hearing minutes, as presented.

K. OLD BUSINESS

1. Staff Report, as Required

There was no staff report at this time.

L. NEW BUSINESS

1. Consider Resolution No. 2024-07 – Adopting a Fiscal Year 2023/2024 Amended Budget

Ms. Nguyen presented Resolution No. 2024-07, entitled:

RESOLUTION NO. 2024-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2023/2024 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. Ms. Nguyen stated that they will notice that some of the budget lines reflect that there were no expenses in fiscal year 2023/2024; however, an amount is being included in the amended budget being presented. She explained that the purpose of this is to build reserves for future repairs of the particular infrastructure. Ms. Nguyen indicated that there was an operating fund balance of approximately \$131,000 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Ms. Reeser Forde, seconded by Ms. Kessman and unanimously passed to adopt Resolution No. 2024-07, as presented, thereby setting the amended/revised budget for the 2023/2024 fiscal year.

2. Discussion Regarding Perimeter Wall Lighting (Washington Street & S 42nd Avenue)

Ms. Nguyen stated that now that there is a majority resident Board, she wished to present the Board with several options for infrastructure improvements available to the District. Ms. Nguyen introduced a proposal from Worldwide Distributors, Inc. doing business as Elighting (Elighting), in the amount of \$25,650 for the installation of landscape lighting for the District owned perimeter wall at the intersection of Washington Street and S 42nd Avenue.

Ms. Nguyen explained that she requested that the proposal account for all potential upgrades available to the District to ensure that the Board can consider the maximum scope of the project. She noted that this approach would provide flexibility, allowing the Board to scale down the project, if desired. Ms. Nguyen further advised that, should the Board decide to proceed with the installation of lighting in this area, the District would need to utilize the electrical infrastructure of the Parkview at Hillcrest HOA subdivision gates. She further explained that this proposal includes the cost of a transformer connection, 54 well lights, boring and the addition of outlets along the perimeter wall to facilitate holiday lighting connections. The Board stated that they would like to discuss this at a future date.

3. ADD-ON: Acceptance of Certificate of Construction Completion

Ms. Nguyen presented a Certificate Regarding Completion of Construction for the District. Ms. Nguyen explained that this certificate was prepared by Kimley-Horn & Associates, Inc., the District Engineer. She further explained that the District’s Trust Agreement requires that the District Engineer prepare this certificate once the developer has completed the construction of the District’s infrastructure, and the District Engineer has verified the same.

A **motion** was made by Ms. Kessman, seconded by Ms. Friedel and unanimously passed accepting the Hillcrest Community Development District Certificate Regarding Completion of Construction.

4. ADD-ON: Discussion Regarding Lake Debris

Ms. Nguyen stated that this item was added at the request of Ms. Kessman. Ms. Kessman stated that there is a lake in the community where excess debris accumulates after heavy rainstorms. Ms. Kessman provided Ms. Nguyen with an aerial image of the lake. It was determined that the lake in discussion is located in the NW corner of the Ficus Street and Evergreen Terrace intersection. Ms. Demi Ortega added that an inspection of this lake was performed by the Parkview at Hillcrest HOA and it was determined that there is a storm drain structure on Pembroke Road that connects to this lake. Ms. Nguyen stated that she needs to review the District’s drainage plans and familiarize herself with the infrastructure. She further explained that after she reviews the plans, she will email the Board of Supervisors with further information on this matter. Ms. Kessman thanked Ms. Nguyen.

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 next District meeting was scheduled for January 16, 2025.

Ms. Kessman thanked the Board for her appointment. The Board members welcomed Ms. Kessman.

K. ADJOURNMENT

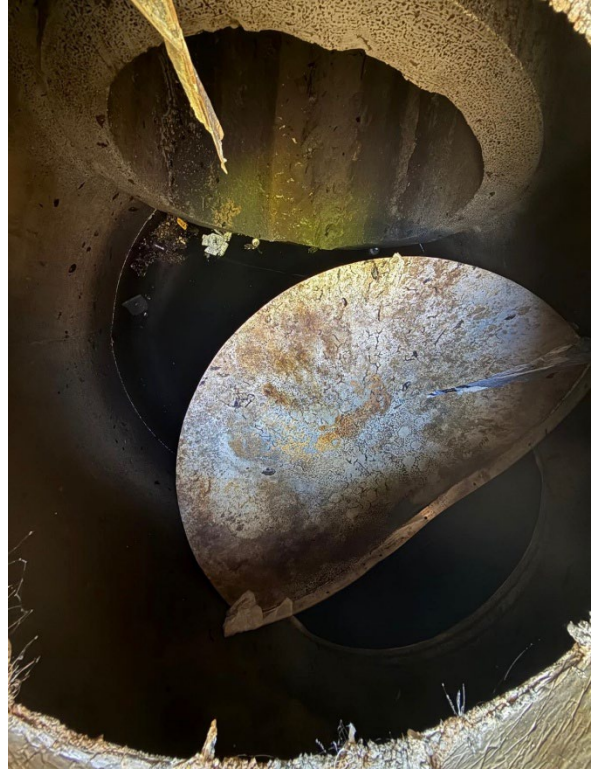
There being no further business to come before the Board, a **motion** was made by Ms. Kessman, seconded by Ms. Reeser Forde and passed unanimously adjourning the meeting at 9:29 a.m.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

Hillcrest CDD
Baffle Installment
NW Corner of Ficus St. & Evergreen Terrace



MEMORANDUM

To: District Managers
From: Kutak Rock, LLP
Date: December 20, 2024
Subject: SB 7040 Stormwater Ratification Bill O&M Requirements

Effective, June 28, 2024, Senate Bill 7040, also known as the Florida Stormwater Ratification Bill, codified into law several significant changes to the Environment Resource Permit Handbook (the “**Handbook**”) promulgated by the Florida Department of Environmental Protection (“**FDEP**”). Among other things, these changes imposed several specific inspection and reporting requirements applicable to permanent operations and maintenance (“**O&M**”) entities, including special districts. To ensure compliance with these requirements, CDD Managers should forward this memorandum to their respective Boards of Supervisors and District Engineers, and otherwise take the necessary steps to budget for, plan, and implement the requirements.

Changes to Application Process Relevant to New Reporting Requirements

Pursuant to Section 12.3.5(a)(4) of the Handbook, an applicant must submit written cost estimates with supporting documentation to FDEP along with the financial capability certification required under 12.3.5(b). Section 12.3.5(b) states that, at the time of permit application, applicants for the O&M phase must submit Form 62-330.301(26), “Certification of Financial Capability for Perpetual Operations and Maintenance Entities.”

In addition to the cost estimates, an applicant must submit a written O&M plan as part of the permitting process. Section 12.4.1(a) of the Handbook requires that this plan include the following items:

- A list and details of all stormwater system components, including their location, type, and other pertinent information, such as normal pool elevation, volume, recovery time, and how the systems connect;
- A list and description of each of the identified maintenance and inspection tasks for each of the system’s components and for the overall system (refer to Appendix O for procedures for BMPs);
- All regular inspection and maintenance schedules;
- Inspection checklists;
- Copies of or references to the pertinent sections of all covenants, conditions, restrictions, and other association documents, permits, approvals, and agreements that govern the operation and maintenance of the stormwater management system; and
- Permitted or as-built plans of the stormwater water management system.

Once the stormwater system is ready to be transferred to the District, the Request for Transfer of Environmental Resource Permit to the Perpetual Operation Entity must be submitted to FDEP along with the written cost estimates and O&M plan. After the transfer, the District must keep the cost estimates and O&M plan on file for purposes of maintaining compliance with Section 12.6(b).

Changes to Inspection and Reporting Requirements

Pursuant to Section 12.5(h) of the Handbook, an applicant may propose a project-specific minimum inspection frequency for a stormwater management system, with a maximum frequency of five years. If FDEP determines that an applicant’s proposed inspection frequency does not provide assurances that the stormwater management system in question will continue to function perpetually as designed and permitted, FDEP shall require frequencies as listed in table depicted below.

TYPE OF SYSTEM	INSPECTION FREQUENCY
Dry Retention basins	Once every 3 years
Exfiltration trenches	Once every 2 Years
Underground retention	Once every Year
Sand or Media Filters	Once every Year
Underdrain System	Once every 2 Years
Underground vault/chambers	Once every Year
Pump Systems	Twice every Year
Swales (treatment)	Once every 3 years
Wet Detention systems	Once every 3 years
Wet Detention systems with littoral zones	Once every 2 years
Vegetated Natural Buffers	Once every 5 years
Manufactured Devices	As manufacturer recommends in specifications, minimum once every year
Dam Systems	Once every Year
All other	Once every Year

Pursuant to Section 12.6(b) of the Handbook, special districts responsible for stormwater management systems must submit an inspection report to FDEP within 30 days of the inspection’s completion. The inspection report must use Form 62-330.311(1) “Operation and Maintenance Inspection Certification,” and must be certified by a “qualified inspector.” As defined in Section 12.5(c), a qualified inspector is either a (1) registered professional, (2) a person whose inspection was overseen by a registered professional, or (3) a person who has completed training regarding certain relevant topics within the 5 years prior to the inspection.

The inspection report submitted by the qualified inspector to FDEP must include the following:

- Form 62-330.311(3) “Inspection Checklists;”
- Updates to the operation and maintenance cost estimates submitted to FDEP, if any, as described in Section 12.3.5 of the Handbook;
- Updates to the written O&M plan submitted to FDEP, if any, as described in Section 12.4.1 of the Handbook; and
- Any monitoring reports requirement that may be required as a condition to a specific permit.

Pursuant to Section 12.6(e), O&M entities shall continue to follow the inspection and reporting requirements contained in a permit issued under Part IV of Chapter 373, F.S. prior to June 28, 2024, unless the permittee obtains a modification using the procedures in Rule 62-330.315, F.A.C., to comply with the inspection and reporting requirements of Rule 62-330.311, F.A.C., and Section 12.6.

All forms referenced in the foregoing are provided at the following link:
<https://floridadep.gov/water/engineering-hydrology-geology/content/erp-stormwater-resource-center>