



**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
APRIL 1, 2025
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
April 1, 2025
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Consider Resignation and Appointment to Board Vacancy
- D. Establish Quorum
- E. Election of Officers
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
 - Assistant Secretaries
- F. Additions or Deletions to Agenda
- G. Comments from the Public for Items Not on the Agenda
- H. Approval of Minutes
 - 1. October 1, 2024 Regular Board Meeting Minutes.....Page 2
- I. Old Business
- J. New Business
 - 1. Discussion Regarding Additional Lighting
 - 2. Consider Resolution No. 2025-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 5
 - 3. Consider Resolution No. 2025-02 – Registered Agent Change.....Page 12
- K. Administrative Matters
- L. Board Members Comments
- M. 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

AFFIDAVIT OF PUBLICATION

MontereyCongress 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 Govt 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:

09/23/2024

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 09/23/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$267.74	
Tax Amount:	\$0.00	
Payment Cost:	\$267.74	
Order No:	10581332	# of Copies:
Customer No:	730497	1
PO #:	meetings notice	

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

RYAN SPELLER
Notary Public
State of Wisconsin

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
No.10581332

Sept. 23, 2024



**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 1, 2024**

A. CALL TO ORDER

District Manager Jason Pierman called the October 1, 2024, Regular Board Meeting of the Monterey/Congress Community Development District (“District”) to order at 6:06 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, 2024, as part of the District’s Fiscal Year 2024/2025 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. August 6, 2024, Regular Board Meeting

Mr. Pierman presented the minutes of the August 6, 2024, Regular Board Meeting and asked if there were any changes.

There being no changes, a **motion** was made by Mr. Ford, seconded by Ms. Montavo and passed unanimously approving the minutes of the August 6, 2024, Regular Board Meetings, as presented.

G. OLD BUSINESS

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

H. NEW BUSINESS

1. Consider Landscape Lighting Proposal

Mr. Pierman presented proposals from Outdoor Lighting Perspectives and Sitelight Outdoor Lighting and Audio. Ms. Montavo noted that she thought that Outdoor Lighting Perspectives was better to work with in obtaining the proposal. Discussion ensued regarding who would be responsible for ongoing maintenance. Following discussion, the Board agreed that the CDD would fund the preventive maintenance plan and replacement costs that are not as a result of damage done by vendors; but they would ask the HOA Manager to “police” vendors and manage the lighting maintenance, since he is onsite. The Board also agreed that, out of concern for vandalism and theft, they would only install downlighting at this time.

A **motion** was made by Mr. Ford, seconded by Ms. Montavo and unanimously passed directing staff to obtain and approve a revised proposal for only the downlighting installation for a not to exceed cost of \$15,000, and further authorizing the Chair to execute the agreement, subject to staff and legal review.

2. Consider Resolution No. 2024-05 – Adopting a Fiscal Year 2023/2024 Amended Budget

Resolution No. 2024-05 was presented, entitled:

RESOLUTION NO. 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2023/2024 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Ford, seconded by Ms. Montavo and passed unanimously adopting Resolution No. 2024-05, as presented.

Mr. Pierman then recessed the Regular Board Meeting and opened a meeting of the Auditor Selection Committee.

I. AUDITOR SELECTION COMMITTEE

1. Ranking of Proposals/Consider Selection of an Auditor

Mr. Pierman explained that, at this time, it was in order for the Board to convene as the Auditor Selection Committee to review the results of the auditor selection criteria from the responding firms.

Mr. Pierman noted that Grau & Associates was the only proposal received.

A **motion** was made by Ms. Cristancho, seconded by Ms. Montavo and unanimously passed to recommend Grau & Associates, and to close the Auditor Selection Committee and resume the Regular Board Meeting.

Sitting as the Board, a **motion** was made by Ms. Montavo, seconded by Ms. Puentes and unanimously passed accepting the recommendation of the Auditor Selection Committee and directing staff to enter into negotiations with Grau & Associates.

J. ADMINISTRATIVE MATTERS

Mr. Pierman noted that the next meeting would be held in April, unless there was a need to meet before then.

K. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

L. 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 adjourning the Regular Board Meeting at 7:05 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2025/2026; 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 2025/2026 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 2025/2026 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 3, 2025 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 2025/2026 Budget.

PASSED, ADOPTED and EFFECTIVE this 1st day of April, 2025.

ATTEST:

**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Monterey/Congress
Community Development District

**Proposed Budget For
Fiscal Year 2025/2026
October 1, 2025 - September 30, 2026**

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- IV ASSESSMENT COMPARISON

PROPOSED BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2025/2026
OCTOBER 1, 2025 - SEPTEMBER 30, 2026

	FISCAL YEAR 2025/2026 BUDGET
REVENUES	
O & M Assessments	75,326
Debt Assessments	217,294
Other Revenues	0
Interest Income	960
TOTAL REVENUES	\$ 293,580
EXPENDITURES	
Supervisor Fees	6,000
Payroll Taxes (Employer)	480
Engineering/Inspections	2,500
Management	23,820
Secretarial	3,000
Legal	7,000
Assessment Roll	3,000
Audit Fees	3,400
Insurance	7,400
Legal Advertisements	1,200
Miscellaneous	700
Postage	200
Office Supplies	325
Dues & Subscriptions	175
Trustee Fee	4,400
Website Management	2,000
Reserve	6,166
TOTAL EXPENDITURES	\$ 71,766
REVENUES LESS EXPENDITURES	\$ 221,814
Bond Payments	(204,256)
BALANCE	\$ 17,558
County Appraiser & Tax Collector Fee	(5,853)
Discounts For Early Payments	(11,705)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2025/2026
OCTOBER 1, 2025 - SEPTEMBER 30, 2026

	FISCAL YEAR 2023/2024 ACTUAL	FISCAL YEAR 2024/2025 BUDGET	FISCAL YEAR 2025/2026 BUDGET	COMMENTS
REVENUES				
O & M Assessments	75,635	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	9,375	480	960	Interest Projected At \$80 Per Month
TOTAL REVENUES	\$ 302,392	\$ 293,100	\$ 293,580	
EXPENDITURES				
Supervisor Fees	3,000	6,000	6,000	Supervisor Fees
Payroll Taxes (Employer)	230	480	480	Projected At 8% Of Supervisor Fees
Engineering/Inspections	2,750	2,500	2,500	\$250 Increase From 2024/2025 Budget
Management	22,488	23,160	23,820	CPI Adjustment
Secretarial	3,000	3,000	3,000	No Change From 2024/2025 Budget
Legal	7,602	7,000	7,000	No Change From 2024/2025 Budget
Assessment Roll	3,000	3,000	3,000	No Change From 2024/2025 Budget
Audit Fees	3,500	3,600	3,400	Accepted Amount For 2024/2025 Audit
Insurance	6,594	7,200	7,400	Fiscal Year 2024/2025 Expenditure Was \$6,858
Legal Advertisements	1,096	1,200	1,200	No Change From 2024/2025 Budget
Miscellaneous	411	750	700	\$50 Decrease From 2024/2025 Budget
Postage	74	200	200	No Change From 2024/2025 Budget
Office Supplies	217	350	325	\$25 Decrease From 2024/2025 Budget
Dues & Subscriptions	175	175	175	No Change From 2024/2025 Budget
Trustee Fee	4,139	4,400	4,400	No Change From 2024/2025 Budget
Website Management	2,000	2,000	2,000	No Change From 2024/2025 Budget
Reserve	949	6,271	6,166	Reserve
TOTAL EXPENDITURES	\$ 61,225	\$ 71,286	\$ 71,766	
REVENUES LESS EXPENDITURES	\$ 241,167	\$ 221,814	\$ 221,814	
Bond Payments	(207,067)	(204,256)	(204,256)	2026 Principal & Interest Payments
BALANCE	\$ 34,100	\$ 17,558	\$ 17,558	
County Appraiser & Tax Collector Fee	(1,624)	(5,853)	(5,853)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,098)	(11,705)	(11,705)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 21,378	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 21,378	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2025/2026
OCTOBER 1, 2025 - SEPTEMBER 30, 2026

	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	FISCAL YEAR 2025/2026	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	8,240	500	1,000	Projected Interest For 2025/2026
NAV Tax Collection	207,067	204,256	204,256	Maximum Debt Service Collection
Prepaid Bond Collection	0	0	0	
Total Revenues	\$ 215,307	\$ 204,756	\$ 205,256	
EXPENDITURES				
Principal Payments	157,000	161,000	164,000	Principal Payment Due In 2026
Interest Payments	47,916	43,023	39,676	Interest Payments Due In 2026
Extraordinary Principal Payments	0	733	1,580	Estimated Excess Debt Collections
Total Expenditures	\$ 204,916	\$ 204,756	\$ 205,256	
Excess/ (Shortfall)	\$ 10,391	\$ -	\$ -	

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 1/1/25 =	\$2,169,000	

Monterey/Congress Community Development District Assessment Comparison

	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Assessment*	Fiscal Year 2024/2025 Assessment*	Fiscal Year 2025/2026 Projected Assessment*
O & M	\$ 251.11	\$ 251.11	\$ 251.11	\$ 251.11	\$ 251.11
Debt	\$ 948.11	\$ 726.74	\$ 726.74	\$ 726.74	\$ 726.74
Total	\$ 1,199.22	\$ 977.85	\$ 977.85	\$ 977.85	\$ 977.85

* 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	1
Billed for Debt	299

RESOLUTION 2025-02

**A RESOLUTION OF THE MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT
DESIGNATING MICHAEL J. PAWELCZYK AS THE
DISTRICT’S REGISTERED AGENT AND DESIGNATING
THE OFFICE OF BILLING, COCHRAN, LYLES, MAURO
& RAMSEY, P.A. AS THE REGISTERED OFFICE**

WHEREAS, Section 189.014, Florida Statutes requires that the Monterey Congress Community Development District (the “District”) designate a registered office and a registered agent, and further authorizes the District to change its registered office and registered agent, at the discretion of the District Board of Supervisors (the “Board”); and

WHEREAS, the designation of both a registered office and a registered agent is for the purpose of accepting service of process, notice, or demand that is required or permitted by law to be served upon the District; and

WHEREAS, the Board has been informed by the office of District Counsel that there is a need to designate a new registered agent for the District; and

WHEREAS, the Board seeks designate Michael J. Pawelczyk as the registered agent for the District, and update the business address of the registered office of the District, as necessary.

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

Section 1. The foregoing recitals are hereby incorporated as findings of fact of the Board.

Section 2. Michael J. Pawelczyk is hereby designated as the registered agent for the District, thereby replacing any previously designated registered agent.

Section 3. The registered office of the District is hereby designated as the office at Billing, Cochran, Lyles, Mauro & Ramsey, P.A., 515 East Las Olas Boulevard, Suite 600, Fort Lauderdale, Florida 33301. The registered office is identical to the business address of the registered agent designated in Section 2 of this Resolution.

Section 4. Pursuant to the requirements of Section 189.014(2), Florida Statutes, the District’s Secretary shall transmit copies of this Resolution to the local governing authority or authorities and to the Florida Department of Economic Opportunity.

Section 5. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

Section 6. If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 7. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED THIS 1st DAY OF April, 2025.

**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT**

ATTEST:

Print name: _____
Secretary/Assistant Secretary

Print name: _____
Chair/Vice-Chair, Board of Supervisors