

***Villa Vizcaya  
Community Development District***

***May 9, 2018***

# Villa Vizcaya

## Community Development District

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5358 N. Nob Hill Rd. ~ Sunrise FL 33351  
Phone: 954-721-8681 - Fax: 954-721-9202

May 1, 2018

**Board of Supervisors  
Villa Vizcaya  
Community Development District**

Dear Board Members

A *special* meeting of the **Villa Vizcaya Community Development District** will be held on **May 9, 2018 at 12:00 p.m. at 2160 N.W. Reserve Park Trace Port St. Lucie, Florida.** Following is the advance agenda for the meeting:

1. Roll Call
2. Approval of the Minutes of the March 20, 2018 Meeting
3. Authorization to Dissolve Villa Vizcaya Community Development District
4. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager - Number of Registered Voters in the District - 0
5. Supervisors Requests and Audience Comments
6. Financial Reports
  - A. Approval of Check Run Summary
  - B. Combined Balance Sheet
7. Adjournment

*Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: <http://www.villavizcayacdd.com>*

**MINUTES OF MEETING  
VILLA VIZCAYA  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Vizcaya Community Development District was held on March 20, 2018 at 10:00 a.m. at 2160 NW Reserve Park Trace, Port St. Lucie, Florida.

Present and constituting a quorum were:

Thomas Kenny III	Chairman
Tina Perkins	Vice Chairman
George Morgan	Assistant Secretary
Thomas Kenny IV	Assistant Secretary (by phone)
Pete Williams	Assistant Secretary (by phone)

Also present were:

Lisa Derryberry	District Manager
Gerry Knight	District Counsel (by phone)
Tucker Mackie	Trustee Counsel (by phone)

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Derryberry called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the  
June 20, 2017 Meeting**

Ms. Derryberry: Moving on to Item #2, we have Approval of the Minutes of the June 20, 2017 Meeting.

On MOTION by Mr. Thomas Kenny III seconded by Mr. Morgan with all in favor the Minutes of the June 20, 2017 Meeting were approved.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution  
#2018-01 Approving the Proposed  
Fiscal Year 2019 Budget and  
Setting the Public Hearing**

Ms. Derryberry: The next item is Consideration of Resolution #2018-01 Approving the Proposed Fiscal Year 2019 Budget and Setting the Public Hearing.

Mr. Thomas Kenny III: Tucker, have you looked at this, and is it acceptable with the landowner?

Ms. Mackie: Understanding we are on a funding agreement basis, the trustee has no comments to the budget.

Mr. Thomas Kenny III: Then I would move to approve Resolution #2018-01.

Ms. Derryberry: Before we get to that point, the budget needs to be proposed before June 15<sup>th</sup> of each year, and we need to set a date to adopt the budget, not sooner than sixty days from today's date. So in order to complete the blanks in the resolution, we need to pick a date no sooner than sixty days from today. One of your advertised meetings is June 19<sup>th</sup>. That is right at the sixtieth day. The next advertised meeting is on July 17<sup>th</sup> and then the next one would be August 21<sup>st</sup>. Those would all meet the requirements to have the budget adopted before September 15<sup>th</sup>.

Mr. Williams: Probably in an overabundance of caution, it would be best rather than trying to squeeze it in for June to do it in July if that meets the will of the Board.

Mr. Thomas Kenny III: I agree.

Mr. Morgan: I agree.

Ms. Perkins: Sounds good to me.

Ms. Derryberry: Okay. So we will complete the resolution with a date of July 17, 2018 at 10:00 a.m. at this location.

Mr. Thomas Kenny III: Will you send us an e-mail following up on that?

Ms. Derryberry: Yes, sir. We will. So do we have a motion approving Resolution #2018-01 as we just discussed?

On MOTION by Mr. Thomas Kenny III seconded by Mr. Morgan with all in favor Resolution #2018-01 Approving the Proposed Fiscal Year 2019 Budget and Setting the Public Hearing was approved; and the public hearing was scheduled to be held on July 17, 2018 at 10:00 a.m. at 2160 N.W. Reserve Park Trace, Port St. Lucie, Florida.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Audit for Fiscal Year  
Ending September 30, 2016**

Ms. Derryberry: Moving on to Item #4, there is the audit for fiscal year ending September 30, 2016. This reflects the same comments and findings from the auditor as shown in prior audits. At this time we would just need a motion accepting this audit from the Board.

On MOTION by Ms. Perkins seconded by Mr. Thomas Kenny III with all in favor the audit for fiscal year ending September 30, 2016 was accepted.

**FIFTH ORDER OF BUSINESS**

**Ratification of Engagement Letter  
with Grau & Associates to perform  
the Audit for Fiscal Year Ending  
September 30, 2017**

Ms. Derryberry: Behind Section V is the engagement letter with Grau & Associations to perform your audit for fiscal year ending September 30, 2017.

On MOTION by Mr. Thomas Kenny III seconded by Mr. Morgan with all in favor the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2017 was ratified.

**SIXTH ORDER OF BUSINESS**

**Discussion of Procedures for the  
Landowners Election–November 20,  
2018**

Ms. Derryberry: Moving on to Item #6 in your agenda package, Discussion of Procedures for the Landowners Election on November 20, 2018. We are bringing this to your attention now because we have to let the Board know at least ninety days prior to the landowners election and this Board may not meet ninety days prior to November 20<sup>th</sup> so we are doing this now in the abundance of caution. This year the seats that are up for election and have terms that expire are Seat #2, Mr. Thomas Kenny III, Seat #1, Mr. Thomas Kenny IV, and Pete Williams in Seat #4. So in your packets, you see the sample agenda for the meeting, the sample landowner proxy, the sample official ballot, and the



proposed notice as to the location, time, and date of the landowners meeting. There is nothing to be done at this time. We are just bringing this to your attention. Each owner of one acre of land gets one vote. I believe in the past it has been done by proxy. If you have any questions, I will take them at this time.

Mr. Thomas Kenny III: You have somebody up here who can attend, right?

Ms. Derryberry: I believe last year it was Tina.

Mr. Thomas Kenny III: Okay. Great.

## **SEVENTH ORDER OF BUSINESS      Staff Reports**

### **A. Attorney**

There not being any report, the next item followed.

### **B. Engineer**

There not being any report, the next item followed.

### **C. Manager**

Ms. Derryberry: Under Manager, we did advertise the next meeting for April 17<sup>th</sup>, but if there is no need for the Board to meet, we will send a notice to everyone regarding the status of that meeting as we get closer to that date. Most likely it will be cancelled. I have nothing else.

## **EIGHTH ORDER OF BUSINESS      Supervisors Requests and Audience Comments**

Ms. Derryberry: There is no audience present. Do the Supervisors have any requests at this time?

Mr. Williams: Lisa, I am just curious with the September 30, 2016 audit just now coming before the Board and getting completed most recently, is there any feeling as to how soon Grau will be able to complete the 2017 audit? Is it likely that they will miss the June 30<sup>th</sup> deadline, or do you think they will hit it?

Ms. Derryberry: I have not heard anything to the contrary, Pete. They should be able to hit that June 30<sup>th</sup> date.

Mr. Williams: Okay, good. I was just asking. I know sometimes it doesn't happen, but it would be beneficial if we could start hitting those dates.

Ms. Derryberry: Certainly, and I will confirm that with the accountant when I return to the office. Any other requests from the Supervisors?

**NINTH ORDER OF BUSINESS                      Financial Reports**

**A. Approval of Check Run Summary**

Ms. Derryberry: Next we'll move on to Financial Reports. Behind tab 9A you will find the check run summary. If there are any questions, I will take them at this time.

Mr. Morgan: I did not see any invoices for the folks who cut the grass. I know it is being done, but I have not seen any invoices.

Ms. Derryberry: I know there is an arrangement in place to have the area maintained to avoid code enforcement and other inquiries, but I will look into that.

Ms. Mackie: Those are being directly funded by the SPE.

Mr. Thomas Kenny III: Is there anything new on the status of the project or is it just going to continue to sit there? Is anybody going to finally pick it up?

Ms. Mackie: We are actually under contract right now. The current buyer is in their due diligence period, but with our marketing efforts, there has been some renewed interest even just from the active contract. So we are hopeful that we can move the property in the near future.

Mr. Thomas Kenny III: Can you send us some information on the project? There is some marketing information on the project?

Ms. Mackie: I would be happy to do so. I will provide that to Lisa so she can provide it to the Board.

Mr. Thomas Kenny III: Great. Thank you.

Ms. Derryberry: If there are no additional questions or comments, is there a motion to approve the check run summary?

On MOTION by Mr. Morgan seconded by Ms. Perkins with all in favor the check run summary was approved.

**B. Approval of Funding Requests #84, #85, #86, #87, #88 & #89**

Ms. Derryberry: Behind tab 9B we have Approval of Funding Requests #84, #85, #86, #87, #88 & #89. I will take any questions at this time.

On MOTION by Mr. Thomas Kenny III seconded by Ms. Perkins with all in favor Funding Requests #84, #85, #86, #87, #88 & #89 were approved.

**C. Combined Balance Sheet**

Ms. Derryberry: Then behind 9C you will find the combined balance sheet. I'll take any questions or concerns about those, otherwise approving that would be in order.

On MOTION by Mr. Thomas Kenny III seconded by Mr. Morgan with all in favor the combined balance sheet was approved.

**TENTH ORDER OF BUSINESS                      Adjournment**

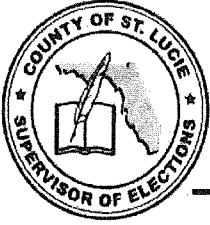
Ms. Derryberry: Then if there is no further business of the Board, a motion to adjourn would be in order.

On MOTION by Mr. Thomas Kenny IV seconded by Ms. Perkins with all in favor the meeting was adjourned.

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

\_\_\_\_\_  
Chairman / Vice Chairman





*Gertrude Walker*  
Supervisor of Elections  
St. Lucie County

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4132 Okeechobee Road • Fort Pierce, FL 34947-5412 • (772) 462-1500 • Fax (772) 462-1439

April 17, 2018

Jennifer McConnell  
5385 N. Nob Hill Road  
Sunrise, FL 33351

Dear Jennifer McConnell:

This letter is in response to your request for the number of registered voters in the Community Development Districts listed below as of April 15, 2018. Based on the information provided in your letter of request, our office staff has researched the mapping system and voter record files and found the following:

<u>NAME</u>	<u>VOTERS</u>
Celebration Pointe	0
Copper Creek	11
Creekside	21
Portofino Isles	1225
Portofino landings	144
Portofino Shores	746
Reserve	1070
Reserve 2	745
River Place on the St. Lucie	510
Verano #1	786
Verano #2	0
Verano #3	0
Verano #4	0
Verano #5	0
Verano Center	0
Villa Vizcaya	0
Waterstone	5

Please contact my office if you require any further information.

Sincerely,

Gertrude Walker  
St. Lucie County Supervisor of Elections

**Villa Vizcaya**  
**Community Development District**

*Check Register Summary*

*May 9, 2018*

<i>Check Date</i>	<i>Check #'s</i>	<i>Amount</i>
<i>3/12/2018</i>	<i>262-263</i>	<i>\$ 8,122.10</i>
<i>3/22/2018</i>	<i>264</i>	<i>\$ 303.60</i>
<i>4/13/2018</i>	<i>265</i>	<i>\$ 107.25</i>
<i>4/16/2018</i>	<i>266-267</i>	<i>\$ 1,225.00</i>
<i>Total</i>		<i>\$ 9,757.95</i>

\*\*\* CHECK DATES 11/10/2017 - 05/01/2018 \*\*\*

VILLA VIZCAYA CDD  
BANK A VILLA VIZCAYA CDD

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED YRMO	TO DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/12/18	00006	6/30/17	143011	201706	310-51300-31500				JUN 17-LEGAL SERVICES	*	1,065.00		
		8/31/17	144228	201708	310-51300-31500				AUG 17-LEGAL SERVICES	*	350.00		
		9/30/17	144852	201709	310-51300-48000				SEP 17-LEGAL SERVICES	*	350.00		
		10/31/17	145006	201710	310-51300-31500				OCT 17-LEGAL SERVICES	*	350.00		
		11/30/17	145832	201711	310-51300-31500				NOV 17-LEGAL SERVICES	*	350.00		
		12/31/17	146682	201712	310-51300-31500				DEC 17-LEGAL SERVICES	*	350.00		
BILLING, COCHRAN, LYLES, MAURO												2,815.00	000262
3/12/18	00001	7/31/17	215	201707	310-51300-34000				JUL 17-MGMT FEES	*	833.33		
		7/31/17	215	201707	310-51300-49500				JUL 17-WEBSITE ADMIN	*	41.67		
		7/31/17	215	201707	310-51300-51000				JUL 17-OFFICE SUPPLIES	*	5.00		
		7/31/17	215	201707	310-51300-42000				JUL 17-POSTAGE	*	4.79		
		7/31/17	215	201707	310-51300-42500				JUL 17-COPIES	*	40.05		
		10/02/17	218	201710	310-51300-34000				OCT 17-MGMT FEES	*	833.33		
		10/02/17	218	201710	310-51300-49500				OCT 17-WEBSITE ADMIN	*	41.67		
		10/02/17	218	201710	310-51300-42000				OCT 17-POSTAGE	*	1.84		
		10/02/17	218	201710	310-51300-42500				OCT 17-COPIES	*	.60		
		11/01/17	26	201711	310-51300-34000				NOV 17-MGMT FEES	*	833.33		
		11/01/17	26	201711	310-51300-49500				NOV 17-WEBSITE ADMIN	*	41.67		
		11/01/17	26	201711	310-51300-42000				NOV 17-POSTAGE	*	.92		
		11/01/17	26	201711	310-51300-42500				NOV 17-COPIES	*	.30		
		12/01/17	219	201712	310-51300-34000				DEC 17-MGMT FEES	*	833.33		
		12/01/17	219	201712	310-51300-49500				DEC 17-WEBSITE ADMIN	*	41.67		
		12/01/17	219	201712	310-51300-42500				DEC 17-COPIES	*	.30		

VVIZ VILLA VIZCAYA MDELGADO

\*\*\* CHECK DATES 11/10/2017 - 05/01/2018 \*\*\*

VILLA VIZCAYA CDD  
BANK A VILLA VIZCAYA CDD

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED YRMO	TO DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/02/18		220	201801	310	51300	34000				*	833.33		
			JAN 18-MGMT FEES										
1/02/18		220	201801	310	51300	49500				*	41.67		
			JAN 18-WEBSITE ADMIN										
2/01/18		221	201802	310	51300	34000				*	833.33		
			FEB 18-MGMT FEES										
2/01/18		221	201802	310	51300	49500				*	41.67		
			FEB 18-WEBSITE ADMIN										
2/01/18		221	201802	310	51300	51000				*	.40		
			FEB 18-OFFICE SUPPLIES										
2/01/18		221	201802	310	51300	42000				*	2.30		
			FEB 18-POSTAGE										
2/01/18		221	201802	310	51300	42500				*	.60		
			FEB 18-COPIES										
GOVERNMENTAL MANAGEMENT SERVICES											5,307.10	000263	
3/22/18	00004	6/28/18	1966057	201806	310	51300	48000			*	303.60		
			NOTICE OF PUBLIC HEARING										
SCRIPPS TREASURE COAST NEWSPAPERS											303.60	000264	
4/13/18	00004	4/12/18	1986440	201804	310	51300	48000			*	107.25		
			NOTICE OF SPECIAL MTG										
SCRIPPS TREASURE COAST NEWSPAPERS											107.25	000265	
4/16/18	00006	1/31/18	147321	201801	310	51300	31500			*	350.00		
			JAN 18-LEGAL SERVICES										
BILLING, COCHRAN, LYLES, MAURO											350.00	000266	
4/16/18	00001	3/01/18	222	201803	310	51300	34000			*	833.33		
			MAR 18-MGMT FEES										
		3/01/18	222	201803	310	51300	49500			*	41.67		
			MAR 18-WEBSITE ADMIN										
GOVERNMENTAL MANAGEMENT SERVICES											875.00	000267	
TOTAL FOR BANK A											9,757.95		
TOTAL FOR REGISTER											9,757.95		

**Villa Vizcaya**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
 March 31, 2018

	<u>Governmental Fund Types</u>			<u>Totals</u>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>(Memorandum Only) 2018</u>
<b>Assets:</b>				
Cash	\$88,354	---	---	\$88,354
Investments:				
Reserve B	---	\$58,729	---	\$58,729
Reserve B2	---	\$40,620	---	\$40,620
Default Funding	---	\$148,818	---	\$148,818
Construction	---	---	\$755	\$755
<b>TOTAL ASSETS</b>	<u>\$88,354</u>	<u>\$248,168</u>	<u>\$755</u>	<u>\$337,276</u>
<b>Liabilities:</b>				
Accounts Payable	\$1,789	---	---	\$1,789
Bonds Payable (matured)	---	\$5,630,000	---	\$5,630,000
Interest Payable (matured)	---	\$3,631,217	---	\$3,631,217
<b>Fund Balances:</b>				
Restricted for Capital Projects	---	---	\$755	\$755
Assigned	\$86,565	---	---	\$86,565
Unassigned	---	(\$9,013,050)	---	(\$9,013,050)
<b>Total Liabilities &amp; Fund Balances</b>	<u>\$88,354</u>	<u>\$248,168</u>	<u>\$755</u>	<u>\$337,276</u>



**Villa Vizcaya**  
**COMMUNITY DEVELOPMENT DISTRICT**

**General Fund**

*Statement of Revenues, Expenditures, and Changes in Fund Balance*  
*For the Period Ending March 31, 2018*

	<u>ADOPTED BUDGET</u>	<u>PRORATED THRU 3/31/2018</u>	<u>ACTUAL THRU 3/31/2018</u>	<u>VARIANCE</u>
<b><u>Revenues</u></b>				
SPE Funding	\$60,748	\$21,584	\$21,584	\$0
Stormwater Fees	\$41,925	\$10,156	\$10,156	\$0
<b>Total Revenues</b>	<b><u>\$102,673</u></b>	<b><u>\$31,739</u></b>	<b><u>\$31,739</u></b>	<b><u>\$0</u></b>
<b><u>Expenditures</u></b>				
<b><u>Administrative</u></b>				
Supervisors Fees	\$3,200	\$1,600	\$1,000	\$600
Fica Expense	\$245	\$123	\$77	\$46
Engineering	\$15,000	\$7,500	\$0	\$7,500
Arbitrage	\$1,250	\$625	\$0	\$625
Attorney	\$9,500	\$4,750	\$2,268	\$2,483
Annual Audit	\$6,100	\$0	\$0	\$0
Trustee Fees	\$6,000	\$3,000	\$0	\$3,000
Management Fees	\$10,000	\$5,000	\$5,000	\$0
Telephone	\$50	\$25	\$0	\$25
Postage	\$125	\$63	\$5	\$57
Insurance	\$6,003	\$5,750	\$5,750	\$0
Printing & Binding	\$750	\$375	\$2	\$373
Legal Advertising	\$1,250	\$625	\$0	\$625
Other Current Charges	\$500	\$250	\$223	\$27
Website Compliance	\$500	\$250	\$250	\$0
Office Supplies	\$100	\$50	\$0	\$50
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserve - Stormwater Maintenance	\$41,925	\$20,963	\$0	\$20,963
<b>Total Expenditures</b>	<b><u>\$102,673</u></b>	<b><u>\$51,123</u></b>	<b><u>\$14,749</u></b>	<b><u>\$36,374</u></b>
<b>Excess Revenues/(Expenditures)</b>	<b><u>\$0</u></b>		<b><u>\$16,991</u></b>	
<b>Fund Balance - Beginning</b>	<b><u>\$0</u></b>		<b><u>\$69,575</u></b>	
<b>Fund Balance - Ending</b>	<b><u>\$0</u></b>		<b><u>\$86,565</u></b>	

**Villa Vizcaya**  
**COMMUNITY DEVELOPMENT DISTRICT**

**DEBT SERVICE FUND**  
*Statement of Revenues, Expenditures and Changes in Fund Balance*  
For the Period Ending March 31, 2018

	<u>ADOPTED BUDGET</u>	<u>PRORATED 3/31/2018</u>	<u>ACTUAL 3/31/2018</u>	<u>VARIANCE</u>
<b><u>Revenues</u></b>				
Interest Income	\$0	\$0	\$768	\$768
Direct Assessments	\$287,020	\$0	\$0	\$0
Bondholding Funding	\$0	\$0	\$256,176	\$256,176
<b>Total Revenues</b>	<b><u>\$287,020</u></b>	<b><u>\$0</u></b>	<b><u>\$256,944</u></b>	<b><u>\$256,944</u></b>
<b><u>Expenditures</u></b>				
<b><u>Series A</u></b>				
Interest - 11/1	\$101,010	\$101,010	\$101,010	\$0
Interest - 05/1	\$101,010	\$0	\$0	\$0
Principal - 05/1	\$85,000	\$0	\$0	\$0
<b>Total Expenditures</b>	<b><u>\$287,020</u></b>	<b><u>\$101,010</u></b>	<b><u>\$101,010</u></b>	<b><u>\$0</u></b>
<b><u>Other Financing Sources/(Uses)</u></b>				
SPE Funding - General Fund	\$0	\$0	(\$21,584)	(\$21,584)
Other Debt Service Costs	\$0	\$0	(\$100,704)	(\$100,704)
<b>Total Other Financing Sources/(Uses)</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>(\$122,287)</u></b>	<b><u>(\$122,287)</u></b>
<b>Excess Revenues/(Expenditures)</b>	<b><u>\$0</u></b>		<b><u>\$33,647</u></b>	
<b>Fund Balnce - Beginning</b>	<b><u>\$0</u></b>		<b><u>(\$9,046,696)</u></b>	
<b>Fund Balance - Ending</b>	<b><u>\$0</u></b>		<b><u>(\$9,013,050)</u></b>	

# Villa Vizcaya

## COMMUNITY DEVELOPMENT DISTRICT CAPITAL PROJECTS FUND

Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ending March 31, 2018

	<u>ADOPTED BUDGET</u>	<u>PRORATED 3/31/2018</u>	<u>ACTUAL 3/31/2018</u>	<u>VARIANCE</u>
<b><u>Revenues</u></b>				
Interest Income	\$0	\$0	\$2	\$2
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2</b>	<b>\$2</b>
<b><u>Expenditures</u></b>				
Improvements	\$0	\$0	\$0	\$0
Other Construction Costs	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>Other Financing Sources/(Uses)</u></b>				
Interfund Transfer In from Debt Service	\$0	\$0	\$0	\$0
Interfund Transfer Out to General Fund	\$0	\$0	\$0	\$0
<b>Total Other Financing Sources/ (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$0</b>		<b>\$2</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$753</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$755</b>	