

***Villa Portofino East
Community Development District***

February 13, 2017

Villa Portofino East

Community Development District

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

February 7, 2017

Board of Supervisors
Villa Portofino East
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of **Villa Portofino East Community Development District** is scheduled for **February 13, 2017 at 11:45 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida**. Following is the advance agenda for the meeting:

1. Oath of Office for Newly Elected Supervisors at the Landowners Election held on November 21, 2016 - Seat #2, Seat #4, and Seat #5
2. Roll Call
3. Organizational Matters
 - A. Consideration of **Resolution #2017-01** Canvassing and Certifying the Results of the Landowners Election
 - B. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office for Seat #1 (11/2018) and Seat #3 (11/2018)
 - C. Oath of Office for Newly Appointed Supervisor(s)
 - D. Consideration of **Resolution #2017-02** Electing Officers
4. Approval of the Minutes of the March 21, 2016, May 16, 2016, July 18, 2016 and October 17, 2016 Meetings
5. Consideration of Proposals for Clearing Roots from Storm Drains
6. Consideration of Proposals for Speed Bumps
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager
 - D. Manager
8. Supervisors Requests and Audience Comments
9. Financial Reports
 - A. Approval of Check Run Summary
 - B. Balance Sheet and Income Statement
10. Adjournment

After each of the board members who were elected at the landowners election are given the oath of office, we will have a quorum and be able to conduct the regular business meeting and we can consider **Resolution #2017-01** Canvassing and Certifying the Results of the Landowners Election. We also still have two vacant seats and can consider appointing someone to fill those vacancies at this time. Then, if we are able to appoint anyone we will give the new supervisor(s) the oath of office and then can consider **Resolution #2017-02** Electing Officers. Copies of the resolutions are enclosed.

Copies of the minutes of the March 21, 2016, May 16, 2016, July 18, 2016 and October 17, 2016 meetings are enclosed for your review.

The fifth order of business is consideration of proposals for clearing roots from storm drains; copies of which are enclosed for your review.

The financials are also enclosed. The balance of the agenda is routine in nature and staff will present their reports 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 Nour Shehadeh Larry Abbo Steve Sanford Eli Pluzynski

RESOLUTION 2017-01

**A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS
OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD
PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES**

WHEREAS, pursuant to Section 190.006(2), Florida Statute, a landowners meeting is required to be held within 90 days of the District's creation and every two years following the creation of a Community Development District for the purpose of electing *three* Supervisors of the District; and

WHEREAS, following proper publication of notice thereof, such landowners meeting was held on *November 21, 2016*, at which the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board of Supervisors by means of this Resolution desire to canvas the votes and declare and certify the results of said election;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE VILLA PORTOFINO EAST COMMUNITY
DEVELOPMENT DISTRICT;**

1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to wit:

<u>Nancy Iglesias</u>	<u>39</u> <u>Votes</u>
<u>Jorge Cepero</u>	<u>39</u> <u>Votes</u>
<u>Jim Dupree</u>	<u>37</u> <u>Votes</u>

2. In accordance with said statute, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

Nancy Iglesias

four (4) year term

Jorge Cepero

four (4) year term

Jim Dupree

two (2) year term

3. Said terms of office shall commence immediately upon the adoption of this Resolution.

PASSED AND ADOPTED THIS, _____ DAY OF _____.

Chairman / Vice Chairman

Secretary / Assistant Secretary

RESOLUTION 2017-02

**A RESOLUTION ELECTING OFFICERS OF THE VILLA
PORTOFINO EAST COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Villa Portofino East Community Development District at a regular business meeting following the landowners meeting held on November 21, 2016 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE VILLA PORTOFINO EAST
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
_____	Treasurer
_____	Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS _____ DAY OF _____.

Chairman / Vice Chairman

Secretary / Assistant Secretary

**MINUTES OF MEETING
VILLA PORTOFINO EAST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino East Community Development District was held on Monday, March 21, 2016 at 11:45 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Susan Delegal	District Counsel
Luis Hernandez	District Manager

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 (11/2018) and Seat #4 (11/2016)
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hernandez: The second item to consider is to remind the supervisor that there are two vacant seats. Does the board have anyone they would like to appoint at this time?

Ms. Iglesias: Not at this time.

Mr. Hernandez: Based on your indication I will be tabling that matter for the next meeting.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2015 and October 19, 2015 Meetings

Mr. Hernandez: Moving on, we have approval of the minutes for the July 20, 2015 and October 19, 2015 meetings.

Mr. Cepero: I make a motion to approve July 20, 2015 and table October 29, 2015.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, the Minutes of the July 20, 2015 meeting were approved, and the Minutes of the October 19, 2015 meeting were tabled.
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FOURTH ORDER OF BUSINESS

Consideration of Resolution #2016-01 Approving the Proposed Fiscal Year 2017 Budget and Setting the Public Hearing

Mr. Hernandez: Moving on, we have consideration of resolution #2016-01 which is approving the proposed fiscal year 2017 budget, and similar to what we did at the prior meeting, just before the resolution you have a copy of the proposed budget. The proposed budget basically indicates that the District will be able to maintain the same level of services without any increases. At the same time, the portion that pertains to the District bonds, that corresponds to a fixed amount that will not increase. Based on that understanding, unless anyone has any questions in regard to the budget a motion to approve resolution #2016-01 would be in order.

Mr. Dupre: Could you repeat what you said, you said something about bonds?

Mr. Hernandez: I was just saying that the District will be able to provide the same type of services as it has been provided in the past without increasing the assessments.

Mr. Dupre: Ok.

Mr. Cepero: I make a motion to accept.

Mr. Hernandez: The way to accept it would be with the resolution and based on what we have done in the prior Districts, the recommendation would be to do it on June 20th.

Ms. Iglesias: Right.

Mr. Hernandez: The resolution is going to read that the meeting will be on June 20th at the regular time of 11:45 a.m., at the same place, 1031 Ives Dairy Road, in Miami, Florida, and by approving the resolution you will be adopting the proposed budget and you will be setting up the public hearing to take place on that date. So do I have a motion to adopt the resolution?

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, Resolution #2016-01 approving the proposed Fiscal Year 2017 budget and setting the Public Hearing on June 20, 2016 at 11:45 a.m. at 1031 Ives Dairy Road, Miami, Florida was approved.

FIFTH ORDER OF BUSINESS

**Discussion of Procedures for
the Landowners Election -
November 21, 2016**

Mr. Hernandez: Moving on we have the discussion for the landowners election. A sample copy of the agenda that will be used at the November 21, 2016 landowners meeting has been included. A copy of the proxy has been provided, and this proxy will allow any property owner or landowner to be able to appoint an individual to exercise those voting rights. At the same time we are providing you with a copy of the official sample ballot, and at that time there will be 3 seats up for election. Those being seat #2, seat #4 and seat #5, and lastly we're including a copy of the advertisement that will be provided and printed so that all those who are affected by this election will be aware that it is taking place.

Mr. Cepero: How many electors are there in the District?

Mr. Hernandez: No, this one, the landowners election only requires to have an American citizen who resides in the State of Florida.

Mr. Cepero: But how many electors are there in the District?

Mr. Hernandez: Oh, I'm sorry, you said electors, that was in the last meeting but if you give my one second I can give you that information, but if were going through this process, I'm positive it will be much less than the 250 required voters. So in the District we have 146 electors, that's the number it was last year of registered voters, 146.

Mr. Cepero: Ok.

Mr. Hernandez: Unless anyone has any questions in regard to the landowners election we can move on to the next item.

SIXTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to Staff Reports, Sue?

A. Attorney

Ms. Delegal: I have nothing to report.

Mr. Hernandez: Thank you.

B. Engineer

Mr. Hernandez: There is nothing from the engineer.

C. Field Manager

Mr. Hernandez: I'm not aware of anything from the field manager.

D. Manager

Mr. Hernandez: As for the manager, there is nothing from the District manager.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Moving on, are there any Supervisors Requests?

Mr. Cepero: We've been talking the last few years about some of the excess funds, and I need you to re-summarize that and update it, and send it to me please.

Mr. Hernandez: Sure.

March 21, 2016

Villa Portofino East CDD

Mr. Cepero: For the purpose reimbursements. Also there is a lift station here that is still owned by the developer but the CDD owns the sewer system, and the developer owns the little piece of property, it's just a little square on the plat.

Mr. Hernandez: So the land is still owned by the developer.

Mr. Cepero: As far as I can tell, you guys, and Gerry says that they don't have a deed for it so we need to transfer that to the CDD.

Mr. Hernandez: Ok.

Ms. Delegal: Is that the one Jorge, because Gerry sent me an email this morning that you had sent to him, and yes, it's on Villa Portofino East. So this is for the lakes, right?

Mr. Cepero: No, the CDD owns the lakes already.

Ms. Delegal: Ok.

Mr. Cepero: This is just a tiny little parcel on the plat that just has the lift station.

Ms. Delegal: Ok so for the lift station.

Mr. Cepero: It's the size of half this room.

Ms. Delegal: Ok.

Mr. Cepero: And it just needs to be transferred to the CDD.

Mr. Hernandez: Ok.

Ms. Delegal: Would that ultimately go to the county though?

Mr. Hernandez: Typically it goes to WASA, well in this case I believe it's the City of Homestead. Who's providing the service?

Mr. Cepero: The District owns the water and sewer, so I don't think it's going to the city.

Mr. Hernandez: Ok.

Ms. Delegal: So this hasn't been turned over?

Mr. Hernandez: Who is providing the maintenance?

Mr. Cepero: The CDD.

Mr. Hernandez: So the CDD is providing maintenance for the lift station?

March 21, 2016

Villa Portofino East CDD

Mr. Cepero: I mean, there's really no maintenance for the water and sewer. The lift station, I'm assuming you guys are providing it, I'm not aware of anybody doing anything else.

Mr. Hernandez: Because typically the ones that we have in Homestead, those are being maintained by the city, the lift stations. The city where they force the District to provide lift station maintenance is in Doral, and when you have happen to have the lift station in the CDD name, it's pricey, you're talking somewhere between \$40,000 to \$60,000 per year that needs to be paid for maintenance of the lift station.

Ms. Delegal: Well would the City of Homestead undertake the maintenance?

Mr. Hernandez: Yes.

Ms. Delegal: So that would be appropriation wouldn't it, to transfer the property? Why don't we work out the appropriate entity for the transfer of the lift station, whatever the process is in the particular municipality? If Homestead does it, then it probably should go to Homestead.

Mr. Cepero: Maybe it was transferred years ago to the city, but we're talking about the property, not the lift station itself, so maybe they're maintaining it, I don't know.

Ms. Delegal: Well they would need some property right to do it, an easement or something.

Mr. Hernandez: Correct.

Ms. Delegal: We should check that.

Mr. Hernandez: Yes, we will check all that and we'll come back to the board and report.

Ms. Delegal: Right.

Mr. Cepero: Alright.

Mr. Hernandez: Any other items that you need us to be working on?

Mr. Cepero: No.

Mr. Hernandez: Does anyone else have any other comments? If not we can move on to the next item.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run

B. Balance Sheet and Income Statement

Mr. Hernandez: The next item Financial Reports, and you will find that in section 8. Tab A contains the Check Run Summary and, tab B contains the Balance Sheet and Income Statement. Unless anyone has any questions, a motion to approve would be in order.

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

NINTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Cepero with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO EAST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino East Community Development District was held on Monday, May 16, 2016 at 11:45 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Gerry Knight	District Counsel
Luis Hernandez	District Manager
Brian Seidler	Prime Homes
Lucia Mirada	Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Let's move forward to the only matter for this meeting which is under the field manager's report. So we have under that two items, one being the replacement of the irrigation pump and the other one is some replacement and enhancement for the fountains. So Brian if you would just please enlighten us with those items.

A. Field Manager

1) Consideration of Proposal to Replace Irrigation Pump

Mr. Seidler: Yes, first I'd like to apologize for the short notice with getting this meeting together but it's an urgent issue because the irrigation pump is not working. We submitted bid requests to various companies, our contractor, Amaro whose is doing our landscaping for the CDD returned a proposed for the pump in the amount of \$1,850 which we shopped it with others and felt it was the proper proposal to submit to you for consideration so this is the bid we would like the board to accept and have any questions asked and answered so we can move forward with this.

Mr. Hernandez: The only request that I have in the District's name is that I need the CDD to be as the entity for whom the proposal is going to.

Mr. Cepero: Exactly.

Mr. Hernandez: So that the final invoice will be made on.

Mr. Seidler: Absolutely.

Mr. Hernandez: So I will be asking it to be made out to the Villa Portofino East CDD.

Mr. Seidler: Yes sir.

Mr. Hernandez: With that being said, unless anyone from the board has any questions a motion to approve the proposal that is coming from Amaro as proposal #6180 for the total amount of \$1,850 would be in order.

Mr. Knight: Question Luis.

Mr. Hernandez: Yes.

Mr. Knight: This is a CDD cost right?

Mr. Hernandez: Yes, it's the pump for the irrigation for the District.

Mr. Knight: Do we own the system?

Mr. Hernandez: It is my understanding that we do, yes sir.

Mr. Seidler: Yes it is.

Mr. Knight: What does this irrigate?

Mr. Hernandez: Do we irrigate anything besides CDD property?

May 16, 2016

Villa Portofino East CDD

Mr. Seidler: It irrigates the area along Campbell Drive, the CDD area that has been highlighted on the copy, and it provides the irrigation for the entryway, around the CDD between the commercial entity to the right, the Wendy's, the BBT Bank and everything along the front of the property that has landscaping that has been not receiving water and is starting to look pretty poorly, so that's what this particular pump does.

Mr. Knight: So in theory it irrigates the CDD property.

Mr. Hernandez: All common areas.

Mr. Seidler: Just the CDD properties yes, the hotels have their own irrigation systems, the Villa Portofino East has its own irrigation system, and this pump provides for just the CDD area.

Mr. Knight: Ok.

Ms. Mirada: Everything that's in blue, that's CDD that would be the entrance around the fountain plus Campbell Drive.

Mr. Knight: Ok, thank you.

Ms. Mirada: You're welcome.

Mr. Knight: The other question is, can you do this by just the proposal, with nothing more, do you get proof of insurance and all that stuff before they come on the property?

Mr. Hernandez: That's a current vendor that we have, so we do have that already.

Mr. Knight: Ok.

Mr. Seidler: We have certificate of liability insurance, worker's compensation, we fully vet them before the contract is executed and this was done a few months ago when we brought Amaro in.

Mr. Knight: Ok, so because it's not a big amount, I think we can just do it based on the proposal without a separate agreement.

Mr. Hernandez: That's fine.

Ms. Mirada: I'll email you one when I get back to the office.

Mr. Knight: Ok.

Mr. Hernandez: So the way I have it is a proposal for the board's consideration, how does the board want to move forward on this?

Mr. Dupre: I move that we approve this proposal.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting proposal #6180 from Amaro Property Maintenance for a total amount of \$1,850 to replace the burned out irrigation motor pump as stated on the record was approved.

2) Consideration of Replacement and Enhancement of Fountains

Mr. Hernandez: The next item, Brian?

Mr. Seidler: Yes the next item is the fountain. We have the entry fountain feature which is 8 years old, the electrical connections have been corroded and the fountain is showing its age. There's a rebar breaking through at the base of the fountain, so we have two proposals for your consideration. One to replace the electrical circuitry, install ground fault indicators which were not installed originally when the fountain was built, and install new lighting. So the proposal for the fixtures and all of that is quote #0322 from Omar Electrical Contractor in the amount of \$3,926.71 that will take care of all the electrical issues, installing the new lights into the fixture. Then there's a separate proposal that we have from JMR Construction which is to repair the rebar that is poking through the interior of the fountain, water penetration has gotten into the rebar and it has caused an issue with concrete spalling where they need to apply a rust inhibitor to the metal and then seal the concrete and apply epoxy coating so it's completely water tight and that proposal is for \$1,800. So it's a total of about \$6,000 that we're asking the CDD to approve.

Mr. Knight: The same questions for the record, this is a fountain in a CDD area?

Mr. Seidler: Yes sir, it's the main entrance feature, as soon as you come into the community.

Mr. Knight: Where the roundabout is?

Mr. Seidler: Exactly, the center of the roundabout.

May 16, 2016

Villa Portofino East CDD

Mr. Knight: Ok. Again, it's borderline but I think for \$3,926.71 it can be done based on the proposal once we get all the proofs of insurance and all of that.

Mr. Seidler: Yes sir.

Ms. Mirada: I have all that.

Mr. Knight: Unless you think differently Luis, I think we can just do it from the proposal.

Mr. Hernandez: The only part that I just want to see is, so the one that I received has the #2 for \$415, that one will not be considered and has nothing to do with it?

Ms. Mirada: No absolutely not, just disregard that.

Mr. Hernandez: Ok that's fine, and keep in mind we were just putting this together at the last minute so I just need to be certain.

Mr. Seidler: Yes sir.

Mr. Knight: So the motion would be to approve both the Omar and the JMR Construction.

Mr. Hernandez: It would JRM Construction for \$1,800 and Omar Electrical for \$3,926.71 and also in the motion we need to include authorizing the appropriate officials to execute all the required permits, and part of what I included is that some cities request the CDD to sign the permit, and so by authorizing any appropriate official, including me, the secretary, we'll have the ability to go ahead and execute those documents.

Mr. Seidler: Ok.

Mr. Dupre: I move that we approve the proposal and give you the authorization.

Mr. Hernandez: Authorizing the appropriate officials to execute the required permits.

Mr. Dupre: Exactly.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting the two proposals as presented, one from Omar Electrical Contractor in the amount of \$3,926.71 and the other one from JMR Construction in the amount of \$1,800, and also authorizing the proper District officials to execute all the required permits as stated on the record was approved.

Mr. Hernandez: Anything else we have at this point?

Mr. Seidler: There was one last thing that came up that was not presented to you in advance of this meeting. We understand this is a long shot but, we had to throw it out anyway, the CDD area along Campbell Drive, we're anticipating opening a hotel there shortly, the third hotel, and there's some additional landscaping that we've identified that would need to be installed to enhance the entrance there so that we can make it look pretty for the anticipated opening of the hotel.

Mr. Dupre: But it's not just for the hotel, it's for everybody, because that's the very entrance into the whole project.

Mr. Cepero: This is the roundabout area?

Mr. Seidler: It's Campbell Drive at the entrance.

Mr. Cepero: So this is a curved road, going up to the fountain.

Mr. Seidler: Here's an image.

Ms. Mirada: Of what it looks like now, that's the front palm trees on Campbell Drive.

Mr. Cepero: So it's Campbell Drive to the fountain?

Ms. Mirada: Yes.

Mr. Seidler: Yes, the "S" shaped road.

Mr. Dupre: Yes.

Mr. Seidler: So it needs mulch, and some of the plants that have been there traditionally have died and have not been replaced and we were asked to pretty the area up on Campbell Drive to make it look at the entrance to the fountain to be nicer in appearance. So this proposal was brought in as a consideration at the last minute, it's

May 16, 2016

Villa Portofino East CDD

not on the agenda, but if it could be approved and ratified at the next meeting and Luis I defer to you for protocol and such.

Mr. Hernandez: It's the same as I stated before, all this needs to be Villa Portofino East CCD.

Mr. Seidler: You got it.

Mr. Knight: Is this all in the budget?

Mr. Hernandez: The District has for enhancements, and that's the part that I was trying to see what we have, so we have \$10,000 so it would be within the budget that the District has and based on this statement, is that there are some outside events that is calling to the attention of the District that the District's common areas need to be enhanced and based on that requirement you're presenting us with proposal #6196 for the total amount of \$4,754 and so if the board so wants to consider that, there are funds in the existing budget to cover this.

Mr. Dupre: I move that we approve that proposal for that additional enhancement work.

Mr. Hernandez: In the amount of \$4,754?

Mr. Dupre: Exactly.

Mr. Hernandez: And once again, this is work to be done with the existing landscaping company the District has.

Mr. Seidler: Yes sir, and they have the approval to proceed at this time right?

Mr. Hernandez: Once the board approves it, yes they will be able to move forward.

Mr. Seidler: Ok.

Mr. Knight: So I have that landscape agreement with Amaro?

Mr. Hernandez: Yes.

Mr. Seidler: Yes sir.

Mr. Hernandez: Yes, they are the current landscaper for this District.

Mr. Knight: So this would be additional work under that contract?

Mr. Hernandez: Correct, all I will be doing is asking them to include a note in the final invoice that it pertains to the existing contract.

Mr. Knight: Correct, the existing contract applies.

Mr. Hernandez: Yes.

Mr. Knight: Ok.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting proposal #6196 from Amaro Property Maintenance in the amount of \$4,754 for landscaping enhancements along Campbell Drive at the entrance as stated on the record was approved.

Mr. Hernandez: Anything else that we have at this point?

Mr. Seidler: No sir.

Mr. Hernandez: Alright.

THIRD ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Are there any Supervisors Requests at this time?

Ms. Iglesias: No.

Mr. Hernandez: Not hearing any, I just want to indicate for the record we have no audience here today.

FOURTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Dupre with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO EAST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino East Community Development District was held on Monday, July 18, 2016 at 11:45 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Gerry Knight	District Counsel
Luis Hernandez	District Manager
Brian Seidler	Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 (11/2018) and Seat #4 (11/2016)
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hernandez: Moving on with our organizational matters, once again I need to remind the supervisors that there are two vacant seats. Does the board have anyone they would like to appoint at this time?

Ms. Iglesias: Not at this time.

Mr. Hernandez: Alright, we will then table entirely item No. 2.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the October 19, 2015, March 21, 2016 and May 16, 2016 Meetings

Mr. Hernandez: Moving on with item No. 3, we have approval of the minutes of October 19, 2015, March 21, 2016 and May 16, 2016 meetings.

Mr. Cepero: Motion to approve October, 2015 and table the others.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, the Minutes of the October 19, 2015 meeting were approved, and the Minutes of the March 21, 2016 and May 16, 2016 meetings were tabled.

FOURTH ORDER OF BUSINESS

Consideration of Resolution #2016-02 Approving the Proposed Fiscal Year 2017 Budget and Re-Setting the Public Hearing

Mr. Hernandez: Moving on, we have consideration of resolution #2016-02 and what this resolution does is it approves the District's fiscal year 2017 budget and re-sets the public hearing for today. Similar to what we had in Villa Portofino West, this is set that by approving the resolution the District will be ratifying the action being taken by staff so that we will be able to have the meeting today. With that being said, a motion to approve resolution #2016-02 would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, Resolution #2016-02 approving the proposed Fiscal Year 2017 budget and re-setting the Public Hearing on July 18, 2016 at 11:45 a.m. at 1031 Ives Dairy Road, Miami, Florida was approved.

Mr. Knight: Let me ask you Luis on this, I was going to ask on the other one, the 60 day requirement, we complied with the 60 days?

Mr. Hernandez: Yes we complied with the 60 days, the only difference is that originally the meeting was set to take place in June, but we were not able to secure a quorum for that particular day, so what we did is we re-advertised notifying the new meeting was going to take place at this meeting today. So instead of being 60 days, it was actually 90 days, the notification that was given, the period of time between the proposed budget and the adoption of the budget.

Mr. Knight: Ok, thanks.

Mr. Hernandez: With that being said, let's move forward to the next item.

FIFTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2017 Budget

A. Motion to Open the Public Hearing

Mr. Hernandez: The next item is the public hearing to adopt the fiscal year budget for 2017. The first action from the board would be a motion to open the public hearing.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, opening the Public Hearing was approved.

B. Public Comment and Discussion

C. Consideration of Resolution #2016-03 Annual Appropriation Resolution

Mr. Hernandez: Once again, I just want to indicate that we're not avoiding the public comments and discussion, it is just that we don't have any general audience today. You will find the proposed budget for July 18, 2016 budget, a copy of which is exactly the same as the one that was presented 90 days ago. What you're going to see that the District believes at this point that with the same level of assessments, it would be able to entertain the same conditions and maintain the same level of services as those provided last year. An explanation of what the expenses are have been described and defined on pages 2 through 5, and on page 6 contains the bonds, 2007 Series Bonds. On page 7, the amortization schedule for those bonds. On page 8, the Series 2012 Bonds, that only pertains and affects the commercial side and some areas within that commercial side, and at the end on page 9, you have the amortization schedule for those

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Villa Portofino East CDD

bonds. Does anyone have any questions in regard to the budget? Not hearing any questions, then we move on to the resolution. The next step would be for the board to consider resolution #2016-03 which is going to be a resolution of the annual appropriate resolution that would basically take this District's proposed budget and make it the District's adopted budget.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, Resolution #2016-03 the Annual Appropriation Resolution was approved.

D. Consideration of Resolution #2016-04 Levy of Non Ad Valorem Assessments

Mr. Hernandez: The next item would be consideration of resolution #2016-04 which is the levy of the Non Ad Valorem Assessments, and by approving this resolution the board would allow the District once again to levy on the Miami-Dade County tax roll.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, Resolution #2016-04 Levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Hernandez: Unless anyone has any questions in regard to the now adopted budget, a motion to close the public hearing would be in order.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, closing the Public Hearing was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: The next item would be staff reports, Mr. Knight?

A. Attorney - Discussion of 2016 Legislative Memorandum and Supplement Memorandum

Mr. Knight: Nothing different than what I said previously at the last meeting.

Mr. Hernandez: Alright, thank you.

B. Engineer

Mr. Hernandez: There is nothing to be presented as for the engineer.

C. Field Manager

Mr. Hernandez: As for the field manager, Brian?

Mr. Seidler: We have a couple of issues that we're working on right now. One is the irrigation system which needs to have a new low voltage wire run underneath the roadway, so we have to make a saw cut in the asphalt. We're awaiting proposals to see what exactly it's going to cost but we'll need a swath of 24" wide and 18" deep to bury the new wire.

Mr. Hernandez: Do you have at least an estimated amount so the board can move forward?

Mr. Seidler: I don't because we have two different people looking at, we have one company that's going to cut the asphalt and excavate the area, the other company is actually going to run the wire.

Mr. Hernandez: But the reason that I'm asking is, if there no amount being approved by the board, you will get a quote and it will have to depend on having another meeting.

Mr. Seidler: Right we'll have to wait.

Mr. Cepero: What road are you cutting?

Mr. Seidler: It's the road that is around the roundabout that leads to the third hotel and coming out of Villa Portofino East at that intersection.

Mr. Cepero: So the road to the north of the roundabout?

Mr. Seidler: Yes it goes north, the north spur that goes towards the new hotel and the Villa Portofino East, it's going to traverse both sides and under the median

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because that's where the pump issue is and then the irrigation controls continue on the other side for that area there.

Mr. Cepero: Does that have second left?

Mr. Seidler: I'm not certain if that has a second left. I don't think it does because the hotel not being completed and Villa Portofino East not being completed, so now is a good time to get this done. I hesitate to say, a price not to exceed say \$4,000 or whatever because I really don't know what it's going to cost.

Mr. Hernandez: It is not unusual for a District to make a determination from the board based on a rough number.

Mr. Seidler: Right.

Mr. Hernandez: Therefore, if you believe that \$4,000 should be able to cover the amount, I'd rather have a motion, at least for the board to consider that amount, and if later on we define that the \$4,000 is not enough then we need to come back, but if you're successful in your estimate is within what the board has allowed you to do, we will be able to move forward without the need to come back to a meeting.

Mr. Seidler: I would be comfortable setting a price not to exceed \$6,000, I think it will come in for much less than that, but to avoid having to come back and reissue this, I could forward the proposals to you once I receive them, and we'll know exactly what we're talking about, but to cut the asphalt, excavate the area, run the cabling and such, I really can't see it exceeding \$6,000.

Mr. Hernandez: Now all that irrigation before the board considers this, it just for irrigation for the CDD.

Mr. Seidler: Exactly, it's just the CDD.

Ms. Iglesias: Right.

Mr. Hernandez: So the consideration from the board would be to authorize repair to be done to the District's irrigation system in an amount not to exceed \$6,000 as it's being presented. Now the board could make it contingent to one of the supervisors being the one having the final word, so that it's not only Brian the one who sees it, but

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you will be provided with the quotes and you will have the final word to say, not only that's the right amount, but it's the right entity.

Mr. Cepero: I nominate Nancy.

Mr. Hernandez: It's whoever you want to appoint.

Mr. Dupre: So moved, but Jorge Cepero will be the one to do it.

Ms. Iglesias: Yes.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, authorizing staff to proceed with the irrigation repair for the District, with a new low voltage underground wire, not to exceed \$6,000 and also appointing Jorge Cepero to oversee the final decision on behalf of the District was approved.

Mr. Knight: Do you have the money in the budget?

Mr. Hernandez: Yes.

Mr. Seidler: Thank you.

Mr. Hernandez: Anything else that you need to present today?

Mr. Seidler: Let's see that was the one thing there. The other thing has to deal with the, we have a drainage issue inside Villa Portofino East.

Mr. Hernandez: When you're saying inside, is that inside the townhomes?

Mr. Seidler: Yes, inside the townhome community.

Mr. Hernandez: That part is not part of the CDD.

Mr. Seidler: Right.

Mr. Knight: Well the drainage is.

Mr. Hernandez: The drainage is, but it goes back to what we were speaking about before.

Mr. Knight: No but the drainage is, so what's the problem with the drainage?

Mr. Seidler: The problem is that during torrential rains we have a lake that occurs in the intersection of 3 avenues there, and it gets pretty significant. We've gotten two proposals to vacuum out the drains and inspect them. The two companies that

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have come out have differing opinions about the construction of the actual drains themselves, so their prices have varied slightly.

Mr. Hernandez: The District engineer has already provided a report on that matter.

Mr. Seidler: Yes, I've seen the report.

Mr. Hernandez: And what he's saying is that part of the system is not working in the way it was designed and it has to do with the fact of not having the last layer of asphalt.

Mr. Seidler: Correct.

Mr. Hernandez: And at the same time, in the same report, he was indicating that a portion of some of the damages to the existing system has occurred because of the lack of the last layer of asphalt which is making the system not operate in the way that it should.

Mr. Seidler: Right, it's not operating as intended because of the second layer.

Mr. Cepero: Well what's the difference between the two proposals, why don't they agree as to the construction of the system?

Mr. Seidler: Well what it is, say for example once company proposed \$225 per drain to vacuum and clean the drains of any sludge and stuff that's in there, the other company came in and said that it would be \$200 per drain. So they're quibbling over pennies really but one company said that the drains are this type of drain, and the other company said the drains are this type of drain, and I have the District engineer's report so I can show them beyond a shadow of a doubt what they actually are. So it's just a matter of getting those suckers sucked out.

Mr. Cepero: When you say that it's this type of drain or that type of drain, are they referring to the size of the pipe or whether it's perforated pipe, versus a solid pipe?

Mr. Seidler: Yes, exactly. I think they're talking about the physical construction of the drains, and I don't know when the last time the drains were cleaned, I can talk to Meyer Sarshalom and see, but it needs to be done because we have people who have

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water that comes almost all the way up their garage doors, that's how high the water rises.

Mr. Cepero: That has nothing to do with the second lift, the second lift is only $\frac{3}{4}$ " of an inch.

Mr. Seidler: I understand that, but the engineer's report states one thing.

Mr. Cepero: But that has nothing to do with the second lift.

Mr. Seidler: I hear what you're saying, I'm arguing the fact, I'm just saying that the engineer says one thing, the people that actually do the drain cleaning say another thing but I need to get these drains cleared so that we can eradicate this water.

Mr. Cepero: What do you need from us?

Mr. Seidler: I supposed another approval for the work to be done.

Mr. Knight: How many drains are there?

Mr. Seidler: 14 drains.

Mr. Knight: Times \$200?

Mr. Hernandez: \$2,800.

Mr. Seidler: It's really not that big of a deal. So if we entertained a motion to address this issue at a price not to exceed \$3,500 I think that should do it.

Mr. Dupre: And we did say it was the drainage system which would make it part of the CDD right?

Mr. Hernandez: Yes it is part of the CDD, the road is not, the drainage system is.

Mr. Dupre: Ok, so I move that we basically do the same way that we did the other one, that he has up to \$3,500.

Mr. Hernandez: So an amount not to exceed \$3,500.

Mr. Dupre: Yes and then it has to obtain final approval from Jorge Cepero.

Mr. Hernandez: Ok.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, authorizing staff to proceed with the cleaning of 14 drains not to exceed \$3,500 also appointing Jorge Cepero to oversee the final decision on behalf of the District as stated on the record was approved.

Mr. Seidler: That's all I have.

Mr. Hernandez: Alright, thank you.

D. Manager

- 1) **Number of Registered Voters in the District - 161**
- 2) **Consideration of Proposed Fiscal Year 2017 Meeting Schedule**
- 3) **Discussion of Financial Disclosure Report from the Commission on Ethics**

Mr. Hernandez: As for the District manager, I have three items to present.

Number one is that the number of registered voters in the District is 161, and the reason, and the importance of that determination is that, when the District gets to have 250 registered voters, the election of the supervisors will be controlled, and handled by Miami-Dade County Supervisor of Elections. At this point the District has met so far, one of the two requirements for this process to take place which is 6 years of establishment. This District was established in the year 2006 so that portion has been taken care of a long time ago, but the District has not met the second requirement which is to have at least 250 registered voters. Therefore, the District will continue to have landowners elections based on this number. The next item to be presented would be the proposed fiscal year 2017 meeting schedule. Compared to the prior meeting that we just had, everything has been presented for the third Monday of each month, to be at this meeting location, at the same time, 11:45 a.m. The only exceptions are in in the months of January and February, and it is because of the holidays. With that being said, unless anyone wants to make any changes, a motion to approve the proposed fiscal year 2017 meeting schedule would be in order, and by making that motion authorizing its advertisement.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting the proposed Fiscal Year 2017 Meeting Schedule and authorizing staff to advertise was approved.

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Mr. Hernandez: Under the same item as the financial disclosures, as soon as we're done with this meeting I will meet with the supervisors to double check, and you already know the reason, and importance for that matter to be taken care of right away.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Moving on, are there any supervisors requests at this time? Not hearing any, I just want to indicate once again for the record there is no audience here today.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run

B. Balance Sheet and Income Statement

Mr. Hernandez: The next item for the board's consideration would be Financial Reports. Behind tab A you will have the Check Run Summary and, behind tab B you have the Balance Sheet and Income Statement. Unless anyone has any questions, a motion to approve financials would be in order.

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

NINTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Dupre with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO EAST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino East Community Development District was held on Monday, October 17, 2016 at 11:45 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias
Jorge Cepero
Jim Dupre

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Gerry Knight
Luis Hernandez
Gloria Morenstein
Eli Pluzyaki

District Counsel
District Manager
Prime Homes
Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 (11/2018) and Seat #4 (11/2016)
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hernandez: As the second part of the agenda I just need to remind the supervisors that we have two vacant seats, does the board have anyone they would like to appoint at this time?

Ms. Iglesias: Not at this time.

Mr. Dupre: Why don't you get somebody else?

Ms. Iglesias: We will, but we don't have anybody yet.

Mr. Hernandez: So at this time we will just table this item.

Mr. Dupre: I suggest that we find another person.

Ms. Iglesias: I told him that.

Mr. Cepero: We're putting you in charge, I nominate Jim to be in charge of that project.

Mr. Dupre: Of finding another person?

Mr. Cepero: Yes.

Mr. Dupre: Ok I will do it.

Mr. Hernandez: In the interim for today, we will just table that item.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 21, 2016 and May 16, 2016, and July 18, 2016 Meetings

Mr. Hernandez: Moving on to the next item on the agenda, we have the minutes of March 21, May 16, and July 18, 2016 meetings which have been included for the board's consideration. Is the board ready to approve any of those?

Mr. Cepero: I'm sorry what?

Mr. Hernandez: The minutes for March 21, May 16 and July 18, 2016 meetings.

Mr. Cepero: Ok, no skip them.

Mr. Hernandez: So you want to table those?

Ms. Iglesias: All of them?

Mr. Cepero: Yes.

Ms. Iglesias: Ok.

<p>On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, the Minutes of the March 21, 2016, May 16, 2016 and July 18, 2016 meetings were tabled.</p>
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FOURTH ORDER OF BUSINESS

**Acceptance of Notice of
Cancellation of Services
from Amaro Property
Maintenance**

Mr. Hernandez: The next item that we have is acceptance of notice of cancellation of services from Amaro Property Maintenance. This is the prior landscaping company that the District had, who has sent a resignation letter. So at this point it would be appropriate for the board to make a motion to accept the cancellation notice.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting the notice of cancellation of services from Amaro Property Maintenance was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Agreement with
Tropical Touch Garden Center
for Landscape Maintenance**

Mr. Hernandez: Moving on, the next item is consideration of agreement with Tropical Touch Garden Center for landscape maintenance. A copy of the proposal with the proposed agreement has been included. It has been reviewed by District counsel, and it's my understanding that it may require to have an additional amendment, but the document could be accepted in substantial form.

Mr. Knight: There's some new language we have to put in all the vendor service contracts which has to do with the public records law. It's pretty much standard language now, so we will include it in here. It took effect, the law changed July 1st, so after that we have to include all that language in all vendor service contracts.

Mr. Dupre: What is the total for the month or per year on this?

Mr. Knight: The cost is per month I think.

Mr. Dupre: What's that, sorry?

Mr. Knight: The price is per month, is that what you're asking?

Mr. Hernandez: \$970.

Mr. Knight: Right, it's \$970 per month.

Mr. Dupre: And before?

Mr. Hernandez: We were paying, I believe \$975.

Mr. Knight: So approving the agreement, the submitted one, it's ok subject to our review and including that language I mentioned.

Mr. Hernandez: Ok.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting the proposal with Tropical Touch Garden Center for landscape maintenance in substantial form pending the additional addendum by District counsel as stated on the record was approved.

SIXTH ORDER OF BUSINESS

Consideration of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2016

Mr. Hernandez: Moving on, the next item for the board's consideration would be the engagement letter with Grau & Associates. Grau & Associates is the auditing firm for the District, and the way that not only the Board of Supervisors approved it, but the audit selection committee approved it as well. I have reviewed the agreement, and the amount set, which you will find on page 3, corresponds to the amount that was approved for \$3,900 to do the audit. Based on that, the recommendation from staff is to accept the engagement letter with Grau & Associates, and by accepting it, authorizing the appropriate officials to execute the document.

Mr. Knight: And we will probably also want to include the public records language in that agreement as well, since we're entering into it after July 1st. So it would again be in substantially final form.

Mr. Hernandez: It is my understanding that if we have not received it, they already agreed to include that paragraph.

Mr. Knight: Right.

Mr. Hernandez: So with those indications, a motion to accept pending the inclusion of that language.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2016 in substantial form pending the additional addendum by District counsel as stated on the record was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to staff reports, Mr. Knight?

A. Attorney

Mr. Knight: Nothing to report.

Mr. Hernandez: Thank you very much.

B. Engineer

Mr. Hernandez: There is nothing to report from the engineer.

C. Field Manager

Mr. Hernandez: From the field manager, anything to report?

Mr. Cepero: Nothing to report.

D. Manager

Mr. Hernandez: Nothing else to report from the manager.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Are there any supervisors requests at this time? Not hearing any, I just want to indicate for the record that we have no audience today.

NINTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run

B. Balance Sheet and Income Statement

Mr. Hernandez: The next and last item on the agenda would be Financial Reports. You will find in section 9A the check run summary, and 9B the balance sheet and income statement. Unless anyone has any questions in regard to the financials, a motion to approve would be in order.

Mr. Cepero: I had a question but I lost the item. It was a \$50 fee for voting something, or registration.

Mr. Hernandez: Voting registration?

Mr. Cepero: Something like that.

Mr. Knight: That's the fee that you pay to the Supervisor of Elections.

Mr. Hernandez: Every year you need to pay them to obtain the list of the number of registered voters.

Mr. Cepero: Ok.

Ms. Iglesias: Ok.

Mr. Cepero: And what does that mean at the bottom of each page, it says VPE Villa Prt East, M Philips?

Mr. Hernandez: That's the note that the accountant printed the document, Villa Portofino East, and Maggie Phillips is the accountant, so it just indicates that it's coming from her server.

Mr. Cepero: Ok, and on the taxes, where we have the amounts received, it says 100% of the bonds, does that mean we received 100% of the taxes that were due?

Mr. Hernandez: Yes sir.

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

TENTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Dupre with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman



PROPOSAL
Roto-Rooter Services Company
 1550 NW 79th Avenue
 Miami, FL 33126
 (786) 464-1080

Proposal Submitted To				Work To Be Performed At			
Name	PMG ASSET SERVICES			Name	SAME		
Street	1000 NE 29 TERRACE			Street	SAME		
City	HOMESTEAD	State	FL	City	SAME	State	SAME
			ZIP				ZIP
Telephone Number	954-624-4732			Telephone Number	SAME		

Roto-Rooter hereby proposes to furnish all the materials and to perform all the labor necessary for the completion of:
ESTIMATE TO HYDRO-JET 15 INCH STORM DRAIN THAT HAS ROOTS.

\$650.00 FOR THE 1ST TWO HOURS
\$300.00 EACH ADDITIONAL HOUR

1. Roto-Rooter will perform the work described above and supply all required materials for the sum of \$ _____.

Option A (complete if applicable):

Customer will make payment as follows:

- _____ 0 % of the cost (\$ 0.00) upon execution of this Agreement.
- _____ 0 % of the cost (\$ 0.00) upon the start of the work.
- Balance of the cost upon completion of the job (\$ 0.00).

Option B (check if applicable):

The total sum will be billed upon completion of the work and is payable within 30 days (commercial accounts with approved credit only).

2. The approximate starting date is UPON APPROVAL , and the approximate completion date is UPON APPROVAL . Neither date is guaranteed. Unexpected conditions or problems could cause delays.

3. If a box is checked below, Roto-Rooter is providing a service guarantee on the terms provided with this proposal.

	<u>Commercial</u>	<u>Residential</u>
Main/Branch Lines	<input type="checkbox"/> 30 Days	<input type="checkbox"/> 6 Months
Toilet Auger	<input type="checkbox"/> 24 Hours	<input type="checkbox"/> 7 Days
Plumbing Repair	<input type="checkbox"/> 90 Days	<input type="checkbox"/> 6 Months
Plumbing Replacement	<input type="checkbox"/> 90 Days	<input type="checkbox"/> 1 Year
Extended Guarantee	NA	<input type="checkbox"/> 1 Year

4. THE TERMS AND CONDITIONS PROVIDED WITH THIS PROPOSAL WILL BE BINDING ON THE PARTIES.

5. This proposal may be withdrawn by Roto-Rooter if not accepted within 30 days. This proposal constitutes the entire agreement between the parties, and no modifications will be valid unless in writing and signed by both parties.

6. Other _____

Respectfully Submitted:

_____	RENNE MONTILLA TECH 1502	October 31, 2016
Signature	Printed Name	Date

ACCEPTANCE OF PROPOSAL

Customer authorizes the work and accepts the above terms (including the terms and conditions provided).

Accepted:

_____	_____	_____
Signature	Printed Name	Date

Roto-Rooter Services Company Terms and Conditions

The following terms apply to all work performed by Roto-Rooter Services Company or its affiliates ("us") for the customer indicated on first page of this proposal ("you").

1. Your Responsibilities. You agree to (a) remove any hazards, obstructions or dangerous conditions around the job site not caused by our work, (b) limit access to the job site so that people not working on our job are not exposed to dangerous conditions relating to our job, (c) place appropriate warnings to warn of dangerous conditions when we are not on the job site, and (d) provide us with adequate access.

2. Exceptions to Our Responsibilities. We are not responsible for (a) personal injury, property damage or other damage or loss to you or others arising out of our work, except to the extent caused by our negligence or failure to perform the work in accordance with the contract between us; (b) defective, damaged, or deteriorated lines, mold, lead piping, or other unexpected or undisclosed conditions, and the consequences of such conditions, including delays, broken fixtures or lines, and lodged equipment (if we encounter such a condition, we may stop work, and you will pay us a reasonable charge for the work performed); (c) the time required to complete our work with reasonable diligence; (d) unless explicitly stated in writing, any damage necessary to complete our work, including damage to landscaping, walls, painting, tile or concrete or similar items; (e) damage caused by the removal of any clean out, drain cover or cap; or (f) tasks we perform in accordance with your specific instructions.

3. Release and Hold Harmless. You release us from (and if you are a commercial customer, you will defend and indemnify us and hold us harmless against) all damages, claims, demands, settlements, judgments, liabilities, costs and expenses, including reasonable attorneys' fees, allegedly arising out of (a) breach of your responsibilities under paragraph 1, or (b) matters for which we disclaim responsibility under paragraph 2.

4. Our Guarantee. If we provide a parts or equipment guarantee, as your exclusive remedy, we will give you the benefit we receive, if any, under the manufacturer's warranty. If we provide a service guarantee, it covers only drainage failure in the line serviced, and defective plumbing workmanship, during the guarantee term. As your exclusive remedy under our service guarantee, we will, at our option, either do the work again at no labor cost or refund your payment. Guarantees do not apply to problems arising out of main sewer line backup or improper, abnormal or unanticipated use or conditions. Except as explicitly stated in writing, we are not giving any guarantees or making any warranties. **WE DISCLAIM ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** For problems or inquiries, you should contact our General Manager at the phone number listed on the front of our proposal.

5. Limitation of Damages. Our liability to you for any claim arising out of our work on any job (other than a claim permitted by these terms for personal or bodily injury) will in no event exceed three times the amount you actually pay us for the work on that job. **EXCEPT FOR A CLAIM PERMITTED BY THESE TERMS FOR PERSONAL OR BODILY INJURY OR PROPERTY DAMAGE, YOU WAIVE ANY RIGHT TO RECOVER INCIDENTAL DAMAGES, CONSEQUENTIAL DAMAGES, OR DELAY DAMAGES.**

6. Overdue Amounts. If you fail to pay us any amount when due, we will charge you interest on the amount due at the rate of 1.5% per month (but not exceeding the highest rate legally permissible). You will reimburse us for the reasonable attorneys' fees we incur in all stages of collection.

7. General. These terms are part of our contractual agreement and will prevail over any inconsistent terms in any other agreement between us, including the terms of any purchase order, and may be modified only in a written instrument signed by both of us which specifically refers to the provisions to be modified. If any of these terms is held invalid or unenforceable, the remaining provisions will not be affected and will continue to apply.

TELE-VAC SOUTH, INC.

221 NE 13TH STREET
 POMPANO BEACH, FL 33060
 (954) 782-6997
 (954) 782-4130 FAX

Estimate

Date	Estimate #
10/27/2016	2887

Name / Address
Prime Management Group 4651 Sheridan St Ste 480 Hollywood, FL 33021

			Project
Description	Qty	Cost	Total
<p>1052 NE 30th Av Homestead Root Cut and Root X Treatment - TeleVac South proposes to furnish a Vactor cleaning truck, a Telespection truck, crews and materials to provide the following services:</p> <p>Root cutting at catch basin 18 to end, 55 LF of 15" HDPE pipe and install 5 pounds of Root X treatment upon completion</p> <p>Due to the unknown factors (root length, width, thickness) of root cutting, this is just an estimate. **This estimate is for a 5 hour combination rate. We will bill actual hours (including travel), with a 4 hr minimum**</p> <p>Our combination Vactor truck, telespection truck and crew hourly rate is \$350 per hour. Time starts when the truck leaves our yard in Pompano and ends upon their return. We do have a 4 hr minimum</p> <p>RootX - 5 pounds</p> <p>Invoice is due in full in 15 days. We accept Visa, Mastercard, Discover and company check.</p> <p>This estimate is valid for 30 days. To schedule, please sign and return. Allow 7 to 10 business days for scheduling.</p>	5	350.00	1,750.00
	5	50.00	250.00
		Total	\$2,000.00

Customer Signature _____

TELE-VAC SOUTH, INC.

221 NE 13TH STREET
POMPANO BEACH, FL 33060

(954) 782-6997

(954) 782-4130 FAX

Invoice

DATE	INVOICE #
10/10/2016	14358

BILL TO
Prime Management Group 4651 Sheridan St Ste 480 Hollywood, FL 33021

PROJECT	P.O. NO	TRUCK NO
1052 NE 30 Av		118 & 138

DESCRIPTION	HOURS	RATE	GALLON	AMOUNT
Cleaned and televised two lines, 40 LF at problem areas		1,750.00		1,750.00
Proper disposal fees		250.00		250.00
Serviced by Tony, Anthony and Steve on 10-10-16				
			Total	\$2,000.00

THANK YOU FOR YOUR BUSINESS!

Villa Portofino East
Community Development District

Check Run Summary - General Fund

10/1/2016 - 1/31/2017

Date	Check Numbers	Amount
<i>October 12, 2016</i>	<i>750-754</i>	<i>\$ 182,079.01</i>
<i>October 24, 2016</i>	<i>755-759</i>	<i>\$ 8,570.00</i>
<i>November 17, 2016</i>	<i>760-765</i>	<i>\$ 13,820.59</i>
<i>December 6, 2016</i>	<i>766-770</i>	<i>\$ 20,160.81</i>
<i>January 5, 2017</i>	<i>771-776</i>	<i>\$ 210,302.55</i>
	Total	\$ 434,932.96

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED YRMO	TO DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/12/16	00009	9/23/16	356147	201609	320-53800-43000					*	9.61		
			3160 NE 11 ST IRRIGATION										
		9/23/16	359143	201609	320-53800-43000					*	795.82		
			925 NE 30 AVE										
		9/23/16	359267	201609	320-53800-43000					*	9.63		
			920 NE 30 AVE IRRIG PUMP3										
									CITY OF HOMESTEAD			815.06	000750
10/12/16	00001	10/03/16	249	201610	310-51300-34000					*	2,865.92		
			OCT 16-MGMT FEES										
		10/03/16	249	201610	310-51300-35100					*	83.33		
			OCT 16-COMPUTER TIME										
		10/03/16	249	201610	310-51300-44000					*	200.00		
			OCT 16-RENT										
		10/03/16	249	201610	310-51300-31300					*	208.33		
			OCT 16-DISSEMINATION SVCS										
		10/03/16	249	201610	310-51300-35110					*	41.67		
			OCT 16-WEBBSITE ADMIN										
		10/03/16	249	201610	310-51300-42000					*	3.26		
			OCT 16-POSTAGE										
									GMS-SOUTH FLORIDA, LLC			3,402.51	000751
10/12/16	00038	9/22/16	1575	201610	320-53800-46300					*	100.00		
			OCT 16-FOUNTAIN SVCS										
									NEW WAVE POOL CARE LLC			100.00	000752
10/12/16	00033	10/10/16	10102016	201610	300-20700-10100					*	130,434.59		
			TRANSFER OF FUNDS RCPTS										
									VILLA PORTOFINO EAST CDD-S2012			130,434.59	000753
10/12/16	00013	10/10/16	10102016	201610	300-20700-10100					*	47,326.85		
			VPE SERIES 2007A										
									VILLA PORTOFINO EAST CDD-S2007A			47,326.85	000754
10/24/16	00006	9/30/16	137026	201609	310-51300-31500					*	500.00		
			SERVICE THRU-9/30/16										
									BILLING, COCHRAN, HEATH, LYLES,			500.00	000755
10/24/16	00038	10/18/16	1618	201610	320-53800-46300					*	100.00		
			POOL SERVICE										
									NEW WAVE POOL CARE LLC			100.00	000756
10/24/16	00046	10/01/16	875060	201610	320-53800-46200					*	970.00		
			GROUNDS MAINTENANCE-OCT										
									TROPICAL TOUCH GARDENS CENTER, INC			970.00	000757

VPE VILLA PRT EAST MPHILLIPS

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/24/16	00032	9/30/16	1365889	201609	310-51300-32300				TRUSTEE FEE	*	7,000.00		
		9/30/16	1365889	201609	310-51300-32300				TRUSTEE FEE	V	7,000.00-		
WELLS FARGO BANK												.00	000758
10/24/16	00032	9/30/16	1365889	201610	310-51300-32300				TRUSTEE FEE	*	7,000.00		
WELLS FARGO BANK												7,000.00	000759
11/17/16	00043	11/03/16	163039-1	201610	310-51300-48000				NOTICE OF LO & BOARD MTG	*	218.16		
ALM MEDIA LLC												218.16	000760
11/17/16	00009	10/25/16	359143	201610	320-53800-43000				925 NE 30 AVE	*	639.10		
		11/21/16	356147	201610	320-53800-43000				3160 NE 11 ST IRRIGATION	*	60.24		
		11/21/16	359267	201610	320-53800-43000				920 NE 30 AVE IRRIG PUMP3	*	9.89		
CITY OF HOMESTEAD												709.23	000761
11/17/16	00004	10/03/16	39307	201610	310-51300-54000				FY17 ANNUAL DISTRICT FEE	*	175.00		
DEPARTMENT OF ECONOMIC OPPORTUNITY												175.00	000762
11/17/16	00001	11/01/16	250	201611	310-51300-34000				NOV 16-MGMT FEES	*	2,865.92		
		11/01/16	250	201611	310-51300-35100				NOV 16-COMPUTER TIME	*	83.33		
		11/01/16	250	201611	310-51300-44000				NOV 16-RENT	*	200.00		
		11/01/16	250	201611	310-51300-31300				NOV 16-DISSEMINATION SVCS	*	208.33		
		11/01/16	250	201611	310-51300-35110				NOV 16-WEBSITE ADMIN	*	41.67		
		11/01/16	250	201611	310-51300-51000				NOV 16-OFFICE SUPPLIES	*	5.00		
		11/01/16	250	201611	310-51300-42000				NOV 16-POSTAGE	*	24.86		
		11/01/16	250	201611	310-51300-42500				NOV 16-COPIES	*	38.40		
GMS-SOUTH FLORIDA, LLC												3,467.51	000763
11/17/16	00046	11/01/16	875329	201611	320-53800-46200				NOV 16-GROUNDS MAINT	*	970.00		
TROPICAL TOUCH GARDENS CENTER, INC												970.00	000764

VPE VILLA PRT EAST MPHILLIPS

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/17/16	00013	11/17/16	11172016	201611	300-20700-10100			TRANSFER OF TAX RECEIPTS VILLA PORTOFINO EAST CDD-S2007A	*	8,280.69	8,280.69	000765
12/06/16	00006	10/31/16	137731	201610	310-51300-31500			SERVICE THRU 10/31/2016 BILLING, COCHRAN, HEATH, LYLES,	*	1,875.10	1,875.10	000766
12/06/16	00009	11/23/16	356147-1	201611	320-53800-43000			3160 NE 11 ST IRRIGATION	*	112.27		
		11/23/16	359143-1	201611	320-53800-43000			925 NE 30 AVE	*	826.98		
		11/23/16	359267-1	201611	320-53800-43000			920 NE 30 AVE IRRIG PUMP3 CITY OF HOMESTEAD	*	16.72	955.97	000767
12/06/16	00001	12/01/16	251	201612	310-51300-34000			DEC 2016 - MGMT FEES	*	2,865.92		
		12/01/16	251	201612	310-51300-35100			DEC 2016 - COMPUTER TIME	*	83.33		
		12/01/16	251	201612	310-51300-44000			DEC 2016 - RENT	*	200.00		
		12/01/16	251	201612	310-51300-31300			DEC 2016 - DISSEMINATION	*	208.33		
		12/01/16	251	201612	310-51300-35110			DEC 2016 - WEBSITE ADMIN	*	41.67		
		12/01/16	251	201612	310-51300-42000			DEC 2016 - POSTAGE	*	18.04		
		12/01/16	251	201612	310-51300-42500			DEC 2016 - COPIES GMS-SOUTH FLORIDA, LLC	*	3.60	3,420.89	000768
12/06/16	00038	11/23/16	1667	201612	320-53800-46300			DEC 2016 - FOUNTAIN SVCS NEW WAVE POOL CARE LLC	*	100.00	100.00	000769
12/06/16	00013	12/06/16	12062016	201612	300-20700-10100			TRANSFER OF TAX RECEIPTS VILLA PORTOFINO EAST CDD-S2007A	*	13,808.85	13,808.85	000770
1/05/17	00006	11/30/16	138309	201611	310-51300-31500			GENERAL COUNSEL BILLING, COCHRAN, HEATH, LYLES,	*	500.60	500.60	000771
1/05/17	00009	12/22/16	00101938	201712	320-53800-43000			3160 NE 11 ST IRRIG	*	85.04		

VPE VILLA PRT EAST MPHILLIPS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		12/22/16	00101938	201712 320-53800-43000		*	767.25	
			925 NE 30 AVE					
		12/22/16	00101938	201712 320-53800-43000		*	24.95	
			920 NE 30 AVE IRRIG					
		12/22/16	00101938	201612 320-53800-43000		V	85.04-	
			3160 NE 11 ST IRRIG					
		12/22/16	00101938	201612 320-53800-43000		V	767.25-	
			925 NE 30 AVE					
		12/22/16	00101938	201612 320-53800-43000		V	24.95-	
			920 NE 30 AVE IRRIG					
CITY OF HOMESTEAD								.00 000772
1/05/17	00001	1/02/17	252	201701 310-51300-34000		*	2,865.92	
				MANAGEMENT FEES				
		1/02/17	252	201701 310-51300-35100		*	83.33	
				COMPUTER TIME				
		1/02/17	252	201701 310-51300-44000		*	200.00	
				RENT				
		1/02/17	252	201701 310-51300-31300		*	208.33	
				DISSEMINATION				
		1/02/17	252	201701 310-51300-35110		*	41.67	
				WEBSITE ADMIN				
		1/02/17	252	201701 310-51300-42000		*	1.40	
				POSTAGE				
		1/02/17	252	201701 310-51300-42500		*	1.35	
				COPIES				
GMS-SOUTH FLORIDA, LLC								3,402.00 000773
1/05/17	00038	12/22/16	1715	201712 320-53800-46300		*	100.00	
				POOL SERVICE				
		12/22/16	1715	201612 320-53800-46300		V	100.00-	
				POOL SERVICE				
NEW WAVE POOL CARE LLC								.00 000774
1/05/17	00046	12/01/16	875593	201712 320-53800-46200		*	970.00	
				GROUNDS MAINTENANCE				
		12/01/16	875593	201612 320-53800-46200		V	970.00-	
				GROUNDS MAINTENANCE				
TROPICAL TOUCH GARDENS CENTER, INC								.00 000775
1/05/17	00013	1/05/17	01052017	201701 300-20700-10100		*	204,452.71	
				TAX COLLECTIONS				
VILLA PORTOFINO EAST CDD-S2007A								204,452.71 000776
1/06/17	00009	12/22/16	00101938	201612 320-53800-43000		*	85.04	
				3160 NE 11 ST IRRIG				

VPE VILLA PRT EAST MPHILLIPS

CHECK DATE	VEND#	INVOICE DATE	INVOICE INVOICE	EXPENSED TO YRMO	ACCT# DPT	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
		12/22/16	00101938	201612	320-53800	43000		*	767.25		
			925 NE 30 AVE								
		12/22/16	00101938	201612	320-53800	43000		*	24.95		
			920 NE 30 AVE IRRIG								
										877.24	000777
1/06/17	00038	12/22/16	1715	201612	320-53800	46300		*	100.00		
			POOL SERVICE								
										100.00	000778
1/06/17	00046	12/01/16	875593	201612	320-53800	46200		*	970.00		
			GROUNDS MAINTENANCE								
										970.00	000779
									TOTAL FOR BANK A	434,932.96	
									TOTAL FOR REGISTER	434,932.96	

VPE VILLA PRT EAST MPHILLIPS

Villa Portofino East
 Community Development District
 Tax Collections
 Fiscal Year Ending September 30, 2017

Date Received	Description	Gross Tax Received	Discounts/ Penalties	Commissions	Interest	Net Amount Received	SERIES 2007		Total
							300.363.100 General Fund 22.74%	021.700.363.100 Debt Service Fund 77.26%	
							\$ 101,260.04	\$ 343,958.96	\$ 445,219.00
11/17/2016	CURRENT/DISCT 11.1-7.2016	\$ 11,277.86	\$ 451.10	\$ 108.27	\$ -	\$ 10,718.49	\$ 2,437.80	\$ 8,280.69	\$ 10,718.49
11/25/2016	CURRENT/DISCT 11.8-17.2017	\$ 18,806.91	\$ 744.72	\$ 188.07	\$ -	\$ 17,874.12	\$ 4,065.27	\$ 13,808.85	\$ 17,874.12
12/8/2016	CURRENT/DISCT 11/18-30/2016	\$ 224,352.44	\$ 8,884.15	\$ 2,243.54	\$ -	\$ 213,224.75	\$ 48,495.56	\$ 164,729.19	\$ 213,224.75
12/19/2016	CURRENT/DISCT 12/1-9/2016	\$ 37,978.36	\$ 1,503.93	\$ 379.80	\$ -	\$ 36,094.63	\$ 8,209.32	\$ 27,885.31	\$ 36,094.63
12/28/2016	CURRENT/DISCT 12/10-19/2016	\$ 15,956.79	\$ 473.91	\$ 159.56	\$ -	\$ 15,323.32	\$ 3,485.12	\$ 11,838.20	\$ 15,323.32
TOTALS		\$ 308,372.36	\$ 12,057.81	\$ 3,079.24	\$ -	\$ 293,235.31	\$ 66,693.06	\$ 226,542.25	\$ 293,235.31

69%

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
December 31, 2016

	<u>Major Funds</u>			<u>Total Governmental Funds</u>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
ASSETS:				
Cash	\$279,219	---	---	\$279,219
Investments:				
<i>Series 2007A</i>				
Reserve	---	\$167,243	---	\$167,243
Revenue	---	\$334,165	---	\$334,165
Construction	---	---	\$25,700	\$25,700
Due from General Fund	---	\$204,453	---	\$204,453
<i>Series 2012</i>				
Reserve	---	\$91,428	---	\$91,428
Revenue	---	\$243,824	---	\$243,824
Interest	---	\$2	---	\$2
Construction	---	---	\$28	\$28
Invest - State Board	\$248,132	---	---	\$248,132
	<u>\$527,351</u>	<u>\$1,041,114</u>	<u>\$25,728</u>	<u>\$1,594,193</u>
TOTAL ASSETS				
LIABILITIES:				
Accounts Payable	\$2,948	---	---	\$2,948
Due to Debt Service - Series 2007	\$204,453	---	---	\$204,453
FUND BALANCES:				
Nonspendable:				
Restricted for Debt Service - Series 2007A	---	\$705,860	---	\$705,860
Restricted for Debt Service - Series 2012	---	\$335,254	---	\$335,254
Restricted for Capital Projects - Series 2007A	---	---	\$25,700	\$25,700
Restricted for Capital Projects - Series 2012	---	---	\$28	\$28
Assigned	\$205,472	---	---	\$205,472
Unassigned	\$114,478	---	---	\$114,478
	<u>\$527,351</u>	<u>\$1,041,114</u>	<u>\$25,728</u>	<u>\$1,594,193</u>
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS				

**VILLA PORTOFINO EAST
COMMUNITY DEVELOPMENT DISTRICT
General Fund**

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending December 31, 2016

<u>Description</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED BUDGET THRU 12/31/2016</u>	<u>ACTUAL THRU 12/31/2016</u>	<u>VARIANCE</u>
Revenue				
Maintenance Assessments	\$124,708	\$94,283	\$94,283	\$0
Interest Income	\$0	\$0	\$600	\$600
Total Revenue	\$124,708	\$94,283	\$94,883	\$600
Expenditures				
Administrative				
Engineering	\$10,000	\$2,500	\$0	\$2,500
Arbitrage	\$1,250	\$0	\$0	\$0
Dissemination	\$2,500	\$625	\$625	\$0
Assessment Roll	\$2,000	\$2,000	\$2,000	\$0
Attorney	\$18,500	\$4,625	\$2,876	\$1,749
Auditing	\$5,200	\$0	\$0	\$0
Trustee Fees	\$11,000	\$7,000	\$7,000	\$0
Management Fees	\$34,391	\$8,598	\$8,598	\$0
Computer Time	\$1,000	\$250	\$250	\$0
Website Compliance	\$500	\$125	\$125	(\$0)
Telephone	\$25	\$6	\$0	\$6
Postage	\$100	\$25	\$46	(\$21)
Printing & Binding	\$500	\$125	\$42	\$83
Rentals & Leases	\$2,400	\$600	\$600	\$0
Insurance	\$6,663	\$6,663	\$6,042	\$621
Legal Advertising	\$1,000	\$250	\$218	\$32
Other Current Charges	\$350	\$88	\$108	(\$20)
Office Supplies	\$50	\$13	\$5	\$8
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$250	\$63	\$0	\$63
First Quarter Operating	\$40,879	\$10,220	\$0	\$10,220
Total Administrative	\$138,733	\$43,949	\$28,709	\$15,240
Field				
Electric	\$6,000	\$1,500	\$2,542	(\$1,042)
Landscape Maintenance	\$12,000	\$3,000	\$2,910	\$90
Lake Maintenance	\$5,000	\$1,250	\$0	\$1,250
Fountain Maintenance	\$1,500	\$375	\$400	(\$25)
Repairs & Maintenance	\$10,000	\$2,500	\$0	\$2,500
Field Operation	\$19,000	\$4,750	\$0	\$4,750
Contingency	\$8,500	\$2,125	\$0	\$2,125
Total Field	\$62,000	\$15,500	\$5,852	\$9,648
Total Expenditures	\$200,733	\$59,449	\$34,562	\$24,887
Excess Revenues/Expenditures	(\$76,025)		\$60,321	
Fund Balance - Beginning	\$205,472		\$259,629	
Fund Balance - Ending	\$129,447		\$319,950	

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
SERIES 2007

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending December 31, 2016

	ADOPTED BUDGET	PRORATED THRU 12/31/2016	ACTUAL THRU 12/31/2016	VARIANCE
REVENUES:				
Interest Income	\$0	\$0	\$364	\$364
Assessments	\$374,091	\$273,509	\$273,509	\$0
TOTAL REVENUES	\$374,091	\$273,509	\$273,873	\$364
EXPENDITURES:				
Series 2007A				
Interest - 11/1	\$127,790	\$127,790	\$127,790	\$0
Interest - 05/1	\$127,790	\$0	\$0	\$0
Principal - 05/1	\$135,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$390,580	\$127,790	\$127,790	\$0
EXCESS REVENUES (EXPENDITURES)	(\$16,489)		\$146,083	
FUND BALANCE - Beginning	\$388,598		\$559,777	
FUND BALANCE - Ending	<u>\$372,109</u>		<u>\$705,860</u>	

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
SERIES 2012

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending December 31, 2016

	AMENDED BUDGET	PRORATED THRU 12/31/2016	ACTUAL THRU 12/31/2016	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$250	\$63	\$176	\$113
Assessments - User Fee Payments	\$128,963	\$128,963	\$130,435	\$1,472
TOTAL REVENUES	\$129,213	\$129,026	\$130,610	\$1,585
<u>EXPENDITURES:</u>				
<u>Series 2012</u>				
Interest - 2/1	\$50,419	\$0	\$0	\$0
Principal - 2/1	\$25,000	\$0	\$0	\$0
Interest - 8/1	\$49,747	\$0	\$0	\$0
TOTAL EXPENDITURES	\$125,166	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$4,047		\$130,610	
FUND BALANCE - Beginning	\$113,070		\$204,644	
FUND BALANCE - Ending	\$117,118		\$335,254	

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND
SERIES 2007

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending December 31, 2016

	ADOPTED BUDGET	PRORATED THRU 12/31/2016	ACTUAL THRU 12/31/2016	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$17	\$17
TOTAL REVENUES	\$0	\$0	\$17	\$17
<u>EXPENDITURES:</u>				
<u>Series 2007A</u>				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$17	
FUND BALANCE - Beginning			\$25,683	
FUND BALANCE - Ending			\$25,700	

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND
SERIES 2012

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending December 31, 2016

	ADOPTED BUDGET	PRORATED THRU 12/31/2016	ACTUAL THRU 12/31/2016	VARIANCE
REVENUES:				
Interest Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$0	\$0
EXPENDITURES:				
Series 2012				
Cost of Issuance	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$0	
FUND BALANCE - Beginning			\$28	
FUND BALANCE - Ending			\$28	

**VILLA PORTOFINO EAST
COMMUNITY DEVELOPMENT DISTRICT
Long Term Debt Report
FY 2016**

<i>Series 2007A, Special Assessment Bonds</i>		
Interest Rate;	5.20%	
Maturity Date:	5/1/2037	
Reserve Fund Requirement:	None	
Bonds outstanding - 9/30/2013		\$5,275,000.00
Less:	May 1, 2014 (Mandatory)	(\$115,000.00)
Less:	May 1, 2015 (Mandatory)	(\$120,000.00)
Less:	May 1, 2016 (Mandatory)	(\$125,000.00)
Current Bonds Outstanding		<u>\$4,915,000.00</u>

<i>Series 2012, Special Assessment Bonds</i>		
Interest Rate;	5.38%	
Maturity Date:	2/1/2014	
Reserve Fund Requirement:	Max Annual	
Bonds outstanding - 9/30/2014		\$245,000.00
Current Bonds Outstanding		<u>\$245,000.00</u>

Interest Rate;	6.13%	
Maturity Date:	2/1/2033	
Reserve Fund Requirement:	Max Annual	
Bonds outstanding - 9/30/2014		\$445,000.00
Current Bonds Outstanding		<u>\$445,000.00</u>

Interest Rate;	6.75%	
Maturity Date:	2/1/2043	
Reserve Fund Requirement:	Max Annual	
Bonds outstanding - 9/30/2014		\$895,000.00
Current Bonds Outstanding		<u>\$895,000.00</u>

<i>Series 2012, Taxable Special Assessment Bonds</i>		
Interest Rate;	6.25%	
Maturity Date:	2/1/2016	
Reserve Fund Requirement:	Max Annual	
Bonds outstanding - 9/30/2013		\$75,000.00
Less:	February 1, 2014 (Mandatory)	(\$25,000.00)
Less:	February 1, 2015 (Mandatory)	(\$25,000.00)
Less:	February 1, 2016 (Mandatory)	(\$25,000.00)
Current Bonds Outstanding		<u>\$0.00</u>

Total Current Bonds Outstanding		<u>\$6,500,000.00</u>
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