

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

October 17, 2016

Villa Portofino East

Community Development District

5385 N. Nob Hill Road, Sunrise, Florida 33351

Phone: 954-721-8681 - Fax: 954-721-9202

October 10, 2016

**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 **October 17, 2016 at 11:45 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida**. Following is the advance agenda for the meeting:

1. Roll Call
2. Organizational Matters
 - A. Consideration of Appointment of Supervisor(s) to 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
3. Approval of the Minutes of the March 21, 2016, May 16, 2016 and July 18, 2016 Meetings
4. Acceptance of Notice of Cancellation of Services from Amaro Property Maintenance
5. Consideration of Agreement with Tropical Touch Garden Center for Landscape Maintenance
6. Consideration of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2016
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

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

The fourth order of business is acceptance of notice of cancellation of services from Amaro Property Maintenance; a copy of which is enclosed.

The fifth order of business is consideration of agreement with Tropical Touch Garden Center for landscape maintenance. A copy of the agreement is enclosed for your review.

The sixth order of business is consideration of engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2016. A copy of the engagement letter is 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

**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?

March 21, 2016

Villa Portofino East CDD

Mr. Hernandez: Oh, I'm sorry, you said electors, that was in the last meeting but if you give me one second I can give you that information, but if we 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
Jorge Cepero
Jim Dupre

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Gerry Knight
Luis Hernandez
Brian Seidler
Lucia Mirada

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

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

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?

July 18, 2016

Villa Portofino East CDD

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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Villa Portofino East CDD

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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Villa Portofino East CDD

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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Villa Portofino East CDD

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 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.

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



July 26, 2016

To: Prime Group

4651 Sheridan Street Suite # 480

Hollywood, FL 33021

Re: Villa Portofino East Commercial

Villa Portofino East CDD

Portofino Plaza Commercial Condo

Villa Portofino East HOA

30 day cancellation notice

Thank you for the opportunity to have serviced your property. As of August 30, 2016 Amaro Property Maintenance will no longer be able to provide services to the above mentioned property. If you have any questions please feel to contact our office.

Thank you

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

Andy Gonzalez

Vice President.

Handwritten initials "ACC" in black ink.

RECEIVED JUL 28 2016

Tropical Touch Garden Center

Office: 954-252-0562

Fax: 954-250-0564

6951 SW 185th Way
Southwest Ranches, FL. 33332

LANDSCAPE MAINTENANCE AGREEMENT

Property & Address

Villa Portofino East CDD
1000 NE 30 AVE
Homestead, FL

Contact

Property Manager
954-684-4690
4651 Sheridan Street
Hollywood, FL 33021

Contractor:

Tropical Touch Garden Center, Inc.
6951 SW 185th Way
Ft. Lauderdale, Florida 33332

Contact & Phone Number:

Mario F. Adler, President
(954) 252-0562
(954) 252-0564 fax

This agreement is made and entered on this _____ day by and between **Villa Portofino East CDD** (hereinafter referred to as "Owner") and **Tropical Touch Gardens Center, Inc.** (hereinafter referred to as "Contractor"). Owner and Contractor do hereby agree as follows:

INDEPENDENT CONTRACTOR

It is expressly acknowledged and understood that Contractor is an independent contractor under the terms of this Agreement and if neither an agent of, nor shall Contractor hold itself out to any third person as an agent of Owner.

SCOPE OF WORK

Contractor shall maintain all landscaped areas, including, but not limited to, all shrubs, lawns and ground covers. Said work being more particularly described in Exhibits "A" and "B" attached hereto and made a part hereof.

LOCATION

Contractor shall perform the work at 1000 NE 30 AVE, Homestead, FL (the "Property").

CONTRACT PRICE

Contractor shall be compensated monthly for all work performed according to the following schedule, beginning the following month of acceptance and continuing for a period of thirty (30) days. If services continue to be desired by the Owner, then this contract will automatically becomes effective for one (1) year form the date of acceptance.

September	2016	\$ 970.00
October	2016	\$ 970.00
November	2016	\$ 970.00
December	2016	\$ 970.00
January	2017	\$ 970.00
February	2017	\$ 970.00
March	2017	\$ 970.00
April	2017	\$ 970.00
May	2017	\$ 970.00
June	2017	\$ 970.00
July	2017	\$ 970.00
August	2017	\$ 970.00

MAINTENANCE ANNUAL CONTRACT PRICE: \$ 11,640.00

TERMS OF AGREEMENT

This Agreement shall be for a term of thirty (30) Days commencing on the 1st day of _____, 2016, and renewing, for one year on the _____ day of _____, 2017

EARLY TERMINATION

This Agreement may be terminated at any time by either party upon thirty (30) days written notice of termination. Upon the exercise of the right of termination under this paragraph, Contractor shall not be entitled to any sums or compensation in excess of those accrued at the end of the thirty (30) day notice period. Owner may exercise the option to terminate under this paragraph at any time. If such notice of termination results in a termination date prior to the end of a compensation period, as described in paragraph D above, then Contractor shall only be entitled to its pro-rate share of the compensation set forth in paragraph D above. In no event shall Contractor be entitled to receive compensation for expenses incurred by Contractor in excess of the compensation accruing in the thirty (30) day notice period pursuant to the compensation schedule provided for in paragraph D. Accordingly, Contractor shall have no claim for incidental or consequential damages in the event of termination under this paragraph. Contractor may only exercise its right to terminate this Agreement on the completion of a compensation period as described in paragraph D Above. Upon the given of thirty (30) days notice, this Agreement shall remain in full force and effect for the thirty (30) day period; thereafter, all obligations of the parties shall cease under this agreement.

Upon default by the Contractor of any of its obligations hereunder, Owner or Owner's Agent will provide Contractor with Notice to Vendor, stating the default and giving a seven (7) days period to cure such default. Failure to correct the default within the required seven (7) days will result in the contract being terminated upon thirty (30) days written notice.

NOTICES

All notices required under this contract shall be by hand delivery, overnight mail services or by certified mail to the following addresses:

Villa Portofino East CDD
4651 Sheridan Street
Suite 480
Hollywood, FL 33021

Tropical Touch Garden Center, Inc
6951 SW 185th Way
Ft. Lauderdale, FL 33332

Transfer of Property

This agreement may terminate upon the transfer of the property by Owner, whether or not such transfer is voluntary or involuntary, with thirty (30) days written notice given to Contractor.

INDEMNITY AS TO LIABILITIES

Contractor expressly agrees to protect, indemnify and save Owner, its employees, agents and representatives harmless from any and all claims, suits, damages and actions of any kind or description resulting from an act or omission of the Contractor, its employees, agents, servants or representatives without regard to the party or parties who may suffer, receive or sustain any damages and regardless of whether such damages are to property or person, including but not limited to, damages or injuring arising through the use of improper or defective materials or tools, or through the failure to give suitable notices to all parties whose persons, estates or premises may be any way interested or affected by the performance of the work contemplated hereunder, or through the failure of the Contractor to promptly pay when due all charges for material and labor, or through the lack of adequate supervision, or through or on account of any patented or unpatented article, appliance or invention manufactured or used in the performance of this Agreement, or otherwise. It is expressly understood and agreed that at the option of Owner, Contractor shall either defend any and all suits or actions that may be brought against owner by reason of any act of omission described above at his own cost or Owner shall have the right to defend same and to charge all costs of such defense to Contractor. The Contractor agrees to indemnify and save harmless Owner against all costs and claims for transportation, freight and expenses in connection with the work to be performed under this Agreement, and to pay transportation charges on all materials shipped and to pay all sales and use taxes applicable to the materials or equipment and all other federal, state or local taxes applicable in any way to the work.

Initial

PERFORMANCE

Should Contractor (a) default in completing the work within the time outlined herein or (b) fail or refuse to supply a sufficient number of properly skilled workmen or materials of proper quality and shall fail to remedy such failure or refusal to Owner's satisfaction within forty-eight (48) hours to notice from Owner, then in either event Contractor shall allow Owner to deduct from the sum due Contractor hereunder as liquidated damages and not as a penalty, the sum for such uncompleted work being as outlined herein in Exhibit "A", such amounts being agreed upon as reasonable values of the estimated damages accruing by reason of such delays; or Owner may elect to supplement Contractor's crews as Owner sees fit in order to bring Contractor's work up to standard or schedule or both and cost of such shall be charged to Contractor.

ACCEPTANCE

This Agreement constitutes the entire understanding of the parties and supersedes any prior proposals, understandings, or agreements.

BY: Tropical Touch Garden Center, Inc.

BY: Villa Portofino East CDD
BY: PMG Asset Services

Signed: _____

Signed: _____

Printed: _____

Printed: _____

Date: _____

Date: _____

Initial

LANDSCAPE MAINTENANCE AGREEMENT

EXHIBIT "A"

GENERAL

SCOPE OF WORK

Contractor shall furnish all labor, materials, equipment and horticultural supervision necessary to maintain the landscape in an attractive condition throughout the year in accordance with the specifications below.

WORK FORCE

Contractor's work force shall be properly attired in recognizable uniforms at all times and conduct themselves and perform their work in a professional manner. The Contractor shall at all times have competent field supervision on the property to enforce strict adherence to these policies. Contractor shall comply with all OSHA safety rules and regulations in the operation of equipment and performance of his work. Maintenance vehicles and equipment shall be located out of the way of mainstream pedestrian and vehicular traffic allowing the Contractor's presence to be as inconspicuous as possible. Contractor's representative shall be knowledgeable in accepted horticultural principles and experienced in landscape maintenance.

INSURANCE TAXES

1. You agree and fully understand that I am a private and independent Contractor and will provide Workman's Compensation, Unemployment Insurance, Contractor's Liability and any other insurance required by law. Certificates of insurance shall be provided to evidence the foregoing insurance.
2. All Work shall be done in strict accordance with requirements set by City, County, State and Federal codes, ordinances and regulations.

NEGLECT AND VANDALISM

Turf, shrubs, trees or plants, as well as any sprinkler heads or air conditioning PVC or ducts that are damaged, injured or killed due to the Contractor's operations, negligence or chemicals shall be replaced at Contractor's sole expense. If plant damage or death is caused by conditions beyond the Contractor's control, replacement shall be at the Owner's discretion and expense.

ADDITIONAL WORK

Contractor shall furnish Owner with an estimate in writing for any additional work which may be required or requested during this contract.

DAMAGES

Contractor shall be responsible for repair of any damage to sprinkler systems, air conditioning PVC pipes, units or conduits, buildings, walks, paving, trees, plants, or property (including that of community and residents) caused by Contractor in the execution of its work. Contractor shall promptly notify Owner's on-site Manager of any damage caused during execution of its work. Repairs shall be made in a manner mutually agreed upon by Owner and Contractor with all costs for such repairs to be responsibility of the Contractor.

SERVICES

TURF MAINTENANCE

Contractor shall perform its services as often as is required to cut and maintain all turf areas at the proper seasonal height. , In no event, however, shall Contractor make less than Thirty (30) visits per year. At each and every visit, Contractor's services shall include, but not be limited to, turf mowing, edging, trimming, blowing, removal of excess clipping and yard debris, Hand pruning of shrubs, spraying weeds or hand weeding areas throughout property including sidewalks and parking areas, and early season preparation. Contractor shall weed around all sprinkler heads to allow clear visibility of irrigation heads

BED MAINTENANCE

The cultivation (no deeper than 2 inches) and weed eradication of all bed areas will be performed on a per cut basis. Planter Beds, roadways, driveways, curbs, walks, buildings, and edges shall have a hard edging to a 6" dirt line. Area of Pea Rock shall be maintained.

SHRUB CARE

Shrubs and ground covers will be maintained at their optimum shape and size according to the individual potential of the plant involved, with the idea of allowing seasonal blooming where applicable. Shrub and ground cover areas will be trimmed and kept free of weeds and debris monthly/minimum of twelve annually.

TREE MAINTENANCE

Contractor shall maintain trees free of suckers and hand prune low-hanging limbs to a height of nine (9) feet from the ground. Trees will be shaped according to arboricultural practices.

CLEAN-UP

Parking lots, sidewalks, breezeways, amenity areas, the tennis courts and pool decks will be blown immediately following each service. Contractor shall remove all grass clippings from turn areas and haul away. Weeds in the parking lots and sidewalks will be controlled with appropriate chemical methods on a regular basis. Contractor shall dispose of all yard debris. Contractor shall not store yard debris on property. All Electrical enclosures shall be maintained. Removal of litter and keep front and back of units clean on each visit. Contractor shall remove all invasive plants.

PLANT INSPECTION

Plant inspection will be performed monthly to identify any problems that may arise and need attention beyond the regular maintenance schedule. Contractor shall put in writing anything that the contractor notices needs attention.

WEED CONTROL

Beds/Hardscape

Weed control will be performed on planted beds and in tree wells by manual, mechanical and /or chemical means. Where chemical weed control is feasible, application of a systemic herbicide will be made for post emergency control.

MONTHLY INSPECTION AND SERVICE

- A. Contractor shall conduct at a minimum a monthly inspection of the property with the Business Manager and / or Service Manager at a mutually convenient time.
- B. Keep under inspections

FERTILIZATION

Turf Fertilization shall be performed Three (2) times per year.

Shrub Fertilization shall be performed Two (2) times per year.

Palm Fertilization shall be performed Two (2) times per year.

SEASONAL SERVICE

Plantings shall be performed at mutually agreed upon price.

MULCH (EXHIBIT C)

Mulch shall be performed two (2) times per year, additional applications shall be approved by property manager.

PRUNING OF TREES & PALMS

Tree Trimming shall be performed at mutually agreed upon price.

IRRIGATION (EXHIBIT D)

Irrigation System Wet Check Service shall be performed one time per month, additional repair shall be approved per property manager.

Exhibit "B"

FREQUENCY OF SERVICE

Property: Villa Portofino East CDD

Month	Mowings	Bed Maintenance	Plant / Shrub Maintenance	Edging
JANUARY	2	2	2	2
FEBRUARY	2	2	2	2
MARCH	2	2	2	2
APRIL	3	3	3	3
MAY	3	3	3	3
JUNE	3	3	3	3
JULY	3	3	3	3
AUGUST	3	3	3	3
SEPTEMBER	3	3	3	3
OCTOBER	2	2	2	2
NOVEMBER	2	2	2	2
DECEMBER	2	2	2	2
YEARLY	30	30	30	30

Initial



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

2700 North Military Trail • Suite 350
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

August 1, 2016

Board of Supervisors
Attn: Patti Powers
Villa Portofino East Community Development District
5385 N. Nob Hill Road
Sunrise, FL 33351

We are pleased to confirm our understanding of the services we are to provide Villa Portofino East Community Development District, Miami-Dade County, Florida ("the District") for the fiscal year ended September 30, 2016. We will audit the financial statements of the governmental activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of Villa Portofino East Community Development District as of and for the fiscal year ended September 30, 2016. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2016 audit.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the audit's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$3,900 for the September 30, 2016 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2013 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Villa Portofino East Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Villa Portofino East Community Development District.

By: _____

Title: _____

Date: _____



PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

GRAU & ASSOCIATES

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2013 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA, and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in cursive script, reading "Rick Reeder", written over a horizontal line.

**Rick Reeder, Chair
AICPA Peer Review Board
2013**

Villa Portofino East
Community Development District

Check Run Summary - General Fund

6/1/2016 - 9/30/2016

Date	Check Numbers	Amount
<i>June 9, 2016</i>	<i>716-723</i>	<i>\$ 10,013.36</i>
<i>July 7, 2016</i>	<i>724-734</i>	<i>\$ 59,413.78</i>
<i>August 9, 2016</i>	<i>735-740</i>	<i>\$ 9,329.96</i>
<i>August 23, 2016</i>	<i>741-742</i>	<i>\$ 6,542.00</i>
<i>September 23, 2016</i>	<i>743-749</i>	<i>\$ 207,948.26</i>
	Total	\$ 293,247.36

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/09/16	00043	6/02/16	115297-0	201606	310-51300-48000				ALM MEDIA LLC	*	183.18	183.18	000716
			NOTICE OF RG MTG										
6/09/16	00039	6/01/16	20751	201605	320-53800-46200				AMARO LANDSCAPE ASSOCIATES	*	1,000.00	1,000.00	000717
			MAY 16 - LANDSCAPE MAINT										
6/09/16	00006	4/30/16	133858	201604	310-51300-31500				BILLING, COCHRAN, HEATH, LYLES,	*	503.55	503.55	000718
			SERVICE THRU 04/30/2016										
6/09/16	00009	5/25/16	356147-0	201605	320-53800-43000				CITY OF HOMESTEAD	*	111.86	729.37	000719
			3160 NE 11 ST IRRIGATION										
		5/25/16	359143-0	201605	320-53800-43000					*	607.76		
			925 NE 30 AVE										
		5/25/16	359267-0	201605	320-53800-43000					*	9.75		
			920 NE 30 AVE IRRIG PUMP3										
6/09/16	00001	6/01/16	244	201606	310-51300-34000				GMS-SOUTH FLORIDA, LLC	*	2,865.92	3,451.86	000720
			JUN 16 - MGMT FEES										
		6/01/16	244	201606	310-51300-35100					*	83.33		
			JUN 16 - COMPUTER TIME										
		6/01/16	244	201606	310-51300-44000					*	200.00		
			JUN 16 - RENT										
		6/01/16	244	201606	310-51300-31300					*	208.33		
			JUN 16 - DISSEMINATION										
		6/01/16	244	201606	310-51300-35110					*	41.67		
			JUN 16 - WEBSITE ADMIN										
		6/01/16	244	201606	310-51300-42000					*	3.26		
			JUN 16 - POSTAGE										
		6/01/16	244	201606	310-51300-42500					*	49.35		
			JUN 16 - COPIES										
6/09/16	00044	5/31/16	5174	201605	320-53800-46300				JMR CONSTRUCTION	*	1,800.00	1,800.00	000721
			PRESSURE WASH FOUNTAIN										
6/09/16	00019	5/31/16	05312016	201605	310-51300-49000				MIAMI-DADE COUNTY	*	50.00	50.00	000722
			REGISTERED VOTERS FEE										
6/09/16	00013	6/09/16	06092016	201606	300-20700-10100				VILLA PORTOFINO EAST CDD-S2007A	*	2,295.40	2,295.40	000723
			TRANSFER OF TAX RECEIPTS										

VPE VILLA PRT EAST MPHILLIPS

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED YRMO	TO DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	#
7/07/16	00043	6/30/16	125749-0	201606	310	51300	48000		ALM MEDIA LLC	*	185.82	185.82	000724
NOTICE OF PUBLIC HEARING													
7/07/16	00039	6/03/16	20853	201606	320	53800	46200		AMARO LANDSCAPE ASSOCIATES	*	4,754.00		
REPLC DEAD PLANTS													
		7/01/16	20900	201606	320	53800	46200			*	1,000.00		
JUN 16 - LANDSCAPE MAINT													
7/07/16	00006	5/31/16	134459	201605	310	51300	31500		BILLING, COCHRAN, HEATH, LYLES,	*	825.00	825.00	000726
SERVICE THRU 05/31/16													
7/07/16	00009	6/27/16	356147	201606	320	53800	43000		CITY OF HOMESTEAD	*	40.90		
3160 NE 11 ST IRRIGATION													
		6/27/16	359143	201606	320	53800	43000			*	288.82		
925 NE 30 AVE													
		6/27/16	359267	201606	320	53800	43000			*	9.90		
920 NE 30 AVE IRRIG PUMP3													
7/07/16	00045	5/25/16	11669	201605	320	53800	49000		DISCOUNT LIGHTING AND SUPPLIES, INC	*	171.99	171.99	000728
PERMITS FOR THE FOUNTAIN													
7/07/16	00001	7/01/16	245	201607	310	51300	34000		GMS-SOUTH FLORIDA, LLC	*	2,865.92	3,429.00	000729
JUL 16-MGMT FEES													
		7/01/16	245	201607	310	51300	35100			*	83.33		
JUL 16-COMPUTER TIME													
		7/01/16	245	201607	310	51300	44000			*	200.00		
JUL 16-RENT													
		7/01/16	245	201607	310	51300	31300			*	208.33		
JUL 16-DISSEMINATION SVCS													
		7/01/16	245	201607	310	51300	35110			*	41.67		
JUL 16-WEBSITE ADMIN													
		7/01/16	245	201607	310	51300	42000			*	20.00		
JUL 16-POSTAGE													
		7/01/16	245	201607	310	51300	42500			*	9.75		
JUL 16-COPIES													
7/07/16	00038	6/16/16	1363	201607	320	53800	46300		NEW WAVE POOL CARE LLC	*	100.00	100.00	000730
JUL 16-CMMERCIAL FOUNTAIN													

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 #
7/07/16	00042	6/06/16	6062016	201606 320-53800-46300			*	515.20		
				PERMIT COST & FEES						
		6/17/16	6172016	201606 320-53800-46300			*	1,963.36		
				50% FINAL PROPOSAL		OMAR ELECTRICAL CONTRATOR CORP.			2,478.56	000731
7/07/16	00024	7/01/16	6337	201607 320-53800-34300			*	1,500.00		
				3RD QTR/JUL-SEP 16-MGMT						
		7/01/16	6337	201607 320-53800-34300			*	1,162.20		
				3RD QTR/JUL-SEP 16-PORTER		PMG ASSET SERVICES, LLC			2,662.20	000732
7/07/16	00012	6/21/16	FR#7	201606 300-20700-10000			*	10,893.88		
				REIMB-DUP PMT OF FR#7		PRIME HOMES AT VILLA PORTOFINO EAST			10,893.88	000733
7/07/16	00013	7/07/16	07072016	201607 300-20700-10100			*	32,573.71		
				TRANSFER OF TAX RECEIPTS		VILLA PORTOFINO EAST CDD-S2007A			32,573.71	000734
8/09/16	00039	8/01/16	20984	201608 320-53800-46200			*	1,000.00		
				LANDSCAPE MAINTENANCE		AMARO LANDSCAPE ASSOCIATES			1,000.00	000735
8/09/16	00006	6/30/16	134987	201606 310-51300-31500			*	725.10		
				SERVICE THRU-6/28/16		BILLING, COCHRAN, HEATH, LYLES,			725.10	000736
8/09/16	00009	7/20/16	359267	201607 320-53800-43000			*	10.58		
				920 NE 30 AVE IRRIG PUMP						
		7/26/16	356147	201607 320-53800-43000			*	11.02		
				3160 NE 11 ST IRRIG						
		7/26/16	359143	201607 320-53800-43000			*	694.29		
				925 NE 30 AVE		CITY OF HOMESTEAD			715.89	000737
8/09/16	00001	8/01/16	246	201608 310-51300-34000			*	2,865.92		
				MANAGEMENT FEES						
		8/01/16	246	201608 310-51300-35100			*	83.33		
				COMPUTER TIME						
		8/01/16	246	201608 310-51300-44000			*	200.00		
				RENT						
		8/01/16	246	201608 310-51300-31300			*	208.33		
				DISSEMINATION						
		8/01/16	246	201608 310-51300-35110			*	41.67		
				WEBSITE ADMIN						

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 #	
8/01/16		246		201608	310-51300-51000					*	10.98			
			OFFICE SUPPLIES											
8/01/16		246		201608	310-51300-42000					*	4.19			
			POSTAGE											
8/01/16		246		201608	310-51300-42500					*	74.55			
			COPIES											
			GMS-SOUTH FLORIDA, LLC										3,488.97	000738
8/09/16	00014	7/01/16	14654	201607	310-51300-32200					*	2,800.00			
			AUDIT FEE 2015											
		7/06/16	14668	201607	310-51300-32200					*	500.00			
			AUDIT FEE 2015											
			GRAU AND ASSOCIATES										3,300.00	000739
8/09/16	00038	7/19/16	1456	201607	320-53800-46300					*	100.00			
			POOL SERVICE											
			NEW WAVE POOL CARE LLC										100.00	000740
8/23/16	00006	7/31/16	135666	201607	310-51300-31500					*	500.00			
			SERVICE THRU 07/31/2016											
			BILLING, COCHRAN, HEATH, LYLES,										500.00	000741
8/23/16	00018	8/10/16	4601	201608	300-15500-10000					*	6,042.00			
			FY 2017 INSURANCE											
			EGIS INSURANCE ADVISORS, LLC										6,042.00	000742
9/23/16	00043	9/06/16	148113-0	201609	310-51300-48000					*	90.73			
			NOTICE OF MEETING 9/6/16											
			ALM MEDIA LLC										90.73	000743
9/23/16	00039	9/01/16	21103	201608	320-53800-46200					*	1,000.00			
			AUG 2016 LANDSCAPE MAINT											
			AMARO LANDSCAPE ASSOCIATES										1,000.00	000744
9/23/16	00006	8/31/16	136154	201608	310-51300-31500					*	500.10			
			SERVICES THRU 8/31/2016											
			BILLING, COCHRAN, HEATH, LYLES,										500.10	000745
9/23/16	00009	8/24/16	AUG2016	201608	320-53800-43000					*	9.11			
			AUG2016 SRVCS-000356147											
		8/24/16	AUG2016	201608	320-53800-43000					*	827.67			
			AUG2016 SRVCS-000359143											
		8/24/16	AUG2016	201608	320-53800-43000					*	9.77			
			AUG2016 SRVCS-000359267											
			CITY OF HOMESTEAD										846.55	000746

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 #
9/23/16	00001	9/01/16	247	201609	310	51300	34000			*	2,865.92		
			SEPT 2016						MGMT FEES				
9/01/16		247		201609	310	51300	35100			*	83.33		
			SEPT 2016						COMPUTER TIME				
9/01/16		247		201609	310	51300	44000			*	200.00		
			SEPT 2016						RENT				
9/01/16		247		201609	310	51300	31300			*	208.33		
			SEPT 2016						DISSEMINATION				
9/01/16		247		201609	310	51300	35110			*	41.67		
			SEPT 2016						WEBSITE ADM				
9/01/16		247		201609	310	51300	42000			*	2.33		
			SEPT 2016						POSTAGE				
9/01/16		247		201609	310	51300	42500			*	9.30		
			SEPT 2016						COPIES				
9/15/16		248		201609	300	15500	10000			*	2,000.00		
			FY2017						ASSESSMENT ROLL				
GMS-SOUTH FLORIDA, LLC											5,410.88	000747	
9/23/16	00038	8/23/16	1517	201609	320	53800	46300			*	100.00		
			SEPT 2016						SERVICES				
NEW WAVE POOL CARE LLC											100.00	000748	
9/23/16	00017	9/23/16	09232016	201609	300	15100	10000			*	200,000.00		
			TXFER EXCESS FUNDS 9/23										
VILLA PORTOFINO EAST CDD											200,000.00	000749	
TOTAL FOR BANK A											293,247.36		
TOTAL FOR REGISTER											293,247.36		

Villa Portofino East
 Community Development District
 Tax Collections
 Fiscal Year Ending September 30, 2016

Date Received	Description	Gross Tax Received	Discounts/ Penalties	Commissions	Interest	Net Amount Received	SERIES 2007			Total
							300.363.100 General Fund 22.74%	101,260.03 \$	343,958.96 \$ Debt Service Fund 77.26%	
11/20/2015	CURRENT 10/1-11/6/2015	\$ 8,485.24	\$ 336.01	\$ 84.85	\$ -	\$ 8,064.38	\$ 1,834.15	\$ 6,230.23	\$ 8,064.38	
12/2/2015	CURRENT 11/7-11/20/2015	\$ 29,239.47	\$ 1,157.85	\$ 292.40	\$ -	\$ 27,789.22	\$ 6,320.34	\$ 21,468.88	\$ 27,789.22	
12/9/2015	CURRENT 11/21-30/2015	\$ 197,560.06	\$ 7,823.19	\$ 1,975.60	\$ -	\$ 187,761.27	\$ 42,704.18	\$ 145,057.09	\$ 187,761.27	
12/22/2015	CURRENT 12/1-10/2015	\$ 139,840.87	\$ 5,484.32	\$ 1,398.41	\$ -	\$ 132,958.14	\$ 30,239.83	\$ 102,718.31	\$ 132,958.14	
1/8/2016	CURRENT 12/19-31/2015	\$ 14,023.93	\$ 416.50	\$ 140.24	\$ -	\$ 13,467.19	\$ 3,062.96	\$ 10,404.23	\$ 13,467.19	
2/4/2016	int 10/1-12/31/2015	\$ 20.44	\$ -	\$ -	\$ -	\$ 20.44	\$ 20.44	\$ -	\$ 20.44	
2/8/2016	CURRENT 1/1-31/2016	\$ 4,650.18	\$ 92.07	\$ 46.50	\$ -	\$ 4,511.61	\$ 1,026.11	\$ 3,485.50	\$ 4,511.61	
4/12/2016	CURRENT 3/1-31/2016	\$ 6,200.24	\$ -	\$ 62.00	\$ -	\$ 6,138.24	\$ 1,396.07	\$ 4,742.17	\$ 6,138.24	
4/29/2016	CURRENT INT	\$ 1.47	\$ -	\$ -	\$ -	\$ 1.47	\$ 1.47	\$ -	\$ 1.47	
5/10/2016	CURRENT 4/1-30/2016	\$ 1,596.56	\$ -	\$ 15.97	\$ -	\$ 1,580.59	\$ 359.49	\$ 1,221.10	\$ 1,580.59	
6/8/2016	CURRENT 5/1-31/2016	\$ 3,001.16	\$ -	\$ 30.01	\$ -	\$ 2,971.15	\$ 675.75	\$ 2,295.40	\$ 2,971.15	
6/29/2016	DEL INT 6/13-14/2016	\$ 1,833.97	\$ -	\$ 18.35	\$ -	\$ 1,815.62	\$ 412.94	\$ 1,402.68	\$ 1,815.62	
6/29/2016	DEL TAX DUE 6/13-14/2016	\$ 40,755.19	\$ -	\$ 407.54	\$ -	\$ 40,347.65	\$ 9,176.62	\$ 31,171.03	\$ 40,347.65	
7/28/2016	INT	\$ 12.02	\$ -	\$ -	\$ -	\$ 12.02	\$ 12.02	\$ -	\$ 12.02	
TOTALS		\$ 447,220.80	\$ 15,309.94	\$ 4,471.87	\$ -	\$ 427,438.99	\$ 97,242.38	\$ 330,196.61	\$ 427,438.99	

100%

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
September 30, 2016

	<u>Major Funds</u>			<u>Total Governmental Funds</u>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
ASSETS:				
Cash	\$10,721	---	---	\$10,721
Investments:				
<u>Series 2007A</u>				
Reserve	---	\$167,130	---	\$167,130
Revenue	---	\$392,287	---	\$392,287
Construction	---	---	\$25,683	\$25,683
Due from General Fund	---	\$49,262	---	\$49,262
<u>Series 2012</u>				
Reserve	---	\$91,462	---	\$91,462
Revenue	---	\$113,180	---	\$113,180
Interest	---	\$2	---	\$2
Construction	---	---	\$28	\$28
Due from General Fund	---	\$130,435	---	\$130,435
Invest - State Board	\$447,532	---	---	\$447,532
Prepaid Expenses	\$8,042	---	---	\$8,042
TOTAL ASSETS	<u>\$466,295</u>	<u>\$943,758</u>	<u>\$25,711</u>	<u>\$1,435,764</u>
LIABILITIES:				
Accounts Payable	---	---	---	\$0
Deferred Revenues	\$27,590	\$177,401	---	\$204,991
Due to Debt Service - Series 2007	\$47,327	---	---	\$47,327
Due to Debt Service - Series 2012	\$130,435	---	---	\$130,435
FUND BALANCES:				
Nonspendable:				
Restricted for Debt Service - Series 2007A	---	\$561,712	---	\$561,712
Restricted for Debt Service - Series 2012	---	\$204,644	---	\$204,644
Restricted for Capital Projects - Series 2007A	---	---	\$25,683	\$25,683
Restricted for Capital Projects - Series 2012	---	---	\$28	\$28
Assigned	\$167,504	---	---	\$167,504
Unassigned	\$85,398	---	---	\$85,398
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u>\$466,295</u>	<u>\$943,758</u>	<u>\$25,711</u>	<u>\$1,435,764</u>

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

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending September 30, 2016

<u>Description</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED BUDGET THRU 9/30/2016</u>	<u>ACTUAL THRU 9/30/2016</u>	<u>VARIANCE</u>
Revenue				
Maintenance Assessments	\$124,708	\$124,708	\$126,671	\$1,963
Interest Income	\$0	\$0	\$1,360	\$1,360
Total Revenue	\$124,708	\$124,708	\$128,031	\$3,323
Expenditures				
<i>Administrative</i>				
Engineering	\$10,000	\$10,000	\$0	\$10,000
Arbitrage	\$1,250	\$1,250	\$0	\$1,250
Dissemination	\$2,500	\$2,500	\$2,500	\$0
Assessment Roll	\$2,000	\$2,000	\$2,000	\$0
Attorney	\$18,500	\$18,500	\$7,279	\$11,221
Auditing	\$5,200	\$5,200	\$5,000	\$200
Trustee Fees	\$12,500	\$12,500	\$10,500	\$2,000
Management Fees	\$34,391	\$34,391	\$34,391	\$0
Computer Time	\$1,000	\$1,000	\$1,000	\$0
Website Compliance	\$500	\$500	\$500	(\$0)
Telephone	\$100	\$100	\$0	\$100
Postage	\$250	\$250	\$54	\$196
Printing & Binding	\$500	\$500	\$288	\$212
Rentals & Leases	\$2,400	\$2,400	\$2,400	\$0
Insurance	\$6,663	\$6,663	\$5,923	\$740
Legal Advertising	\$1,500	\$1,500	\$460	\$1,040
Other Current Charges	\$500	\$500	\$416	\$84
Office Supplies	\$100	\$100	\$23	\$77
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$650	\$650	\$0	\$650
First Quarter Operating	\$40,879	\$40,879	\$0	\$40,879
Total Administrative	\$141,558	\$141,558	\$72,910	\$68,649
<i>Field</i>				
Electric	\$8,000	\$8,000	\$6,171	\$1,829
Landscape Maintenance	\$12,000	\$12,000	\$15,754	(\$3,754)
Lake Maintenance	\$5,000	\$5,000	\$0	\$5,000
Fountain Maintenance	\$1,500	\$1,500	\$7,442	(\$5,942)
Repairs & Maintenance	\$10,000	\$10,000	\$0	\$10,000
Field Operation	\$19,000	\$19,000	\$10,649	\$8,351
Contingency	\$8,500	\$8,500	\$172	\$8,328
Total Field	\$64,000	\$64,000	\$40,188	\$23,812
Total Expenditures	\$205,558	\$205,558	\$113,097	\$92,461
Excess Revenues/Expenditures	(\$80,850)		\$14,934	
Fund Balance - Beginning	\$167,504		\$246,010	
Fund Balance - Ending	\$86,654		\$260,944	

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending September 30, 2016

	ADOPTED BUDGET	PRORATED THRU 9/30/2016	ACTUAL THRU 9/30/2016	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$1,029	\$1,029
Assessments	\$374,091	\$374,091	\$379,822	\$5,731
TOTAL REVENUES	\$374,091	\$374,091	\$380,851	\$6,760
<u>EXPENDITURES:</u>				
<u>Series 2007A</u>				
Interest - 11/1	\$131,040	\$131,040	\$131,040	\$0
Interest - 05/1	\$131,040	\$131,040	\$131,040	\$0
Principal - 05/1	\$125,000	\$125,000	\$125,000	\$0
TOTAL EXPENDITURES	\$387,080	\$387,080	\$387,080	\$0
<u>OTHER SOURCES/(USES):</u>				
Interfund Transfer Out	\$0	\$0	(\$63)	\$63
TOTAL OTHER	\$0	\$0	(\$63)	\$63
EXCESS REVENUES (EXPENDITURES)	(\$12,989)		(\$6,292)	
FUND BALANCE - Beginning	\$401,068		\$568,004	
FUND BALANCE - Ending	<u>\$388,079</u>		<u>\$561,712</u>	

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending September 30, 2016

	AMENDED BUDGET	PRORATED THRU 9/30/2016	ACTUAL THRU 9/30/2016	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$250	\$250	\$336	\$86
Assessments - User Fee Payments	\$128,963	\$128,963	\$130,427	\$1,464
TOTAL REVENUES	\$129,213	\$129,213	\$130,763	\$1,550
<u>EXPENDITURES:</u>				
<u>Series 2012</u>				
Interest - 2/1	\$51,200	\$51,200	\$51,200	\$0
Principal - 2/1	\$25,000	\$25,000	\$25,000	\$0
Interest - 8/1	\$50,419	\$50,419	\$50,419	\$0
TOTAL EXPENDITURES	\$126,619	\$126,619	\$126,619	\$0
EXCESS REVENUES (EXPENDITURES)	\$2,594		\$4,144	
FUND BALANCE - Beginning	\$109,122		\$200,500	
FUND BALANCE - Ending	\$111,716		\$204,644	

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND

For The Period Ending September 30, 2016

	ADOPTED BUDGET	PRORATED THRU 9/30/2016	ACTUAL THRU 9/30/2016	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$41	\$41
TOTAL REVENUES	\$0	\$0	\$41	\$41
<u>EXPENDITURES:</u>				
<u>Series 2007A</u>				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
<u>OTHER SOURCES/(USES):</u>				
Interfund Transfer In	\$0	\$0	\$63	\$63
TOTAL OTHER	\$0	\$0	\$63	\$63
EXCESS REVENUES (EXPENDITURES)	\$0		\$104	
FUND BALANCE - Beginning			\$25,579	
FUND BALANCE - Ending			\$25,683	

Villa Portofino East
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND

For The Period Ending September 30, 2016

	ADOPTED BUDGET	PRORATED THRU 9/30/2016	ACTUAL THRU 9/30/2016	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$0	\$0
<u>EXPENDITURES:</u>				
<u>Series 2012</u>				
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			<u>\$28</u>	

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

Series 2007A, Special Assessment Bonds		
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>

Series 2012, Special Assessment Bonds		
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>

Series 2012, Taxable Special Assessment Bonds		
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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