

***Coral Keys Homes
Community Development District***

September 20, 2016

Coral Keys Homes

Community Development District

5385 N. Nob Hill Road, Sunrise, Florida 33351
Phone: 954-721-8681 - Fax: 954-721-9202

September 13, 2016

**Board of Supervisors
Coral Keys Homes
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Coral Keys Homes Community Development District** is scheduled for **September 20, 2016 at 10:30 a.m. at 15500 New Barn Road, Suite 104, Miami Lakes Florida 33014**. Following is the advance agenda:

1. Roll Call
2. Approval of the Minutes of the May 17, 2016 Meeting
3. Discussion of Potential Amendments to the District's Boundaries and Any Other Related Items
4. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager - Number of Registered Voters in the District - **76**
5. Supervisors Requests and Audience Comments
6. Financial Reports
 - A. Approval of Check Run Summary
 - B. Approval of Combined Balance Sheet
7. Adjournment

Enclosed for your review is a copy of the minutes from the May 17, 2016 meeting.

The fourth order of business is staff reports. Enclosed under the manager's report is a letter from the Miami-Dade County Supervisor of Elections office indicating there are currently **76** registered voters in the district.

The financials are enclosed also for your review. The balance of the agenda is routine in nature and staff will present their reports at the meeting. Any other support documentation will be provided under separate cover as it becomes available or presented at the meeting. I look forward to seeing you at the meeting and in the meantime if you have any questions, please contact me.

Sincerely,



Luis Hernandez
Manager

CC: Dennis Lyles Juan Alvarez

**MINUTES OF MEETING
CORAL KEYS HOMES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Keys Homes Community Development District was held on May 17, 2016 at 10:30 a.m. at 15500 New Barn Road, Suite 104, Miami Lakes, Florida.

Present and constituting a quorum were:

Peter Pessoa	Vice Chairman
Reinaldo Villar	Assistant Secretary
Luis Villar	Assistant Secretary

Also present were:

Luis Hernandez	District Manager
Scott Cochran	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
March 15, 2016 Meeting**

Mr. Hernandez: Item #2 is Approval of the Minutes of the March 15, 2016 Meeting. This would be the time to make any comments, changes, corrections, additions or deletions. If there are none, a motion to approve them would be in order.

On MOTION by Mr. Reinaldo Villar seconded by Mr. Pessoa with all in favor the Minutes of the March 15, 2016 Meeting were approved.

THIRD ORDER OF BUSINESS

**Public Hearing to Adopt the
Fiscal Year 2017 Budget**

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving forward, the next item on the agenda and the main purpose for the meeting today is the Public Hearing to Adopt the Fiscal Year 2017 Budget.

As the first action to start this process, I will just need a motion from the board to open the public hearing.

On MOTION by Mr. Reinaldo Villar seconded by Mr. Pessoa with all in favor the public hearing was opened.

B. Public Comment and Discussion

Mr. Hernandez: Before we move forward, I just need to indicate for the record that we have no audience here today for public comment or discussion. So we are not skipping this item, but we don't have any public. Before we look at the resolutions, next we can look at the budget. A copy of the budget was provided in your packages. It is the same as what was presented at the March 15th meeting. It has not changed at all and staff is recommending that we maintain the same level of assessments and the district will be able to continue with the same level of services it has been providing in the past. Unless anyone has any questions or comments on the budget, I will move on.

C. Consideration of Resolution #2016-02 Annual Appropriation Resolution

Mr. Hernandez: Item C is called Resolution #2016-02 Annual Appropriation Resolution. This resolution takes the proposed budget and makes it the district's adopted budget. With that indication, unless anyone has any questions, I will be asking for a motion to approve Resolution #2016-02.

On MOTION by Mr. Pessoa seconded by Mr. Reinaldo Villar with all in favor Resolution #2016-02 Annual Appropriation Resolution was approved.

D. Consideration of Resolution #2016-03 Levy of Non Ad Valorem Assessments

Mr. Hernandez: The next item we have behind tab D is Resolution #2016-03 Levy of Non Ad Valorem Assessments. This resolution takes the adopted budget and levies it on the Miami-Dade County tax roll. With that, a motion to approve it would be in order.

On MOTION by Mr. Reinaldo Villar seconded by Mr. Pessoa with all in favor Resolution #2016-03 Levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Hernandez: And the next action would be a motion to close the public hearing.

On MOTION by Mr. Reinaldo Villar seconded by Mr. Pessoa with all in favor the public hearing was closed.

FOURTH ORDER OF BUSINESS Staff Reports

A. Attorney - Discussion of 2016 Legislative Session Memorandum

Mr. Hernandez: Moving forward, next we have Staff Reports. Scott?

Mr. Cochran: Under Section IV tab A, there is a memorandum that summarizes a few new pieces of legislation that were approved that apply to community development districts. There is nothing of concern to individual supervisors or the body of the board as a whole. The first one relates to language that has to be in contracts the districts have with contractors that relates to the availability of public records. It is just to ensure that everybody knows between the contractors and the district who is responsible for public records and how they can be obtained. So if a district enters into a contract with a vendor or engineer, it just specifies who is responsible for maintaining the public records. It becomes effective July 1st I believe. We have already included that language in our form contracts so you won't have to worry about it. The second change relates mostly to things that are available on the district's website. So that is something new. Obviously you don't really need to be too concerned with that, but it just requires proposed budgets, final budgets, and some other documents to be on the website within a specific amount of time. The third one deals with financially distressed districts and that doesn't really apply here. So that is essentially it. All of the materials are in the memorandum and you can read through it. That is it for my report unless anyone has any questions.

B. Engineer

There not being any report, the next item followed.

C. Manager

1) Consideration of Proposed Fiscal Year 2017 Meeting Schedule

Mr. Hernandez: Under Manager, we have two items. The first one is the fiscal year meeting schedule for next year. As we have done in the past, we advertise one

advertisement with a monthly meeting schedule for the entire fiscal year starting on October on the third Tuesday of each month at 10:30 a.m. at this location. And at the same time we will only have the meetings as-needed. With that being said, if this schedule still works for everyone, and if not, this would be the time to make any changes. If not, a motion a motion approving the fiscal year meeting schedule as presented with all of the dates listed would be in order.

On MOTION by Mr. Reinaldo Villar seconded by Mr. Pessoa with all in favor the proposed fiscal year 2017 meeting schedule was approved as-presented.

2) Discussion of Financial Disclosure Report from the Commission on Ethics

Mr. Hernandez: The other item is the financial disclosure reports. No one has filed those yet, and you will have to do so soon. This will also probably come in the mail, typically around June, but I have copies of the form with me so if you can file those and make sure the other board members who aren't here get a copy. My advice is to get it done as soon as you can.

**FIFTH ORDER OF BUSINESS Supervisors Requests and
Audience Comments**

There not being any, the next item followed.

SIXTH ORDER OF BUSINESS Financial Reports

- A. Approval of Check Run Summary**
- B. Balance Sheet and Income Statement**

Mr. Hernandez: Moving on, next we have the Financial Reports under Section VI of the agenda packages. Behind Tab A, we have the Approval of Check Run Summary and behind tab B we have the Balance Sheet and Income Statement. With that being said, unless anyone has any questions or comments, a motion to approve the financials would be in order.

On MOTION by Mr. Reinaldo Villar seconded by Mr. Pessoa with all in favor the Check Run Summary, the Balance Sheet and Income Statement were approved.

SEVENTH ORDER OF BUSINESS Adjournment

Mr. Hernandez: And unless anyone has any other district business to discuss, a motion to adjourn would be in order.

On MOTION by Mr. Reinaldo Villar seconded by Mr. Pessoa with all in favor the meeting was adjourned.

Secretary/ Assistant Secretary

Chairman/Vice Chairman



Elections
2700 NW 87th Avenue
Miami, Florida 33172
T 305-499-8683 F 305-499-8547
TTY: 305-499-8480

miamidade.gov

CERTIFICATION

STATE OF FLORIDA)

COUNTY OF MIAMI-DADE)

I, Christina White, Supervisor of Elections Designee of Miami-Dade County, Florida, do hereby certify that Coral Keys Homes Community Development District, as described in the attached LEGAL DESCRIPTION, has 76 voters.

A handwritten signature in black ink, appearing to read "Christina White", written over a horizontal line.

Christina White
Supervisor of Elections Designee

WITNESS MY HAND
AND OFFICIAL SEAL,
AT MIAMI, MIAMI-DADE
COUNTY, FLORIDA,
ON THIS 31ST DAY OF
MAY, 2016

Please submit a check for \$ 50.00 to our office payable to: "Miami-Dade County" for the cost of certifying the number of registered voters.

Coral Keys Homes
Community Development District
Summary of Check Register
03/08/2016 - 05/09/2016

Check Date	Check #'s	Total Amount
7/8/2016	252-254	\$5,727.14
7/26/2016	255	\$472.50
9/2/2016	256-258	\$9,976.43
9/12/2016	259	\$92.83
Total		\$16,268.90

*** CHECK DATES 05/10/2016 - 09/12/2016 ***
 CORAL KEYS HOMES - GENERAL
 BANK A CORAL KEYS HOMES CDD

CHECK DATE	VEND#	INVOICE DATE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
7/08/16	00003	4/30/16	133578	201604	310-51300-31500				*	350.00	
		APR 2016						LEGAL SERVICES			
5/31/16		134347	201605	310-51300-31500					*	1,042.50	
		MAY 2016						LEGAL SERVICES			
								BILLING, COCHRAN, LYLES, MAURO &			1,392.50 000252
7/08/16	00001	6/01/16	130	201606	310-51300-34000				*	2,000.00	
		JUN 2016						MGMT FEES			
6/01/16		130	201606	310-51300-35100					*	41.67	
		JUN 2016						COMPUTER TIME			
6/01/16		130	201606	310-51300-35101					*	41.67	
		JUN 2016						WEBSITE ADMIN			
6/01/16		130	201606	310-51300-51000					*	25.98	
		JUN 2016						OFFICE SUPPLY			
6/01/16		130	201606	310-51300-42000					*	.93	
		JUN 2016						POSTAGE/DEL			
6/01/16		130	201606	310-51300-42500					*	90.60	
		JUN 2016						COPIES			
7/01/16		131	201607	310-51300-34000					*	2,000.00	
		JUL 2016						MGMT FEES			
7/01/16		131	201607	310-51300-35100					*	41.67	
		JUL 2016						COMPUTER TIME			
7/01/16		131	201607	310-51300-35101					*	41.67	
		JUL 2016						WEBSITE ADMIN			
7/01/16		131	201607	310-51300-42500					*	.45	
		JUL 2016						COPIES			
								GOVERNMENTAL MANAGEMENT SERVICES			4,284.64 000253
7/08/16	00013	5/31/16	05312016	201605	310-51300-49000				*	50.00	
								REGISTERED VOTER FEE FY16			
								MIAMI DADE COUNTY-ELECTIONS			50.00 000254
7/26/16	00003	6/30/16	135076	201606	310-51300-31500				*	472.50	
		JUN 2016						LEGAL SERVICES			
								BILLING, COCHRAN, LYLES, MAURO &			472.50 000255
9/02/16	00003	7/31/16	135553	201607	310-51300-31500				*	350.00	
		JUL 2016						LEGAL SERVICES			
								BILLING, COCHRAN, LYLES, MAURO &			350.00 000256
9/02/16	00012	8/10/16	4567	201609	300-15500-10000				*	5,457.00	
		FY 2017						INSURANCE			
								EGIS INSURANCE ADVISORS			5,457.00 000257
9/02/16	00001	8/01/16	132	201608	310-51300-34000				*	2,000.00	
		AUG 2016						MGMT FEES			

CKEY --CORAL KEYS-- IARAUIJO

*** CHECK DATES 05/10/2016 - 09/12/2016 ***

CORAL KEYS HOMES - GENERAL
BANK A CORAL KEYS HOMES CDD

CHECK DATE	VEND#	INVOICE DATE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT
8/01/16	132	AUG 2016	201608	310	51300	35100			*	41.67	
8/01/16	132	AUG 2016	201608	310	51300	35101			*	41.67	
8/01/16	132	AUG 2016	201608	310	51300	42000			*	.93	
9/01/16	133	SEPT 2016	201609	310	51300	34000			*	2,000.00	
9/01/16	133	SEPT 2016	201609	310	51300	35100			*	41.67	
9/01/16	133	SEPT 2016	201609	310	51300	35101			*	41.67	
9/01/16	133	SEPT 2016	201609	310	51300	42000			*	.47	
9/01/16	133	SEPT 2016	201609	310	51300	42500			*	1.35	
GOVERNMENTAL MANAGEMENT SERVICES										4,169.43	000258
9/12/16	00016	9/06/16	148165	0	201609	310	51300	48000	*	92.83	
ALM MEDIA LLC										92.83	000259
TOTAL FOR BANK A										16,268.90	
TOTAL FOR REGISTER										16,268.90	

CKEY --CORAL KEYS-- IARAUJO

Coral Keys Homes

Community Development District

Tax Collections

Fiscal Year Ending September 30, 2016

Gross
\$ 53,473.68

Date Received	Collections Period	Gross Tax Received	Total			Interest	Net Amount Received
			Commissions	Discounts/ Penalties			
12/9/2015	11/21/15-11/30/15	\$ 435.45	\$ 4.18	\$ 17.40	\$ -	\$ 413.87	
12/22/2015	12/01/15-12/10/15	\$ 22,985.49	\$ 220.66	\$ 919.19	\$ -	\$ 21,845.64	
2/4/2016	Interest	\$ -	\$ -	\$ -	\$ 1.77	\$ 1.77	
6/8/2016	05/01/16-05/31/16	\$ 29,965.66	\$ 308.65	\$ (898.97)	\$ -	\$ 30,555.98	
6/29/2016	06/13/16-06/14/16	\$ 87.09	\$ 0.91	\$ (3.92)	\$ -	\$ 90.10	
7/28/2016	04/01/16-06/30/16	\$ -	\$ -	\$ -	\$ 3.24	\$ 3.24	
TOTALS		\$ 53,473.69	\$ 534.40	\$ 33.70	\$ 5.01	\$ 52,910.60	

Percentage Collected

100%

**CORAL KEYS HOMES
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
August 31, 2016**

	<u>General Fund</u>
<u>ASSETS:</u>	
CASH	\$30,069
TOTAL ASSETS	<u><u>\$30,069</u></u>
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$18,101
FUND BALANCES:	
UNASSIGNED	\$11,968
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u><u>\$30,069</u></u>

Coral Keys Homes

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended August 31, 2016

	Adopted Budget	Prorated Budget Thru 08/31/2016	Actual Thru 08/31/2016	Variance
REVENUES:				
Maintenance Assessments	\$50,800	\$50,800	\$52,911	\$2,111
TOTAL REVENUES	\$50,800	\$50,800	\$52,911	\$2,111
EXPENDITURES:				
ADMINISTRATIVE:				
Engineering Fees	\$1,200	\$1,100	\$0	\$1,100
Attorney Fees	\$7,000	\$6,417	\$4,865	\$1,552
Annual Audit	\$3,500	\$3,500	\$3,500	\$0
Management Fees	\$24,000	\$22,000	\$22,000	\$0
Computer Time	\$500	\$458	\$458	(\$0)
Postage	\$100	\$92	\$15	\$76
Insurance	\$5,794	\$5,794	\$5,350	\$444
Printing & Binding	\$341	\$313	\$184	\$128
Legal Advertising	\$500	\$458	\$178	\$280
Contingencies	\$500	\$458	\$371	\$88
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
1st Qtr Operating	\$6,690	\$6,133	\$0	\$6,133
Website Compliance	\$500	\$458	\$458	(\$0)
TOTAL ADMINISTRATIVE EXPENDITURES	\$50,800	\$47,356	\$37,555	\$9,801
EXCESS REVENUES/(EXPENDITURES)	\$0		\$15,356	
Fund Balance - Beginning	\$0		(\$3,388)	
Fund Balance - Ending	<u>\$0</u>		<u>\$11,968</u>	