



**BLACK CREEK  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
AUGUST 19, 2020  
10:30 A.M.**

Special District Services, Inc.  
6625 Miami Lakes Drive, Suite 374  
Miami Lakes, FL 33014

[www.blackcreekcdd.org](http://www.blackcreekcdd.org)  
305.777.0761 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**REGULAR BOARD MEETING & PUBLIC HEARING**

August 19, 2020  
10:30 a.m.

**Join by URL for VIDEO ACCESS at: <https://us02web.zoom.us/j/82356213562>**

**Meeting ID: 823 5621 3562**

**Dial In Phone Number: 1 929 436 2866**

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Election of Officers
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
  - 1. May 20, 2020 Special Board Meeting.....Page 2
- H. Public Hearing
  - 1. Proof of Publication.....Page 5
  - 2. Receive Public Comments on Fiscal Year 2020/2021 Final Budget
  - 3. Consider Resolution No. 2020-02 – Adopting a Fiscal Year 2020/2021 Final Budget.....Page 6
- I. Old Business
  - 1. Staff Report: As Required
- J. New Business
  - 1. Consider Resolution No. 2020-03 – Adopting a Fiscal Year 2020/2021 Meeting Schedule.....Page 13
- K. Administrative & Operational Matters
  - 1. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 15
    - (a) Selection of Criteria to Evaluate Audit Services
    - (b) Announcement of Request for Proposals to Perform Annual Audits
  - 2. Statement of Financial Interest – 2019 Form 1
- L. Board Member & Staff Closing Comments
- M. Adjourn

## Miami Daily Business Review

July 30, 2020

Miscellaneous Notices

### NOTICE OF THE PUBLIC HEARING & REGULAR BOARD MEETING OF COCO PALMS COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Coco Palms Community Development District ("District") will hold a public hearing on August 19, 2020, at 10:15 a.m. in the Offices of Lennar Homes, LLC located at 730 NW 107th Avenue, Miami, Florida 33172 for the purpose of hearing comments and objections on the adoption of the budget of the District for Fiscal Year 2020/2021. A regular board meeting of the District will also be held at that time where the Board may consider agenda items and any other business that may properly come before it.

A copy of the agenda and budget may be obtained from the District's website ([www.cocopalmscdd.org](http://www.cocopalmscdd.org)) or at the offices of the District Manager, Special District Services, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410 during normal business hours.

It is anticipated that the public hearing and meeting will take place at the location provided above. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-150, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can do so utilizing the following login information:

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Participants are strongly encouraged to submit questions and comments to the District Manager's Office at [asilva@sdsinc.org](mailto:asilva@sdsinc.org) or by calling 305-777-0761 by August 14, 2020, at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or Supervisors may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at 305-777-0761 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

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

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

District Manager

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT

[www.cocopalmscdd.org](http://www.cocopalmscdd.org)

7/30 8/6 20-19/0000480322M

**BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD MEETING  
MAY 20, 2020**

*Note: The Black Creek Community Development District (the “District”) Special Board Meeting was held via telephonic conferencing as a result of the public health emergency that exists in the State of Florida as a consequence of the COVID-19 coronavirus, in light of the guidelines established by the Centers for Disease Control for the protection of all members of the community, and with the authority granted by Executive Orders issued by Governor Ron DeSantis, including Executive Order 20-69 (Emergency Management—COVID-19—Local Government Public Meetings) authorizing the use of communications technology, such as telephonic conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes.*

**A. CALL TO ORDER**

District Manager Armando Silva called the May 20, 2020, Special Board Meeting of the Black Creek Community Development District to order at 11:04 a.m. via telephonic conferencing.

**B. PROOF OF PUBLICATION**

Mr. Silva presented proof of publication that notice of the Special Board Meeting had been published in the *Miami Daily Business Review* on May 12, 2020, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the virtual attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Vice Chairperson Teresa Baluja and Supervisors Vanessa Perez and Carmen Herrera.

Staff in virtual attendance included: District Manager Armando Silva of Special District Services, Inc.; and District Counsel Michael Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. CONSIDER APPOINTMENT TO FILL VACANCY**

Mr. Silva stated that there was a vacancy on the District’s Board (Seat 4) and asked if there were any interested persons that meet the qualifications and who would like to serve on the District Board. A discussion ensued after which;

A **motion** was made by Ms. Baluja, seconded by Ms. Perez and unanimously passed appointing Yadira Monzon to fill the vacancy of the unexpired 2-year term of office in Seat #4, which term of office shall expire in November 2021.

Since Ms. Monzon was not in virtual attendance, Mr. Silva stated that he would email the Oath of Office to her and remind her of the duties and responsibilities as a Board Member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2019 Form 1 must be completed and mailed to the Supervisor of Elections’ Office in the County of residency within thirty {30} days of appointment) and the Code of Ethics for Public Officials.

**E. ELECTION OF OFFICERS**

This item was tabled.

**F. ADDITIONS OR DELETIONS TO THE AGENDA**

Mr. Silva noted that he would like to add the following item to the agenda:

- Administrative and Operational Matters Item: Approval of Agreement for Access to Certain Exempt Information

The Board acknowledged Mr. Silva’s request.

**G. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

**H. APPROVAL OF MINUTES**

**1. December 18, 2019, Regular Board Meeting**

Mr. Silva presented the December 18, 2019, Regular Board Meeting minutes and asked if there were any comments and/or changes. There being no comments or changes, a **motion** was made by Ms. Baluja, seconded by Ms. Perez and unanimously passed approving the December 18, 2019, Regular Board Meeting minutes, *as presented*.

**I. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**J. NEW BUSINESS**

**1. Consider Resolution No. 2020-01– Adopting a Fiscal Year 2020/2021 Proposed Budget**

Resolution No. 2020-01 was presented, entitled:

**RESOLUTION NO. 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva read the title into the record and stated that no carryover amount would be required to balance the budget from the fund balance as of 9/30/2020. He further stated that since overall assessments were not increasing over the 2019/2020 assessments, letters to property owners would not be required. In addition, Mr. Silva stated as part of Resolution No. 2020-01, the Board must set a date for the public hearing to adopt the fiscal year 2020/2021 final budget and assessment roll. Further discussion took place on the proposed budget after which;

A **motion** was made by Ms. Baluja, seconded by Ms. Perez and passed unanimously to approve and adopt Resolution No. 2020-01, *as presented*; setting the Public Hearing for August 19, 2020, at 10:30 a.m. in the Third Floor Meeting Room of Lennar Homes, LLC located at 730 NW 107<sup>th</sup> Avenue, Suite 300, Miami, Florida 33172; and further authorizes the publication of the notice of public hearing, as required by law.

**K. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**2. ADD-ON: Approval of Agreement for Access to Certain Exempt Information**

Mr. Pawelczyk advised that the Florida public records laws were recently amended to clarify that certain information pertaining to an exempt individual home address is exempt from public records. He further explained that the new laws exempt parcel identification numbers from public records. Because the Miami-Dade County Property Appraiser (the "Property Appraiser") provides assessment roll information to the District, the Property Appraiser has asked the District to enter into this agreement stating that the District take full responsibility for protecting exempt information from the public.

A **motion** was made by Ms. Baluja, seconded by Ms. Perez and unanimously passed to approve the Agreement for Access to Certain Exempt Information between the Miami-Dade County Property Appraiser and the Black Creek Community Development District.

**L. BOARD MEMBER & STAFF CLOSING COMMENTS**

It was noted that the next meeting was scheduled for August 19, 2020, unless an emergency were to arise.

**M. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Ms. Baluja, seconded by Ms. Herrera and passed unanimously to adjourn the Regular Board Meeting at 11:09 a.m.

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Secretary/Assistant Secretary

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Chairperson/Vice-Chairperson

## Miami Daily Business Review

July 30, 2020

Miscellaneous Notices

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District Manager

COCO PALMS COMMUNITY DEVELOPMENT DISTRICT

[www.cocopalmscdd.org](http://www.cocopalmscdd.org)

7/30 8/6 20-19/0000480322M

**RESOLUTION NO. 2020-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2020/2021 FINAL BUDGET PURSUANT TO CHAPTER 190, *FLORIDA STATUTES*; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the “Board”) of the Black Creek Community Development District (“District”) has prepared a Proposed Operating Fund Budget for Fiscal Year 2020/2021, and the Board is empowered to provide a funding source to operate the District and to impose special assessments upon the properties within the District, as required; and

**WHEREAS**, the District has held a duly advertised Public Hearing to receive public comments on the Proposed Operating Fund Budget, has considered and adopted the Fiscal Year 2020/2021 Operating Fund Budget; and is now authorized to levy non-ad valorem assessments upon the assessable properties within the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Operating Fund Budget for Fiscal Year 2020/2021 attached hereto as Exhibit “A” is accepted, approved and adopted.

**Section 2.** The Secretary and/or Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this 19<sup>th</sup> day of August, 2020.

**ATTEST:**

**BLACK CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson



Black Creek  
Community Development District

**Final Budget For  
Fiscal Year 2020/2021  
October 1, 2020 - September 30, 2021**

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- I FINAL BUDGET
- II DETAILED FINAL BUDGET
- III DETAILED FINAL DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

**FINAL BUDGET**  
**BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	<b>FISCAL YEAR 2020/2021 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	72,982
Maintenance Assessments	17,879
Debt Assessments	263,617
Developer Contribution	0
Interest Income	120
<b>TOTAL REVENUES</b>	<b>\$ 354,598</b>
<b>EXPENDITURES</b>	
<b>Maintenance Expenditures</b>	
Annual Engineer's Report & Inspections	1,800
Field Operations Management	0
Street/Roadway Maintenance/Signage	3,000
Miscellaneous Maintenance	3,000
Wall Feature Maintenance/Upkeep	6,900
Maintenance Contingency	2,106
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 16,806</b>
<b>Administrative Expenditures</b>	
Supervisor Fees	0
Management	26,448
Legal	12,000
Assessment Roll	6,000
Audit Fees	3,900
Arbitrage Rebate Fee	0
Insurance	6,000
Legal Advertisements	2,500
Miscellaneous	1,000
Postage	550
Office Supplies	900
Dues & Subscriptions	175
Trustee Fees	4,250
Continuing Disclosure Fee	1,000
Website Management	2,000
Administrative Contingency	2,000
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 68,723</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 85,529</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 269,069</b>
Bond Payments	(247,800)
<b>BALANCE</b>	<b>\$ 21,269</b>
County Appraiser & Tax Collector Fee	(4,254)
Discounts For Early Payments	(17,015)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	0	0	72,982	Expenditures Less Interest /.94
Maintenance Assessments	0	0	17,879	Expenditures/.94
Debt Assessments	0	0	263,617	Bond Payments/.94
Developer Contribution	30,000	91,400	0	
Interest Income	3	0	120	Projected At \$10 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 30,003</b>	<b>\$ 91,400</b>	<b>\$ 354,598</b>	
<b>EXPENDITURES</b>				
<b>Maintenance Expenditures</b>				
Annual Engineer's Report & Inspections	0	1,800	1,800	No Change From 2019/2020 Budget
Field Operations Management	0	0	0	No Change From 2019/2020 Budget
Street/Roadway Maintenance/Signage	0	3,000	3,000	No Change From 2019/2020 Budget
Miscellaneous Maintenance	0	3,000	3,000	No Change From 2019/2020 Budget
Wall Feature Maintenance/Upkeep	0	6,900	6,900	No Change From 2019/2020 Budget
Maintenance Contingency	0	6,000	2,106	Maintenance Contingency
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 20,700</b>	<b>\$ 16,806</b>	
<b>Administrative Expenditures</b>				
Supervisor Fees	0	0	0	
Management	10,775	25,860	26,448	CPI Adjustment
Legal	6,518	12,000	12,000	No Change From 2019/2020 Budget
Assessment Roll	0	6,000	6,000	Assessment Roll
Audit Fees	0	3,900	3,900	Audit Fees
Arbitrage Rebate Fee	0	650	0	Bond Issue Qualifies For Small User Exception
Insurance	2,096	6,750	6,000	Insurance Estimate
Legal Advertisements	2,806	3,600	2,500	\$1,100 Decrease From 2019/2020 Budget
Miscellaneous	162	1,015	1,000	\$15 Decrease From 2019/2020 Budget
Postage	37	600	550	\$50 Decrease From 2019/2020 Budget
Office Supplies	503	900	900	No Change From 2019/2020 Budget
Dues & Subscriptions	0	175	175	No Change From 2019/2020 Budget
Trustee Fees	0	4,250	4,250	No Change From 2019/2020 Budget
Continuing Disclosure Fee	0	1,000	1,000	No Change From 2019/2020 Budget
Website Management	625	2,000	2,000	No Change From 2019/2020 Budget
Administrative Contingency	0	2,000	2,000	No Change From 2019/2020 Budget
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 23,522</b>	<b>\$ 70,700</b>	<b>\$ 68,723</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,522</b>	<b>\$ 91,400</b>	<b>\$ 85,529</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 6,481</b>	<b>\$ -</b>	<b>\$ 269,069</b>	
Bond Payments	0	0	(247,800)	2021 P & I Payments
<b>BALANCE</b>	<b>\$ 6,481</b>	<b>\$ -</b>	<b>\$ 21,269</b>	
County Appraiser & Tax Collector Fee	0	0	(4,254)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	0	0	(17,015)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 6,481</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE FUND BUDGET**

BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020/2021

OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
<b>REVENUES</b>				
Interest Income	0	0	0	Projected Interest For FY 2020/2021
NAV Tax Collection	0	0	247,800	2021 P & I Payments Less Earned Interest
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 247,800</b>	
<b>EXPENDITURES</b>				
Principal Payments	0	0	85,000	Principal Payment Due In 2021
Interest Payments	0	0	161,500	Interest Payments Due In 2021
Bond Redemption	0	0	1,300	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 247,800</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2020 Bond Information**

Original Par Amount =	\$4,365,000	Annual Principal Payments Due =	June 15th
Interest Rate =	3.00% - 4.00%	Annual Interest Payments Due =	June 15th & December 15th
Issue Date =	January 2020		
Maturity Date =	June 2050		
Par Amount As Of 2/1/20 =	\$4,365,000		

## Black Creek Community Development District Assessment Comparison

	Fiscal Year 2018/2019 Assessment*	Fiscal Year 2019/2020 Assessment*	Fiscal Year 2020/2021 Projected Assessment*
Administrative Assessment For Townhomes	\$ -	\$ -	\$ 333.25
Maintenance Assessment For Townhomes	\$ -	\$ -	\$ 81.64
<u>Debt Assessment For Townhomes</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,156.63</u>
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,571.52</b>
Administrative Assessment For Single Family Homes	\$ -	\$ -	\$ 333.25
Maintenance Assessments For Single Family Homes	\$ -	\$ -	\$ 81.64
<u>Debt Assessment For Single Family Homes</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,260.83</u>
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,675.72</b>

\* Assessments Include the Following :

4% Discount for Early Payments  
1% County Tax Collector Fee  
1% County Property Appraiser Fee

**Note**

Net Per Unit O&M Covenant amount is \$390.00  
Gross Per Unit O&M Covenant amount is \$414.89

Community Information:

Townhomes	120
<u>Single Family Units</u>	<u>99</u>
Total Units	219

**RESOLUTION NO. 2020-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Black Creek Community Development District (the "District") to establish a regular meeting schedule for fiscal year 2020/2021; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2020/2021 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2020/2021 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 19<sup>th</sup> day of August, 2020.

**ATTEST:**

**BLACK CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

**BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2020/2021 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the **Black Creek Community Development District** will hold Regular Meetings at Lennar Homes, LLC located at 730 NW 107<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Suite 300 Meeting Room, Miami, Florida 33172 at **10:30 a.m.** on the following dates:

**October 21, 2020  
November 18, 2020  
December 16, 2020  
January 20, 2021  
February 17, 2021  
March 17, 2021  
April 21, 2021  
May 19, 2021  
June 16, 2021  
July 21, 2021  
August 18, 2021  
September 15, 2021**

The purpose of the meetings is for the Board to consider District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

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

**BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT**

[www.blackcreekcdd.org](http://www.blackcreekcdd.org)

**PUBLISH: MIAMI DAILY BUSINESS REVIEW XX/XX/20**



**BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2019/2020, 2020/2021 and 2021/2022  
With Two Year Option (2022/2023 and 2023/2024)  
Miami-Dade County, Florida**

**BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than October 8, 2020 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. REJECTION OF PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit five (5) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Black Creek Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**SECTION 15. REJECTION OF ALL PROPOSALS.** The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.

**BLACK CREEK COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION  
EVALUATION CRITERIA**

**1. *Ability of Personnel (10 Points).***

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

**2. *Proposer's Experience (10 Points).***

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

**3. *Understanding of Scope of Work (10 Points).***

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services (10 Points).***

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

**5. *Price (10 Points).***

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.