



**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
JUNE 6, 2017
6:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.montereycongresscdd.org

561.630.4922 Telephone
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AGENDA
MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT
100 Lake Monterey Circle
Boynton Beach, Florida 33426
REGULAR BOARD MEETING & PUBLIC HEARING
June 6, 2017
6:00 p.m.

A. Call to Order	
B. Proof of Publication.....	Page 1
C. Establish Quorum	
D. Additions or Deletions to Agenda	
E. Comments from the Public for Items Not on the Agenda	
F. Approval of Minutes	
1. March 14, 2017 Regular Board Meeting.....	Page 2
G. Public Hearing	
1. Proof of Publication.....	Page 6
2. Receive Public Comments on Fiscal Year 2017/2018 Final Budget	
3. Consider Resolution No. 2017-03 – Adopting a Fiscal Year 2017/2018 Final Budget.....	Page 7
H. Old Business	
I. New Business	
1. Consider Resolution No. 2017-04 – Adopting a Fiscal Year 2017/2018 Meeting Schedule.....	Page 14
J. Administrative Matters	
K. Board Members Comments	
L. Adjourn	

**Notice of Public Hearing
and Regular Board Meeting of the
Monterey/Congress Community Development District**

The Board of Supervisors of the Monterey/Congress Community Development District will hold a Public Hearing and Regular Board Meeting on June 6, 2017, at 4:00 p.m., or as soon thereafter as the meeting can be heard, at 100 Lake Monterey Circle, Boynton Beach, Florida 33426.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2017/2018 Proposed Final Budget of the Monterey/Congress Community Development District. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or more Supervisors will 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.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Monterey/Congress Community Development District

www.montereycongresscdd.org

PUBLISH: THE PALM BEACH POST 05/17/17 & 05/24/17

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 14, 2017

A. CALL TO ORDER

District Manager Jason Pierman called the March 14, 2017, Regular Board Meeting of the Monterey/Congress Community Development District to order at 5:00 p.m. at 100 Lake Monterey Circle, Boynton Beach, Florida 33426.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on February 6, 2017, as legally required.

C. CONSIDER APPOINTMENT TO VACANCY

Mr. Pierman noted that this item would be kept on the agenda for the next meeting, in the hopes that the Board would find another resident willing to serve.

D. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Vice Chairman Willie Ford and Supervisors Betty Clark and Diana Puentes constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance were District Manager Jason Pierman of Special District Services, Inc.; and General Counsel Mike Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

E. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

F. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

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

G. APPROVAL OF MINUTES

1. February 14, 2017, Regular Board Meeting

Mr. Pierman presented the minutes of February 14, 2017, Regular Board Meeting and asked if there were any changes. There being none, a **motion** was made by Ms. Clark, seconded by Mr. Ford and passed unanimously to approve the minutes of the February 14, 2017, Regular Board Meeting, as presented.

H. OLD BUSINESS

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 14, 2017

There were no Old Business items to come before the Board.

I. NEW BUSINESS

1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget

Mr. Pierman presented Resolution No. 2017-01, entitled:

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

Mr. Pierman noted that the address on the resolution would be corrected to reflect the current location of 100 Lake Monterey Circle, Boynton Beach, Florida 33426.

A **motion** was made by Ms. Clark, seconded by Ms. Puentes and passed unanimously to adopt Resolution No. 2017-01, as amended, setting the Public Hearing for June 6, 2017, at 6:00 p.m.

2. Consider Resolution No. 2017-02 – Electronic Approval Process and Authorized Signatories

Mr. Pierman presented Resolution No. 2017-02, entitled:

RESOLUTION NO. 2017-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

Mr. Pierman explained that although the Board had recently adopted a similar resolution, due to another retirement at SDS, payment approvers needed to be updated. The Board noted that Ms. Rosa, as Chair, would be the additional signer.

A **motion** was made by Ms. Clark, seconded by Ms. Puentes and passed unanimously to adopt Resolution No. 2017-02, as presented, naming Ms. Rosa as the additional signer.

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 14, 2017

3. Consider Approval of Landscaping Easement

Mr. Pawelczyk presented a history of the issue, explaining that the District had built the surrounding wall, but that the developer had not turned over the wall and other property to the District; and because the District funded it, the District needed ownership or an easement. Under the easement, the District will own the landscape improvements and the HOA will maintain it under the maintenance agreement. Mr. Pawelczyk further explained that the agreement still needed a description of the easement areas, and recommended that the Board approve the easement and authorize the execution of the easement, subject to the legal description being added. It would then be sent to the HOA for their approval, after which the District would be able to fund the landscape improvements.

A **motion** was made by Ms. Clark, seconded by Ms. Puentes, and unanimously passed authorizing the execution of the easement, subject to the addition of the legal description.

J. ADMINISTRATIVE MATTERS

Mr. Pierman noted that the next meeting would include a Public Hearing on the budget and was scheduled for June 6, 2017.

K. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Ford, seconded by Ms. Clark and unanimously passed to adjourn the Regular Board Meeting at 5:27 p.m.

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 14, 2017

Secretary/Assistant Secretary

Chair/Vice-Chair

**Notice of Public Hearing
and Regular Board Meeting of the
Monterey/Congress Community Development District**

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Monterey/Congress Community Development District

www.montereycongresscdd.org

PUBLISH: THE PALM BEACH POST 05/17/17 & 05/24/17

RESOLUTION NO. 2017-03

A RESOLUTION OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2017/2018 BUDGET.

WHEREAS, the Monterey Congress Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2017/2018 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The 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 6th day of June, 2017.

ATTEST:

**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Monterey/Congress
Community Development District

**Final Budget For
Fiscal Year 2017/2018
October 1, 2017 - September 30, 2018**

CONTENTS

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

FINAL BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET
REVENUES	
O & M Assessments	73,370
Debt Assessments	286,397
Other Revenues	0
Interest Income	180
TOTAL REVENUES	\$ 359,947
EXPENDITURES	
Supervisor Fees	6,000
Payroll Taxes (Employer)	480
Engineering/Inspections	3,000
Management	19,668
Secretarial	3,000
Legal	7,000
Assessment Roll	3,000
Audit Fees	3,100
Insurance	6,356
Legal Advertisements	1,300
Miscellaneous	750
Postage	250
Office Supplies	450
Dues & Subscriptions	175
Trustee Fee	3,800
Continuing Disclosure Fee	1,000
Website Management	1,500
Reserve	8,320
TOTAL EXPENDITURES	\$ 69,149
REVENUES LESS EXPENDITURES	\$ 290,798
Bond Payments	(269,213)
BALANCE	\$ 21,585
County Appraiser & Tax Collector Fee	(7,195)
Discounts For Early Payments	(14,390)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
O & M Assessments	71,528	71,397	73,370	Expenditures Less Interest & Carryover/.94
Debt Assessments	288,429	288,368	286,397	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	192	180	180	Interest Projected At \$15 Per Month
TOTAL REVENUES	\$ 360,149	\$ 359,945	\$ 359,947	
EXPENDITURES				
Supervisor Fees	1,800	6,000	6,000	Supervisor Fees
Payroll Taxes (Employer)	138	480	480	Projected At 8% Of Supervisor Fees
Engineering/Inspections	1,000	3,500	3,000	\$500 Decrease From 2016/2017 Budget
Management	19,140	19,272	19,668	CPI Adjustment
Secretarial	3,000	3,000	3,000	No Change From 2016/2017 Budget
Legal	6,477	7,000	7,000	No Change From 2016/2017 Budget
Assessment Roll	3,000	3,000	3,000	No Change From 2016/2017 Budget
Audit Fees	3,000	3,000	3,100	\$100 Increase From 2016/2017 Budget
Insurance	5,665	6,373	6,356	Insurance Company Estimate
Legal Advertisements	1,679	1,300	1,300	No Change From 2016/2017 Budget
Miscellaneous	380	750	750	No Change From 2016/2017 Budget
Postage	85	250	250	No Change From 2016/2017 Budget
Office Supplies	234	450	450	No Change From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fee	3,717	3,800	3,800	No Change From 2016/2017 Budget
Continuing Disclosure Fee	1,000	1,000	1,000	No Change From 2016/2017 Budget
Website Management	1,500	1,500	1,500	No Change From 2016/2017 Budget
Reserve	0	6,444	8,320	Reserve
TOTAL EXPENDITURES	\$ 51,990	\$ 67,294	\$ 69,149	
REVENUES LESS EXPENDITURES	\$ 308,159	\$ 292,651	\$ 290,798	
Bond Payments	(272,488)	(271,066)	(269,213)	2018 P & I Payments Less Earned Interest
BALANCE	\$ 35,671	\$ 21,585	\$ 21,585	
County Appraiser & Tax Collector Fee	(1,622)	(7,195)	(7,195)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(13,069)	(14,390)	(14,390)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 20,980	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 20,980	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Interest Income	25	100	100	Projected Interest For 2017/2018
NAV Tax Collection	272,488	271,066	269,213	2018 P & I Payments Less Earned Interest
Total Revenues	\$ 272,513	\$ 271,166	\$ 269,313	
EXPENDITURES				
Principal Payments	90,000	95,000	100,000	Principal Payment Due In 2018
Interest Payments	183,556	176,166	169,313	Interest Payments Due In 2018
Total Expenditures	\$ 273,556	\$ 271,166	\$ 269,313	
Excess/ (Shortfall)	\$ (1,043)	\$ -	\$ -	

Series 2005 Bond Information

Original Par Amount =	\$4,045,000	Annual Principal Payments Due =	May 1st
Interest Rate =	5.375%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	October 2005		
Maturity Date =	May 2036		

Monterey/Congress Community Development District Assessment Comparison

	Original Projected Assessment*	Fiscal Year 2014/2015 Assessment*	Fiscal Year 2015/2016 Assessment*	Fiscal Year 2016/2017 Assessment*	Fiscal Year 2017/2018 Projected Assessment*
O & M	\$ 212.77	\$ 239.85	\$ 238.27	\$ 237.99	\$ 244.56
<u>Debt</u>	<u>\$ 973.37</u>	<u>\$ 959.37</u>	<u>\$ 960.95</u>	<u>\$ 961.23</u>	<u>\$ 954.66</u>
Total	\$ 1,186.14	\$ 1,199.22	\$ 1,199.22	\$ 1,199.22	\$ 1,199.22

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units 300

RESOLUTION NO. 2017-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2017/2018 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Monterey Congress Community Development District ("District") to establish a regular meeting schedule for fiscal year 2017/2018; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2017/2018 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT, PALM BEACH 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 2017/2018 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 6th day of June, 2017.

ATTEST:

**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Monterey/Congress Community Development District has the Fiscal Year 2017/2018 Regular Meeting Schedule to reflect that meetings will be held at 100 Lake Monterey Circle, Boynton Beach, Florida 33426 at 5:00 p.m. on the following dates:

**October 10, 2017
November 14, 2017
December 12, 2017
January 9, 2018
February 13, 2018
March 13, 2018
April 10, 2018
May 8, 2018
June 12, 2018
July 10, 2018
August 14, 2018
September 11, 2018**

The purpose of the meetings is to conduct any and all business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more 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. Meeting 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 (561) 630-4922 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.

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT

www.montereycongresscdd.org

PUBLISH: THE PALM BEACH POST 00/00/2017