



**MONTEREY CONGRESS  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
JUNE 2, 2020  
6:00 P.M.**

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

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

561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**MONTEREY CONGRESS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**VIDEO ACCESS AT: [HTTPS://US02WEB.ZOOM.US/J/81295995478](https://us02web.zoom.us/j/81295995478)**  
**MEETING ID: 812 9599 5478**  
**PHONE FOR TELEPHONIC ACCESS AT: 929-436-2866**  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
**June 2, 2020**  
**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 3, 2020 Regular Board Meeting Minutes.....Page 3

G. Public Hearing

    1. Proof of Publication.....Page 6

    2. Receive Public Comments on Adopting a Fiscal Year 2020/2021 Final Budget

    3. Consider Resolution No. 2020-02 – Adopting a Fiscal Year 2020/2021 Final Budget.....Page 8

H. Old Business

I. New Business

    1. Consider Resolution No. 2020-03 – Adopting a Fiscal Year 2020/2021 Meeting Schedule.....Page 15

J. Administrative Matters

K. Board Members Comments

L. Adjourn

**Palm Beach Post, The**  
May 13, 2020  
Miscellaneous Notices

NOTICE OF PUBLIC HEARING AND REGULAR BOARD MEETING OF THE MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT NOTICE IS HEREBY GIVEN that the Monterey/Congress Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting (the "Meeting") of its Board of Supervisors (the "Board") on June 2, 2020, at 6:00 p.m. to be conducted by telephonic and video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, and 20- 112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The purpose of the Public Hearing is for the Board to consider the Fiscal Year 2020/2021 Budget. The Meeting is being held for the necessary public purpose of considering any agenda items related to the District. At such time the Board is so authorized and may consider any business that may properly come before it. While it is necessary to hold the 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. Participants may attend the Meeting by accessing the District's website, [www.montereycongresscdd.org](http://www.montereycongresscdd.org) and clicking on the meeting link you will find on the homepage, or utilizing the following login information: Join by URL for VIDEO ACCESS at: Join Zoom Meeting <https://us02web.zoom.us/j/81295995478> Meeting ID: 812 9599 5478 One tap mobile +19294362866,,81295995478# US (New York) +13017158592,,81295995478# US (Germantown) Dial by your location +1 929 436 2866 US (New York) +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) Meeting ID: 812 9599 5478 Find your local number: <https://us02web.zoom.us/j/81295995478> If the Governor's Executive Orders 20-52, 20-69, and 20-112 expire or are otherwise amended prior to the date of the Meeting such that the Board must conduct the Meeting in person, the Meeting will take place with the Board in attendance at the meeting location of 100 Lake Monterey Circle, Boynton Beach, Florida 33426, in which case the public may attend in person or participate by video conferencing using the information provided above. Please check the District's website at [www.montereycongresscdd.org](http://www.montereycongresscdd.org) or contact the District Manager at [jpierman@sdsinc.org](mailto:jpierman@sdsinc.org), telephone 561-630-4922 at least one business day prior to the scheduled Meeting for updated Meeting location information. A copy of the budget and/or the agenda for the Meeting may be obtained at the offices of the District Manager, c/o Special District Services, Inc., at (561) 630-4922 or [jpierman@sdsinc.org](mailto:jpierman@sdsinc.org) (the "District Manager's Office") during normal business hours. The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The Meeting may be continued to a date, time, and place to be specified on the record at the Meeting. Any person requiring special accommodations in order to access and participate in the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-

955-8770 (Voice), for aid in contacting the District Manager's Office. As indicated above, this Meeting will be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video conferencing, or other communications media technology being utilized to conduct this Meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting.

Similarly, any person requiring or that otherwise may need assistance accessing or participating in this Meeting because of a disability or physical impairment is strongly encouraged to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the 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. District Manager  
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT  
[www.montereycongresscdd.org](http://www.montereycongresscdd.org) 5-13, 5-20/2020

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 3, 2020**

**A. CALL TO ORDER**

District Manager Jason Pierman called the March 3, 2020, Regular Board Meeting of the Monterey/Congress Community Development District to order at 6:01 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 20, 2019, as part of the District's Fiscal Year 2019/2020 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Pierman determined that the attendance of Chairperson Betty Clark, Vice Chairman Willie Ford (via telephone) and Supervisors Natalia Patel, Diana Puentes, and Lissette Montavo 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.

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

There were no additions or deletions to the agenda.

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

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

**F. APPROVAL OF MINUTES**

**1. October 1, 2019, Regular Board Meeting**

Mr. Pierman presented the minutes October 1, 2019, Regular Board Meeting and asked if there were any changes. There being none, a **motion** was made by Ms. Ford, seconded by Ms. Puentes and passed unanimously approving the minutes of the October 1, 2019, Regular Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Update Regarding Lighting and Landscape Maintenance**

Mr. Pierman advised that the mulch and landscaping had been completed, and the lighting repairs should be completed in the next few days. Discussion ensued regarding the District's role in maintaining the improvements. Mr. Pierman explained, when the HOA and CDD Boards were run by the same residents, the District was granted a maintenance easement so it could fund the improvements, rather than having the HOA fund them. The easements do not mandate that the District must maintain the improvements; it simply allows the District to fund them, should the HOA request it and the CDD Board agree.

Following discussion, the Board directed Mr. Pierman to inform the HOA that the CDD is not responsible for the maintenance, but simply has the ability to fund the maintenance; and that, after the lights are fixed, the CDD will not pro-actively maintain the improvements, but will consider requests from the HOA to fund maintenance of the improvements, if that maintenance is procured and managed by the HOA.

**H. 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 MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021; AND PROVIDING AN EFFECTIVE DATE.**

Upon discussion, the Board suggested deleting the Landscape Lighting Maintenance line item from the budget.

A **motion** was then made by Ms. Clark, seconded by Ms. Patel and passed unanimously adopting Resolution No. 2020-01, as amended, setting the Public Hearing for June 2, 2020.

**I. ADMINISTRATIVE MATTERS**

There were no Administrative Matters to come before the Board.

**J. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Ms. Montavo, seconded by Ms. Patel and unanimously passed to adjourn the Regular Board Meeting at 6:26 p.m.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

**Palm Beach Post, The**  
May 13, 2020  
Miscellaneous Notices

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MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT  
[www.montereycongresscdd.org](http://www.montereycongresscdd.org) 5-13, 5-20/2020

**RESOLUTION NO. 2020-02**

**A RESOLUTION OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2020/2021 BUDGET.**

**WHEREAS**, the Monterey Congress Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2020/2021 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 2020/2021 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 2<sup>nd</sup> day of June, 2020.

**ATTEST:**

**MONTEREY CONGRESS  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Monterey/Congress  
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**  
**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	<b>FISCAL YEAR 2020/2021 BUDGET</b>
<b>REVENUES</b>	
O & M Assessments	72,503
Debt Assessments	286,303
Other Revenues	0
Interest Income	180
<b>TOTAL REVENUES</b>	<b>\$ 358,986</b>
<b>EXPENDITURES</b>	
Supervisor Fees	6,000
Payroll Taxes (Employer)	480
Engineering/Inspections	3,000
Management	20,916
Secretarial	3,000
Legal	7,000
Assessment Roll	3,000
Audit Fees	3,200
Insurance	6,000
Legal Advertisements	1,250
Miscellaneous	750
Postage	225
Office Supplies	400
Dues & Subscriptions	175
Trustee Fee	4,100
Continuing Disclosure Fee	1,000
Website Management	2,000
Landscape Lighting Maintenance	0
Reserve	5,837
<b>TOTAL EXPENDITURES</b>	<b>\$ 68,333</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 290,653</b>
Bond Payments	(269,125)
<b>BALANCE</b>	<b>\$ 21,528</b>
County Appraiser & Tax Collector Fee	(7,176)
Discounts For Early Payments	(14,352)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**MONTEREY/CONGRESS 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>				
O & M Assessments	74,026	76,556	72,503	Expenditures Less Interest & Carryover/.94
Debt Assessments	286,027	283,205	286,303	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	247	180	180	Interest Projected At \$15 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 360,300</b>	<b>\$ 359,941</b>	<b>\$ 358,986</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	4,000	6,000	6,000	Supervisor Fees
Payroll Taxes (Employer)	381	480	480	Projected At 8% Of Supervisor Fees
Engineering/Inspections	1,000	3,000	3,000	No Change From 2019/2020 Budget
Management	20,076	20,448	20,916	CPI Adjustment
Secretarial	3,000	3,000	3,000	No Change From 2019/2020 Budget
Legal	5,291	7,000	7,000	No Change From 2019/2020 Budget
Assessment Roll	3,000	3,000	3,000	No Change From 2019/2020 Budget
Audit Fees	3,100	3,300	3,200	Accepted Amount For 2020/2021 Audit
Insurance	5,000	6,356	6,000	Insurance Estimate
Legal Advertisements	1,187	1,250	1,250	No Change From 2019/2020 Budget
Miscellaneous	520	750	750	No Change From 2019/2020 Budget
Postage	87	250	225	\$25 Decrease From 2019/2020 Budget
Office Supplies	328	400	400	No Change From 2019/2020 Budget
Dues & Subscriptions	175	175	175	No Change From 2019/2020 Budget
Trustee Fee	4,089	4,100	4,100	No Change From 2019/2020 Budget
Continuing Disclosure Fee	1,000	1,000	1,000	No Change From 2019/2020 Budget
Website Management	1,500	2,000	2,000	No Change From 2019/2020 Budget
Landscape Lighting Maintenance	25,237	1,000	0	Line Item Eliminated
Reserve	0	8,634	5,837	Reserve
<b>TOTAL EXPENDITURES</b>	<b>\$ 78,971</b>	<b>\$ 72,143</b>	<b>\$ 68,333</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 281,329</b>	<b>\$ 287,798</b>	<b>\$ 290,653</b>	
Bond Payments	(273,059)	(266,213)	(269,125)	2021 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 8,270</b>	<b>\$ 21,585</b>	<b>\$ 21,528</b>	
County Appraiser & Tax Collector Fee	(2,144)	(7,195)	(7,176)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(13,295)	(14,390)	(14,352)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (7,169)</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover From Prior Year	0	0	0	Carryover From Prior Years
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ (7,169)</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE BUDGET**  
**MONTEREY/CONGRESS 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	7,014	200	300	Projected Interest For 2020/2021
NAV Tax Collection	273,059	266,213	269,125	2021 P & I Payments Less Earned Interest
Prepaid Bond Collection	9,883	0	0	
<b>Total Revenues</b>	<b>\$ 289,956</b>	<b>\$ 266,413</b>	<b>\$ 269,425</b>	
<b>EXPENDITURES</b>				
Principal Payments	105,000	110,000	120,000	Principal Payment Due In 2021
Interest Payments	165,416	156,413	149,425	Interest Payments Due In 2021
Extraordinary Principal Payments	15,000	0	0	
<b>Total Expenditures</b>	<b>\$ 285,416</b>	<b>\$ 266,413</b>	<b>\$ 269,425</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 4,540</b>	<b>\$ -</b>	<b>\$ -</b>	

**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 1/1/20 =	\$2,950,000		

## Monterey/Congress Community Development District Assessment Comparison

	Fiscal Year 2016/2017 <u>Assessment*</u>	Fiscal Year 2017/2018 <u>Assessment*</u>	Fiscal Year 2018/2019 <u>Assessment*</u>	Fiscal Year 2019/2020 <u>Assessment*</u>	Fiscal Year <b>2020/2021</b> <u>Projected Assessment*</u>
O & M	\$ 237.99	\$ 244.56	\$ 246.37	\$ 255.20	<b>\$ 241.68</b>
Debt	<u>\$ 961.23</u>	<u>\$ 954.66</u>	<u>\$ 952.85</u>	<u>\$ 944.02</u>	<b><u>\$ 957.54</u></b>
Total	<b>\$ 1,199.22</b>	<b>\$ 1,199.22</b>	<b>\$ 1,199.22</b>	<b>\$ 1,199.22</b>	<b>\$ 1,199.22</b>

\* Assessments Include the Following :

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

Community Information:

Total Units	300
Prepayments	<u>1</u>
Billed for Debt	299



**RESOLUTION NO. 2020-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS 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 Monterey Congress Community Development District ("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 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 2020/2021 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 2<sup>nd</sup> day of June, 2020.

**ATTEST:**

**MONTEREY CONGRESS  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2020/2021 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Monterey/Congress Community Development District has the Fiscal Year 2018/2020 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 6, 2020  
November 2, 2020  
December 1, 2020  
January 5, 2021  
February 2, 2021  
March 2, 2021  
April 6, 2021  
May 4, 2021  
June 1, 2021  
July 6, 2021  
August 3, 2021  
September 7, 2021**

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](http://www.montereycongresscdd.org)**

**PUBLISH: THE PALM BEACH POST 00/00/2020**