



**MONTEREY CONGRESS  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
JUNE 4, 2024  
6:30 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**  
100 Lake Monterey Circle  
Boynton Beach, Florida 33426  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
**June 4, 2024**  
**6:30 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 5, 2024 Regular Board Meeting Minutes.....Page 2
- G. Public Hearing
  - 1. Proof of Publication.....Page 5
  - 2. Receive Public Comments on Fiscal Year 2024/2025 Final Budget
  - 3. Consider Resolution No. 2024-02 – Adopting a Fiscal Year 2024/2025 Final Budget.....Page 6
- H. Old Business
- I. New Business
  - 1. Consider Resolution No. 2024-03 – Adopting a Fiscal Year 2024/2025 Meeting Schedule.....Page 13
  - 2. Consider Approval of Landscape Lighting Proposal.....Page 15
  - 3. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 16
- J. Administrative Matters
  - 1. Announce Qualifying Period
- K. Board Members Comments
- L. Adjourn

# LOCALiQ

The Gainesville Sun | The Ledger  
Daily Commercial | Ocala StarBanner  
News Chief | Herald-Tribune  
News Herald | The Palm Beach Post  
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Monterey Congress Cdd  
Monterey Congress Cdd  
2501 BURNS RD  
STE A

PALM BEACH GARDENS FL 334105207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/25/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/25/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$228.66

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1

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NICOLE JACOBS  
Notary Public  
State of Wisconsin

MONTEREY/CONGRESS  
COMMUNITY DEVELOPMENT  
DISTRICT  
FISCAL YEAR 2023/2024  
REGULAR MEETING SCHEDULE  
NOTICE IS HEREBY GIVEN that  
the Board of Supervisors of the  
Monterey/Congress Community  
Development District will hold  
meetings at 100 Loke Monterey  
Circle, Boynton Beach, Florida 33426  
at 6:00 p.m. on the following dates:  
October 3, 2023  
November 7, 2023  
December 5, 2023  
January 2, 2024  
February 6, 2024  
March 5, 2024  
April 2, 2024  
May 7, 2024  
June 4, 2024  
July 2, 2024  
August 6, 2024  
September 3, 2024

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 tele-  
phone; therefore a speaker tele-  
phone 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 meet-  
ings, 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  
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 accom-  
modations 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 COMMU-  
NITY DEVELOPMENT DISTRICT  
www.montereycongresscdd.org  
9/25/2023 #9301298

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 5, 2024**

**A. CALL TO ORDER**

District Manager Jason Pierman called the March 5, 2024, Regular Board Meeting of the Monterey/Congress Community Development District (“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 25, 2023, as part of the District’s Fiscal Year 2023/2024 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Pierman determined that the attendance of Chairperson Libia Cristancho, Vice Chairman Willie Ford and Supervisors 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 Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present was District resident Mary Ann Maxwell.

**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. November 7, 2023, Regular Board Meeting**

Mr. Pierman presented the minutes of the November 7, 2023, Regular Board Meeting and asked if there were any changes.

There being no changes, a **motion** was made by Ms. Montavo, seconded by Ms. Puentes and passed unanimously approving the minutes of the November 7, 2023, Regular Board Meetings, as presented.

**G. OLD BUSINESS**

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

**H. NEW BUSINESS**

## **1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget**

Resolution No. 2024-01 was presented, entitled:

### **RESOLUTION NO. 2024-01**

#### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Ms. Montavo, seconded by Ms. Puentes and passed unanimously adopting Resolution No. 2024-01, as presented, setting the Public Hearing for June 4, 2024, at 6:30 p.m.

## **2. Discussion Regarding Landscaping**

Mr. Pierman explained that Ms. Cristancho had worked with the HOA manager to identify landscaping needs within the District's easement, which are included in the meeting book. Upon closer review, Mr. Pierman noted that it appeared that areas outside the District's easement were included in the proposal. If approved, those areas would need to be excluded from the proposal.

A **motion** was made by Ms. Puentes, seconded by Mr. Ford and unanimously passed accepting the Three Brothers proposal, subject to the proposal being resubmitted with only easement areas included, for a not-to-exceed amount of \$2,798.00.

## **3. Discussion Regarding Lighting**

Ms. Cristancho explained that the HOA requested that the District install landscape lighting. The Board recounted that they had previously installed lighting that was subsequently broken or stolen and had decided to stop replacing it. Following discussion, the Board directed Ms. Cristancho to contact the HOA and discuss the matter further, explaining that, if the District installs it, the HOA would be responsible for maintaining and replacing any broken or stolen lighting.

## **4. Reminder Regarding Required Ethics Training**

Mr. George explained the new requirement for Board Members to complete four hours of ethics training. Mr. Pierman noted that SDS had placed links to the training on its website, as well as a link to the new Form 1 filing system.

## **I. ADMINISTRATIVE MATTERS**

Following discussion, a **motion** was made by Ms. Montavo, seconded by Ms. Puentes and unanimously approved appointing Mary Ann Maxell to the vacant Seat 1, which expires in November 2024.

Mr. Pierman, Notary for the State of Florida, administered the Oath of Office, and explained the duties of a District Supervisor.

A **motion** was then made by Ms. Puentes, seconded by Ms. Ford and unanimously passed electing the same slate of officers, adding Ms. Maxwell as an Assistant Secretary.

**J. BOARD MEMBER COMMENTS**

Mr. Pierman noted that the next meeting would be the Public Hearing on June 4, 2024, at 6:30 p.m.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Ms. Cristancho, seconded by Ms. Montavo and unanimously passed adjourning the Regular Board Meeting at 7:04 p.m.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

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 (the District) will hold a Public Hearing and Regular Board Meeting on June 4, 2024, at 6:30 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 2024/2025 Proposed Final Budget of the 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 Districts 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.

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 05/15/24 & 05/22/24

**RESOLUTION NO. 2024-02**

**A RESOLUTION OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2024/2025 BUDGET.**

**WHEREAS**, the Monterey Congress Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2024/2025 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 2024/2025 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 4<sup>th</sup> day of June, 2024

**ATTEST:**

**MONTEREY CONGRESS  
COMMUNITY DEVELOPMENT DISTRICT**

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

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



# Monterey/Congress Community Development District

**Final Budget For  
Fiscal Year 2024/2025  
October 1, 2024 - September 30, 2025**

# **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 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	<b>FISCAL YEAR 2024/2025 BUDGET</b>
<b>REVENUES</b>	
O & M Assessments	75,326
Debt Assessments	217,294
Other Revenues	0
Interest Income	480
<b>TOTAL REVENUES</b>	<b>\$ 293,100</b>
<b>EXPENDITURES</b>	
Supervisor Fees	6,000
Payroll Taxes (Employer)	480
Engineering/Inspections	2,500
Management	23,160
Secretarial	3,000
Legal	7,000
Assessment Roll	3,000
Audit Fees	3,600
Insurance	7,200
Legal Advertisements	1,200
Miscellaneous	750
Postage	200
Office Supplies	350
Dues & Subscriptions	175
Trustee Fee	4,400
Website Management	2,000
Reserve	6,271
<b>TOTAL EXPENDITURES</b>	<b>\$ 71,286</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 221,814</b>
Bond Payments	(204,256)
<b>BALANCE</b>	<b>\$ 17,558</b>
County Appraiser & Tax Collector Fee	(5,853)
Discounts For Early Payments	(11,705)
<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 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M Assessments	75,532	75,326	75,326	Expenditures Less Interest & Carryover/.94
Debt Assessments	217,382	217,294	217,294	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	4,577	300	480	Interest Projected At \$40 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 297,491</b>	<b>\$ 292,920</b>	<b>\$ 293,100</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	2,600	6,000	6,000	Supervisor Fees
Payroll Taxes (Employer)	199	480	480	Projected At 8% Of Supervisor Fees
Engineering/Inspections	0	2,500	2,500	No Change From 2023/2024 Budget
Management	21,840	22,488	23,160	CPI Adjustment (Capped At 3%)
Secretarial	3,000	3,000	3,000	No Change From 2023/2024 Budget
Legal	6,357	7,000	7,000	No Change From 2023/2024 Budget
Assessment Roll	3,000	3,000	3,000	No Change From 2023/2024 Budget
Audit Fees	3,400	3,500	3,600	\$100 Increase From 2023/2024 Budget
Insurance	6,134	6,600	7,200	Fiscal Year 2023/2024 Expenditure Was \$6,594
Legal Advertisements	905	1,200	1,200	No Change From 2023/2024 Budget
Miscellaneous	346	775	750	\$25 Decrease From 2023/2024 Budget
Postage	273	175	200	\$25 Increase From 2023/2024 Budget
Office Supplies	337	350	350	No Change From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fee	4,139	4,400	4,400	No Change From 2023/2024 Budget
Website Management	2,000	2,000	2,000	No Change From 2023/2024 Budget
Reserve	0	7,463	6,271	Reserve
<b>TOTAL EXPENDITURES</b>	<b>\$ 54,705</b>	<b>\$ 71,106</b>	<b>\$ 71,286</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 242,786</b>	<b>\$ 221,814</b>	<b>\$ 221,814</b>	
Bond Payments	(207,172)	(204,256)	(204,256)	2025 Principal & Interest Payments
<b>BALANCE</b>	<b>\$ 35,614</b>	<b>\$ 17,558</b>	<b>\$ 17,558</b>	
County Appraiser & Tax Collector Fee	(1,905)	(5,853)	(5,853)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(10,945)	(11,705)	(11,705)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 22,764</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover From Prior Year	0	0	0	Carryover From Prior Years
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 22,764</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE BUDGET**  
**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	4,636	100	500	Projected Interest For 2024/2025
NAV Tax Collection	207,172	204,256	204,256	Maximum Debt Service Collection
Prepaid Bond Collection	0	0	0	
<b>Total Revenues</b>	<b>\$ 211,808</b>	<b>\$ 204,356</b>	<b>\$ 204,756</b>	
<b>EXPENDITURES</b>				
Principal Payments	154,000	157,000	161,000	Principal Payment Due In 2025
Interest Payments	51,088	46,299	43,023	Interest Payments Due In 2025
Extraordinary Principal Payments	0	1,057	733	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 205,088</b>	<b>\$ 204,356</b>	<b>\$ 204,756</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 6,720</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2021 Bond Refunding Information**

Original Par Amount =	\$2,631,000	Annual Principal Payments Due:
Interest Rate =	2.060%	May 1st
Issue Date =	September 2021	Annual Interest Payments Due:
Maturity Date =	May 2036	May 1st & November 1st

Par Amount As Of 1/1/24 = \$2,326,000

## Monterey/Congress Community Development District Assessment Comparison

	Fiscal Year 2020/2021 <u>Assessment*</u>	Fiscal Year 2021/2022 <u>Assessment*</u>	Fiscal Year 2022/2023 <u>Assessment*</u>	Fiscal Year 2023/2024 <u>Assessment*</u>	Fiscal Year 2024/2025 <u>Projected Assessment*</u>
O & M	\$ 241.68	\$ 251.11	\$ 251.11	\$ 251.11	\$ 251.11
<u>Debt</u>	<u>\$ 957.54</u>	<u>\$ 948.11</u>	<u>\$ 726.74</u>	<u>\$ 726.74</u>	<u>\$ 726.74</u>
Total	<b>\$ 1,199.22</b>	<b>\$ 1,199.22</b>	<b>\$ 977.85</b>	\$ 977.85	<b>\$ 977.85</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
<u>Prepayments</u>	<u>1</u>
Billed for Debt	299

**RESOLUTION NO. 2024-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024/2025 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 2024/2025; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2024/2025 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 2024/2025 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 4<sup>th</sup> day of June, 2024.

**ATTEST:**

**MONTEREY CONGRESS  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2024/2025 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Monterey/Congress Community Development District will hold meetings at 100 Lake Monterey Circle, Boynton Beach, Florida 33426 at 6:00 p.m. on the following dates:

**October 1, 2024  
November 5, 2024  
December 3, 2024  
January 7, 2025  
February 4, 2025  
March 4, 2025  
April 1, 2025  
May 6, 2025  
June 3, 2025  
July 1, 2025  
August 5, 2025  
September 2, 2025**

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 ensure 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 09/25/23**






Invoice No. 17123

**Bay Court Worldwide, Inc****INVOICE****Customer**

Name Monterey Lakes HOA  
Address  
City State FL ZIP  
Phone

**Misc**

Date 5/22/24  
Order No.  
Rep  
FOB

Qty	Description	Unit Price	TOTAL
	Proposal for the purchase and installation of landscape lighting on a 900 ft. section fronting on Congress Ave. outside of your privacy wall including ; 60 high quality metal frame low voltage lights approximately 10 ft. apart aimed upward into the plumage of the trees, powered by 4 timeclocks, 4 300 watt transformers, set to come on at dusk each day		
1	Total Labor and Materials	\$ 9,785.00	\$ 9,785.00
	Thank you for the opportunity to quote		
	 Howard Boma for Baycourt Worldwide.		
		SubTotal	\$ 9,785.00
		Shipping	
		TOTAL	\$ 9,785.00

**Payment** Check

Comments  
Name  
CC #  
Expires

Tax Rate(s)

Office Use Only

11156 Narragansett Bay Ct. Wellington, FL 33414  
(561) 333 2901 EC0002008

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2023/2024, 2024/2025 and 2025/2026  
With Two Year Option (2026/2027 and 2027/2028)  
Palm Beach County, Florida**

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than August 21, 2024 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 one (1) copy 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 – Monterey/Congress 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.

**MONTEREY/CONGRESS 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.