



**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
MARCH 5, 2019
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
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT
100 Lake Monterey Circle
Boynton Beach, Florida 33426
REGULAR BOARD MEETING
March 5, 2019
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. February 5, 2019 Regular Board Meeting Minutes.....Page 3
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2019-01 – Adopting a Fiscal Year 2019/2020 Proposed Budget.....Page 6
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

PROOF OF PUBLICATION STATE OF FLORIDA

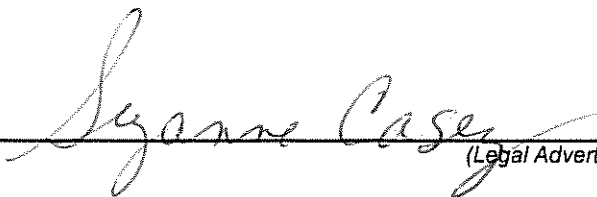
PUBLIC NOTICE

Before the undersigned authority, personally appeared Suzanne Casey, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - PublicNotice was published in said newspaper on: first date of Publication 09/21/2018 and last date of Publication 09/21/2018. Affiant further says that the said The Palm Beach Post is a newspaper published in West Palm Beach, in said Palm Beach County, Florida and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

MONTEREY CONGRESS CDD
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number:	0000423320
Ad Cost:	\$268.32
Paid:	\$0.00
Balance Due:	\$268.32

Signed



(Legal Advertising Agent)

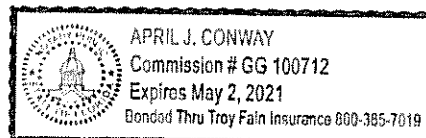
Sworn or affirmed to, and subscribed before me, this 21st day of September, 2018 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



(Notary)

Please see Ad on following page(s).



MONTEREY CONGRESS CDD
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number: 0000423320
Ad Cost: \$268.32
Paid: \$0.00
Balance Due: \$268.32

**MONTEREY/CONGRESS COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Monterey/Congress Community Development District has the Fiscal Year 2018/2019 Regular Meeting Schedule to reflect that meetings will be held at 100 Lake Monterey Circle, Boynton Beach, Florida 33426 at 6:00 p.m. on the following dates:

October 2, 2018
November 6, 2018
December 4, 2018
February 5, 2019
March 5, 2019
April 2, 2019
May 7, 2019
June 4, 2019
July 2, 2019
August 6, 2019
September 3, 2019

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 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
9-21/2018

0000423320-01

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 5, 2019**

A. CALL TO ORDER

District Manager Jason Pierman called the February 5, 2019, Regular Board Meeting of the Monterey/Congress Community Development District to order at 6:00 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 September 21, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. SEAT BEW BOARD MEMBERS

Mr. Pierman noted that Mr. Ford and Ms. Montavo had been sworn in to Seats 3 and 4, respectively, prior to the start of the meeting, but explained that Seat 5 was still vacant. A **motion** was made by Ms. Clark, seconded by Mr. Ford, and unanimously passed to appoint Natalia Patel to Seat 5.

Mr. Pierman, Notary for the State of Florida, administered the Oath of Office to Ms. Patel, and provided an overview of the Supervisor duties.

D. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER RESPONSIBILITIES & DUTIES

E. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Vice Chairman Willie Ford and Supervisors Betty Clark, Diana Puentes, Lissette Montavo and Natalia Patel 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 Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

F. ELECTION OF OFFICERS

A **motion** was made by Ms. Puentes, seconded by Ms. Montavo, and unanimously passed to elect the following slate of officers:

CH: Betty Clark
VC: Willie Ford
AS: Diana Puentes
AS: Lissette Montavo
AS: Natalia Patel
SEC/Treasurer: Jason Pierman

G. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

I. APPROVAL OF MINUTES

1. November 6, 2018, Regular Board Meeting

Mr. Pierman presented the minutes of November 6, 2018, Regular Board Meeting and asked if there were any changes. There being none, a **motion** was made by Ms. Montavo, seconded by Mr. Ford and passed unanimously approving the minutes of the November 6, 2018, Regular Board Meeting, as presented.

J. OLD BUSINESS

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

K. NEW BUSINESS

1. Consider Ratification of Lighting Project Not-To-Exceed Amount

Mr. Pierman explained that the Board had previously approved a not-to-exceed amount of \$22,000 for the lighting project, but that the final project cost was \$24,849.55. He requested that the Board ratify the final expenditure and amend the not-to-exceed amount to \$25,000.

A **motion** was made by Ms. Clark, seconded by Ms. Puentes, and unanimously passed to approve the final expenditure and amend the not-to-exceed amount to reflect \$25,000.

L. ADMINISTRATIVE MATTERS

Mr. Pierman noted that the next meeting was scheduled for March 5, 2019, at which time the Board would consider the proposed budget.

M. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Montavo, seconded by Mr. Ford and unanimously passed to adjourn the Regular Board Meeting at 6:12 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019/2020; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Monterey Congress Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2019/2020 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 4, 2019 at 6:00 p.m. at 100 Lake Monterey Circle, Boynton Beach, Florida 33426, for the purpose of receiving public comments on the Proposed Fiscal Year 2019/2020 Budget.

PASSED, ADOPTED and EFFECTIVE this 5th day of March, 2019.

ATTEST:

**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Monterey/Congress
Community Development District

**Proposed Budget For
Fiscal Year 2019/2020
October 1, 2019 - September 30, 2020**

CONTENTS

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

PROPOSED BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET
REVENUES	
O & M Assessments	76,556
Debt Assessments	283,205
Other Revenues	0
Interest Income	180
TOTAL REVENUES	\$ 359,941
EXPENDITURES	
Supervisor Fees	6,000
Payroll Taxes (Employer)	480
Engineering/Inspections	3,000
Management	20,448
Secretarial	3,000
Legal	7,000
Assessment Roll	3,000
Audit Fees	3,300
Insurance	6,356
Legal Advertisements	1,250
Miscellaneous	750
Postage	250
Office Supplies	400
Dues & Subscriptions	175
Trustee Fee	4,100
Continuing Disclosure Fee	1,000
Website Management	2,000
Landscape Lighting Maintenance	1,000
Reserve	8,634
TOTAL EXPENDITURES	\$ 72,143
REVENUES LESS EXPENDITURES	\$ 287,798
Bond Payments	(266,213)
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 PROPOSED BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2017/2018 ACTUAL	FISCAL YEAR 2018/2019 BUDGET	FISCAL YEAR 2019/2020 BUDGET	COMMENTS
REVENUES				
O & M Assessments	73,399	73,910	76,556	Expenditures Less Interest & Carryover/.94
Debt Assessments	286,427	285,854	283,205	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	240	180	180	Interest Projected At \$15 Per Month
TOTAL REVENUES	\$ 360,066	\$ 359,944	\$ 359,941	
EXPENDITURES				
Supervisor Fees	2,800	6,000	6,000	Supervisor Fees
Payroll Taxes (Employer)	214	480	480	Projected At 8% Of Supervisor Fees
Engineering/Inspections	1,000	3,000	3,000	No Change From 2018/2019 Budget
Management	19,668	20,076	20,448	CPI Adjustment
Secretarial	3,000	3,000	3,000	No Change From 2018/2019 Budget
Legal	6,054	7,000	7,000	No Change From 2018/2019 Budget
Assessment Roll	3,000	3,000	3,000	No Change From 2018/2019 Budget
Audit Fees	3,000	3,200	3,300	\$100 Increase From 2018/2019 Budget
Insurance	5,778	6,356	6,356	Insurance Estimate
Legal Advertisements	928	1,300	1,250	\$50 Decrease From 2018/2019 Budget
Miscellaneous	451	750	750	No Change From 2018/2019 Budget
Postage	81	250	250	No Change From 2018/2019 Budget
Office Supplies	198	425	400	\$25 Decrease From 2018/2019 Budget
Dues & Subscriptions	175	175	175	No Change From 2018/2019 Budget
Trustee Fee	3,717	4,100	4,100	Trustee (US Bank) Increased Fees In 2018/2019
Continuing Disclosure Fee	1,000	1,000	1,000	No Change From 2018/2019 Budget
Website Management	1,500	1,500	2,000	\$500 Increase From 2018/2019 Budget
Landscape Lighting Maintenance	0	0	1,000	Landscape Lighting Maintenance
Reserve	0	8,044	8,634	Reserve
TOTAL EXPENDITURES	\$ 52,564	\$ 69,656	\$ 72,143	
REVENUES LESS EXPENDITURES	\$ 307,502	\$ 290,288	\$ 287,798	
Bond Payments	(273,066)	(268,703)	(266,213)	2020 P & I Payments Less Earned Interest
BALANCE	\$ 34,436	\$ 21,585	\$ 21,585	
County Appraiser & Tax Collector Fee	(2,270)	(7,195)	(7,195)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(13,416)	(14,390)	(14,390)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 18,750	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 18,750	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2017/2018 ACTUAL	FISCAL YEAR 2018/2019 BUDGET	FISCAL YEAR 2019/2020 BUDGET	COMMENTS
REVENUES				
Interest Income	4,017	100	200	Projected Interest For 2019/2020
NAV Tax Collection	273,028	268,703	266,213	2020 P & I Payments Less Earned Interest
Total Revenues	\$ 277,045	\$ 268,803	\$ 266,413	
EXPENDITURES				
Principal Payments	100,000	105,000	110,000	Principal Payment Due In 2020
Interest Payments	171,597	163,803	156,413	Interest Payments Due In 2020
Extraordinary Principal Payments	15,000	0	0	
Total Expenditures	\$ 286,597	\$ 268,803	\$ 266,413	
Excess/ (Shortfall)	\$ (9,552)	\$ -	\$ -	

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		
Par Amount As Of 1/1/19 =	\$3,070,000		

Monterey/Congress Community Development District Assessment Comparison

	Original Projected Assessment*	Fiscal Year 2016/2017 Assessment*	Fiscal Year 2017/2018 Assessment*	Fiscal Year 2018/2019 Assessment*	Fiscal Year 2018/2019 Projected Assessment*
O & M	\$ 212.77	\$ 237.99	\$ 244.56	\$ 246.37	\$ 255.20
<u>Debt</u>	<u>\$ 973.37</u>	<u>\$ 961.23</u>	<u>\$ 954.66</u>	<u>\$ 952.85</u>	<u>\$ 944.02</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