

***Villa Portofino West
Community Development District***

October 21, 2019

Villa Portofino West

Community Development District

5385 N. Nob Hill Road, Sunrise, Florida 33351
Phone: 954-721-8681 - Fax: 954-721-9202

October 14, 2019

**Board of Supervisors
Villa Portofino West
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of Villa Portofino West Community Development District will be held on **October 21, 2019 at 11:30 a.m.** at 1031 Ives Dairy Road, Suite 228, Miami, Florida. Following is the advance agenda for the meeting:

1. Roll Call
2. Organizational Matters
 - A. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office for Seat #3 (11/2022) and Seat #5 (11/2022) – *both general election seats*
 - B. Oath of Office for Newly Appointed Supervisor(s)
 - C. Election of Officers
3. Discussion on Potential Refinancing of the Series 2006 Bonds
 - A. Consideration of Engagement Letter with FMSbonds, Inc.
 - B. Discussion on Potential Savings Summary
4. Consideration of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2019
5. Approval of the Minutes of the March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, June 19, 2017, March 19, 2018, May 21, 2018, February 11, 2019, April 15, 2019, May 20, 2019, and August 19, 2019 Meetings
6. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
7. Financial Reports
 - A. Approval of Check Run Summary
 - B. Balance Sheet and Income Statement
8. Supervisors Requests and Audience Comments
9. Adjournment

Meetings are open to the public and maybe continued to a time, date and place certain. For more information regarding this CDD please visit the website: <http://www.villaportofinowestcdd.com>

fmsbonds
Municipal Bond Specialists

20660 W. Dixie Highway
North Miami Beach, FL 33180

October 14, 2019

Villa Portofino West Community Development District
Governmental Management Services – South Florida, LLC
5385 N. Nob Hill Road
Sunrise, Florida 33351
Attn: Mr. Luis Hernandez

Re: Agreement for Underwriter Services & G-17 Disclosure

Dear Mr. Hernandez:

Thank you for the opportunity to work with the Villa Portofino West Community Development District (the "District") regarding the proposed refunding of the District's Special Assessment Bonds, Series 2019 (the "Bonds"). The District and FMSbonds, Inc. ("FMS"), solely in its capacity as Underwriter, agree to the proposed terms set forth herein in Attachment I. By executing this letter both parties agree to the terms set forth herein.

FMS's role is limited to act as Underwriter within the Scope of Services set forth herein as Attachment I, and not as a financial advisor or municipal advisor. FMS is not acting as a municipal advisor for the developer in connection with the subject transaction. Any information that FMS has previously provided was solely for discussion purposes in anticipation of being retained as your underwriter. Attachment II, attached hereto, contains the Municipal Securities Rulemaking Rule Board Rule G-17 Disclosure that the District should read in its entirety and acknowledge by signing below.

We look forward to working with you.

Yours truly,

FMSbonds, Inc.

By: 

Name: Jon Kessler

Title: Executive Director

Agreed to and accepted as of the date first written above:

VILLA PORTOFINO WEST COMMUNITY DEVELOPMENT DISTRICT

By: _____
Name: _____
Title: _____

ATTACHMENT I

Section 1 **Scope of Services of FMS:** FMS proposes that its duties as Underwriter shall be limited to the following:

1. To provide advice to the District on the structure, timing and terms of the Bonds;
2. To coordinate the financing process;
3. To conduct due diligence;
4. To assist in the preparation of an offering memorandum;
5. To review the assessment methodology and Bond documents;
6. To market and offer Bonds to investors.

Section 2 **Terms and Conditions:**

1. **Underwriter Fee ("Underwriting Fee")**. FMS shall act as sole lead underwriter. The Underwriting Fee to FMS for acting as Underwriter shall be 1.5% of the Par Amount of any Bonds issued. The Underwriting Fee shall be due and payable only upon the closing of the Bonds. The Underwriting Fee may be modified pursuant to a bond delegation or award resolution approved by the Board and consented to by the Underwriter.
2. **Price and Interest Rates:** The offering price and interest rates are expected to be based on recent comparable transactions in the market, if any. FMS and the District will jointly determine the offering price and interest rates immediately prior to the start of the order period, based on market conditions then prevailing.
3. **Bond Purchase Agreement.** The obligations of the Underwriter and those of the District would be subject to the satisfactory completion of due diligence and to the customary representations, warranties, covenants, conditions, including provisions respecting its termination contained in the form of a bond purchase agreement FMS will prepare and as generally used in connection with the offering of Bonds for this type of transaction.
4. **Costs of Issuance.** The District shall be responsible for the payment of all expenses relating to the offering, including but not limited to, attorney fees, consultant fees, costs associated with preparing offering documents, if any, the purchase agreement, regulatory fees and filing fees and expenses for qualification under blue sky laws designated by FMS and approved by the District.
5. **Assumptions.** The proposed terms and statements of intention set forth in this agreement are based on information currently available to FMS about the District and

the market for special assessment bonds similar to the Bonds and the assumptions that:

- a) the financial condition and history of the project shall be substantially as understood, and the financial information for the relevant and appropriate period ended to be included in the final offering memorandum will not vary materially from those set forth in the material furnished to FMS;
 - b) no adverse developments shall occur which materially and adversely affect the underlying security and financial condition of the district;
 - c) the offering memorandum will comply with all applicable laws and regulations;
 - d) there will not be any unanticipated substantial delays on the part of the District in completing the transaction; and
 - e) all conditions of the Underwriter to purchase Bonds will be included in the bond purchase agreement and conditions shall be satisfied or waived, in the sole discretion of the Underwriter.
6. Information. The District agrees to reasonably and actively assist FMS in achieving an underwriting that is satisfactory to FMS and the District. To assist FMS in the underwriting the District will (a) provide and cause the District's staff and its professionals to provide FMS upon request with all information reasonably deemed necessary by FMS to complete the underwritings, included but not limited to, information and evaluations prepared by the District and its advisors; and (b) otherwise assist FMS in its underwriting efforts.
7. Term of Engagement. The term of this Agreement shall commence as of the date of this Agreement and continue in full force and effect unless terminated by either party. In event of termination by the District without cause, FMS shall be entitled to recover its reasonable out of pocket expenses incurred up to the date of termination.
8. No Commitment. Notwithstanding the foregoing, nothing herein shall constitute an agreement to provide a firm commitment, underwriting or placement or arrangement of any securities by FMS or its affiliates. Any such commitment, placement or arrangement shall only be made a part of an underwriting agreement or purchase agreement at the time of the sale of the bonds.

The engagement contemplated hereby and this agreement are solely for the benefit of the District and FMS and their respective successors, assigns and representatives and no other person or entity shall acquire or have any right under or by virtue hereof.

This Agreement contains the entire understanding of the parties relating to the transactions contemplated hereby and this Agreement supersedes all prior agreements, understandings and negotiations with respect thereto. This Agreement may be executed in counterparts each of which shall be an original but all of such counterparts shall constitute one and the same instrument.

9. No Financial Advisor. FMS's role is limited to that of an Underwriter and not a Financial Advisor or Municipal Advisor

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ATTACHMENT II

MSRB Rule G-17 Disclosure --- The District has engaged FMS to serve as underwriter, and not as a financial advisor or municipal advisor, in connection with the issuance of the Bonds. As part of our services as underwriter, FMS may provide advice concerning the structure, timing, terms, and other similar matters concerning the issuance of the Bonds. We may also have provided such advice as part of the process of seeking to be selected to serve as your underwriter. Any such advice was provided by FMS as an underwriter and not as your financial advisor in this transaction.

Pursuant to the Notice, we are required by the MSRB to advise you that:

- MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors.
- The underwriter's primary role is to purchase the Bonds with a view to distribution in an arm's-length commercial transaction with the Issuer. As such, the underwriter has financial and other interests that differ from those of the Issuer.
- Unlike a municipal advisor, the underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and are, therefore, not required by federal law to act in the best interests of the Issuer without regard to their own financial or other interests.
- The underwriter has a duty to purchase the Bonds from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell the Bonds to investors at prices that are fair and reasonable.
- As underwriter, we will review the disclosure document for the Bonds in accordance with, and as part of, our responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.¹

The underwriter will be compensated by a fee and/or a fee that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since an underwriter may have an incentive to recommend a transaction that is unnecessary or to recommend that the size of a transaction be larger than is necessary. The District acknowledges no such recommendation has been made by FMS.

¹ Under federal securities law, an issuer of securities has the primary responsibility for disclosure to investors. The review of the offering document by the underwriters is solely for purposes of satisfying the underwriters' obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the offering document.

Please note nothing in this letter is an expressed nor an implied commitment by us to provide financing or to purchase or place the Bonds or any other securities. Any such commitment shall only be set forth in a bond purchase agreement or other appropriate form of agreement for the type of transaction undertaken by you.

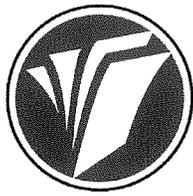
Further, our participation in the transaction contemplated herein remains subject to, among other things, the execution of a bond purchase agreement (or other appropriate form of agreement), further internal review and approvals, satisfactory completion of our due diligence investigation and market conditions.

FMS is acting independently in seeking to act as an underwriter in the transactions contemplated herein and shall not be deemed for any purpose to be acting as an agent, joint venturer or partner of any other principal involved in the proposed financing. FMS assumes no responsibility, express or implied, for any actions or omissions of, or the performance of services by, the other underwriters in connection with the transactions contemplated herein or otherwise.

If you or any other Issuer representatives have any questions or concerns about these disclosures, please make those questions or concerns known immediately to FMS. In addition, Issuer should consult with its own financial, municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate. Depending on the final structure of the transaction that the District and FMS decide to pursue, or if additional actual or perceived material conflicts are identified, we may be required to send you additional disclosures.

Villa Portofino West Refunding

	<u>Current Bonds</u>	<u>New Bonds</u>
Bonds Outstanding	\$3,570,000	\$3,575,000
Average Yield	5.3500%	3.50%
Maximum Annual Debt Service	\$319,754	\$283,838
Total Debt Service 2020 - 2036	\$5,435,813	\$4,742,163
Reserve Fund	\$124,765	\$141,919
Call Date	Callable at Par	10 Years
Final Maturity	2036	2036
<u>SAVINGS SUMMARY</u>		
Annual Savings - District		\$35,916
Annual Savings - %		11%
Total Savings - District		\$693,650



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

September 6, 2019

Board of Supervisors
Attn: Maggie Phillips
Villa Portofino West Community Development District
5385 N. Nob Hill Road
Sunrise, FL 33351

We are pleased to confirm our understanding of the services we are to provide Villa Portofino West Community Development District, Miami-Dade County, Florida (the "District") for the fiscal year ended September 30, 2019. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Villa Portofino West Community Development District for the fiscal year ended September 30, 2019. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2019 audit.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the audit's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, if applicable. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Audit Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request.

If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if Grau & Associates does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT:

GMS-SF, LLC
5385 N NOB HILL ROAD
SUNRISE, FL 33351
TELEPHONE: 954-721-8681

Our fee for these services will not exceed \$3,800 for the September 30, 2019 audit, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Villa Portofino West Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Villa Portofino West Community Development District.

By: _____

Title: _____

Date: _____



PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in cursive script, reading "Anita Ford", written over a horizontal line.

Anita Ford, Chair
AICPA Peer Review Board
2016

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, March 21, 2016 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Susan Delegal	District Counsel
Luis Hernandez	District Manager
Luci Moraga	Resident

FIRST ORDER OF BUSINESS

**Oath of Office for Newly Elected
Supervisors at the Landowners
Meeting held November 16, 2015**

Mr. Hernandez: I just need to indicate for the record before we move forward that the oath of the newly elected supervisors have been administered prior to starting the meeting, that's why I have not included that portion on the record.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Resolution #2016-01 Canvassing and Certifying the Results of the Landowners Election

Mr. Hernandez: Moving on, and since we already have the results of the landowners election, let's move forward with resolution #2016-01 which is canvassing

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and certify the results of the landowners election. The resolution shows the results of that election, and at this point what I would be asking the board would be a motion to adopt resolution #2016-01 which will show those results.

Mr. Cepero: I'm sorry, which resolution is this?

Mr. Hernandez: It's resolution #2016-01.

Mr. Cepero: For what?

Mr. Hernandez: That's the resolution for canvassing and certifying the results of the landowners election.

Mr. Cepero: Ok, I make a motion.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, Resolution #2016-01 canvassing and certifying the results of the Landowners Election was approved.

B. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 & Seat #5 - 11/2017

C. Oath of Office for Newly Appointed Supervisor(s)

D. Consideration of Resolution #2016-02 Electing Officers

Mr. Hernandez: Moving on, I just need to remind the supervisors that there are two vacant seats. At this point you have seat #3 and seat #5 which are still vacant, does the board have anyone they would like to appoint for those seats?

Ms. Iglesias: Not yet.

Mr. Hernandez: Alright, so I'm just going to indicate that there are none, and the board doesn't have any, and also there is no oath for the new supervisors to take care of. Then the next item would be resolution #2016-02 where the board will need to elect the slate of officers. Currently we have Nancy Iglesias as chairman, Jorge Cepero as vice chairman, and Jim Dupre as an assistant secretary, then Patti Powers as treasurer, Luis Hernandez as secretary, and Rich Hans as an assistant secretary. So at this point the board has two options, either you can revise the entire slate of officers, or just elect the slate that I just read on the record.

Mr. Cepero: We can keep it the same.

Mr. Hernandez: Alright, so a motion to elect the same slate of officers by adopting resolution #2016-02 would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, Resolution #2016-02 electing officers, keeping the same slate of officers as stated on the record by Luis Hernandez was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2015 Meeting

Mr. Hernandez: Moving on, we have is approval of the minutes of the July 20, 2015 meeting. At this time, unless anyone has any questions, comments, additions or deletions, a motion to approve the minutes for the July 20, 2015 meeting would be in order.

Mr. Cepero: Table.

Mr. Hernandez: Alright.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Minutes of the July 20, 2015 meeting were tabled.

FIFTH ORDER OF BUSINESS

Consideration of Resolution #2016-03 Approving the Proposed Fiscal Year 2017 Budget and Setting the Public Hearing

Mr. Hernandez: The next item for the board's consideration would be resolution #2016-03 approving the proposed fiscal year 2017 budget, and setting the public hearing. Prior to entering into the resolution the part that I need to indicate is that after consideration by District staff, the District believes that it will be able to provide the same level of services as the prior year with no increases. Therefore, the proposed budget contemplates having the same level of assessments for the operation and maintenance in

the general fund, and the portion of the bonds are fixed so they will continue to be part of the Series 2006 Bonds.

Mr. Cepero: What is the assigned fund balance?

Mr. Hernandez: An assigned fund balance is any excess that the District has that is carried forward, that is therefore any type of expenditures related to operation or maintenance of the District.

Mr. Cepero: Ok, I make a motion to accept.

Mr. Hernandez: So by accepting you need to accept it by resolution, so what you're going to be doing is approving the resolution, and what we need to do is to determine when you want to meet to adopt this budget. By law we need to give at least 60 days before we approve it which means that the earliest that we will be able to do it would be at the June 20th meeting. So the option that the board will have is to consider at either the June 20th meeting, July 18th or August 15th.

Mr. Cepero: I guess go with June 20th.

Ms. Iglesias: That's fine.

Mr. Hernandez: Alright so June 20th, and the resolution is going to read that the board is going to consider the adoption of the budget on June 20, 2016 at the same location, 1031 Ives Dairy Road, Suite 228, Miami, Florida at 11:30 a.m. So I will be asking for a motion to approve the resolution, and the blanks will be filled in as I have just indicated, is there a motion to that affect?

On MOTION by Mr. Dupre seconded by Mr. Cepero with all in favor, Resolution #2016-03 approving the proposed Fiscal Year 2017 Budget, and setting the Public Hearing on June 20, 2016 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida was approved.

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SIXTH ORDER OF BUSINESS

Consideration of Resolution #2016-04 Adjusting the Terms of Office of the Board Members

Mr. Hernandez: The next item is consideration of resolution #2016-04 adjusting the terms of office for the board members. At the current time, we have that some of the seats will expire in an odd year. That means the election of the supervisors needs to be made during an even year, and right now we have seat #3 and seat #5 that do not expire in even years. So we need to adopt a resolution that what we are going to be doing is making those seats to coincide with the Supervisor of Elections timing that needs to be in an even year.

Ms. Delegal: We have 250 residents, elected registered voters?

Mr. Hernandez: Yes, allow them to run for those seats.

Ms. Delegal: Ok.

Mr. Cepero: So our election schedule now doesn't match the regular election process for other types of elections, so you just want to match that?

Mr. Hernandez: Correct, and that is controlled by the Supervisors of Elections, they need to do it in either the year 2016 or 2018, they cannot do it in the year 2017.

Mr. Cepero: And that's because now we have enough residents?

Mr. Hernandez: Yes, potentially to run for seats.

Mr. Cepero: So we're going to have to start having resident elections?

Mr. Hernandez: Well by the resolution that you will be adopting, the earliest that you will have the landowners election would be for seat #1 and seat #2, that are now going to be in November, 2018.

Mr. Cepero: But that would include a resident election?

Mr. Hernandez: The earliest you will be able to say it's a possibility for someone running for those seats would be in 2018.

Ms. Delegal: Right, and you'll be extending your terms of office for a year to coincide with the even years which we have general elections.

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Mr. Cepero: Alright, so are these seats, #3, #4 and #5, I'm assuming some of those are 4 years, and some are 2 years?

Mr. Hernandez: In either case we need to extend them all. Right now what we have is that seat #4 is being occupied by Jim Dupre, and seats #3 and #5 are vacant. So if everything were to continue the way that you have it right now, the three seats will be coming up for election in November, 2017. What we're doing with this resolution is taking those three seats, and extending them until November, 2018.

Mr. Cepero: So there's not going to be an election for them this November?

Mr. Hernandez: It will not be until November, 2018.

Ms. Delegal: Right.

Mr. Cepero: So there's no election this November?

Mr. Hernandez: Correct.

Ms. Delegal: Correct.

Mr. Cepero: Ok, and the threshold is what, 250?

Ms. Delegal: Yes.

Mr. Hernandez: 250 registered voters and 6 years.

Ms. Delegal: Right, and you check that once a year.

Mr. Cepero: We didn't have that last year?

Mr. Hernandez: No, last year we didn't have it.

Mr. Cepero: So come November, 2018 is one of those seats going to be a resident seat?

Mr. Hernandez: Two of them will be.

Mr. Cepero: Ok, two seats.

Mr. Hernandez: Once you reach the 6 years and 250 registered voters, two seats will go to the general elections, and one seat will continue to be a landowners election. Those three seats will be elected for 4 years, two years later, the remainder two seats will go to general elections, and they will be going for 4 years. At the next two years from that, or four years after the beginning of the process the last landowners election seat will

go to the general election process, and at that point all 5 seats will be part of the general election process.

Mr. Cepero: Alright, so you're just looking to extend the terms right now?

Mr. Hernandez: Yes, so that it will match the schedule that the Supervisor of Elections typically will be able to maintain.

Mr. Cepero: Alright, I make a motion.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, Resolution #2016-04 adjusting the terms of office for the board members was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2015

Mr. Hernandez: Moving on, I will be asking the board for a motion to ratify the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2015. The letter and the engagement was for the same amount that the board and the audit committee has approved, and therefore the District treasurer has signed it, and all we're asking for is ratification of that action. Is there a motion?

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, ratifying the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2015 was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Audit for Fiscal Year Ending September 30, 2015

Mr. Hernandez: Now that you have accepted the engagement letter, I just need to present to you a copy of the audit report for the fiscal year ending September 30, 2015. I

have passed out hard copies, and I also have an extra one in case you need it. What you will be able to see is that it's a clean audit, and unless the board wants me to go through the details of walking you through the report, I would just ask for a motion to accept the audit for the fiscal year ending September 30, 2015. So unless anyone has any questions in regard to the audit for the fiscal year ending September 30, 2015, a motion to accept would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, accepting the audit for Fiscal Year ending September 30, 2015 was approved.

NINTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to Staff Reports, Sue?

A. Attorney

Ms. Delegal: I do not have anything.

Mr. Hernandez: Thank you very much.

B. Engineer - Acceptance of Engineer's Annual Report

Mr. Hernandez: As for the engineer, we have included a copy of the engineer's report that was prepared and presented in August, 2015. The engineer is highlighting some maintenance items that corresponds to the residential and commercial area. The only thing that I need to indicate is that the District has a maintenance agreement with the homeowners association, but we don't have an executed copy for the maintenance agreement with the commercial side. Although, since the beginning of when the District was established, both entities, the property owners association and the homeowners association were going to be maintaining those common areas.

Mr. Cepero: Have you provided this report to the manager?

Mr. Hernandez: To the manager of who?

Mr. Cepero: Of the HOA?

Mr. Hernandez: No. At the time we received it, the engineer tried to contact the management company for the HOA and that's as much as I know.

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Mr. Cepero: Why don't we have an agreement for management services here for the commercial?

Mr. Hernandez: The commercial was provided, but we never received the executed copy.

Mr. Cepero: Who are you dealing with, Brian?

Mr. Hernandez: That was done prior to you. That was when we had the other lady, I believe it was Linda Socolow, she was the one who received it at that time, and since then we have never received anything after that.

Mr. Cepero: That was 8 years ago, that doesn't count, that's not worth mentioning. Why don't you send a request to Brian and see if he can get that moving?

Mr. Hernandez: Alright, I will take care of that. Moving on unless anyone has any questions?

Mr. Cepero: Hold on, I'm looking at the report.

Mr. Hernandez: Sure.

Mr. Cepero: Alright, you need to coordinate with the engineer because his comment on #13, cleaning the inlet, on page 4 and 7, I think that may be outside of the CDD controlled area, so you may want to compare it to your boundary sketch, and see if it is or it's not.

Mr. Hernandez: I will contact him.

Mr. Cepero: Ok, and why don't you send this report to Brian as well so he can see the area, and the issues on the commercial area?

Mr. Hernandez: Sure.

Mr. Cepero: Again, what are we doing with this, we're accepting the report?

Mr. Hernandez: Yes, that would be appropriate.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, accepting the Engineer's Annual Report dated August, 2015 was approved.

C. Manager

Mr. Hernandez: As for the manager's report, I have nothing to report.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Moving on, are there any supervisors requests? Not hearing any, are there any audience comments? Lucy anything to report or any requests?

Ms. Moraga: No nothing.

ELEVENTH ORDER OF BUSINESS

Financial Reports

- A. Approval of Check Run
- B. Balance Sheet and Income Statement

Mr. Hernandez: Moving on, the next item would be Financial Reports. You will find that in section 11 in your agenda, tab A has the Check Run Summary and, tab B has the Balance Sheet and Income Statement. Unless anyone has any questions, a motion to approve financials would be in order.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

TWELVTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Cepero with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, July 18, 2016 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Gerry Knight	District Counsel
Luis Hernandez	District Manager
Brian Seidler	Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 & Seat #5 – both 11/2018
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hernandez: Moving on with the second item for the board's consideration which are organizational matters. I just need to remind the supervisors that there are two vacant seats. Does the board have anyone that you would like to appoint at this point?

Ms. Iglesias: Not yet.

Mr. Hernandez: Alright, we will just table entirely item No. 2.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of
the July 20, 2015 and March
21, 2016 Meetings**

Mr. Hernandez: The next item is consideration of the approval of the minutes of the July 20, 2015 meeting, and March 21, 2016 meetings.

Mr. Cepero: Table them.

Mr. Hernandez: Alright, so those will be tabled for the next meeting.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Minutes of the July 20, 2015 and March 21, 2016 meetings were tabled.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution
#2016-05 Approving the
Proposed Fiscal Year 2017
Budget and Re-Setting the
Public Hearing**

Mr. Hernandez: The next item would be consideration of resolution #2016-05 which is going to approve the proposed fiscal year 2017 budget and re-setting the public hearing. Originally, and initially the District had set everything to be done for the prior month, in the month of June, unfortunately we were not able to obtain a quorum. Therefore, what the District has done is we re-advertised to have the meeting today, and it would be appropriate for the board at this point to ratify this action so that the advertisement and all these steps the District staff has taken would allow us to continue the District's business today. So a motion to approve resolution #2016-05 would be in order, and by approving this you would be ratifying the action of District staff.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, Resolution #2016-05 approving the proposed Fiscal Year 2017 Budget and re-setting the Public Hearing on July 18, 2016 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida was approved.

FIFTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2017 Budget

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving on, we have the public hearing in section No. 5, which is for the adoption of the fiscal year 2017 budget. The first action from the board would be a motion to open the public hearing.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, opening the Public Hearing was approved.

B. Public Comment and Discussion

C. Consideration of Resolution #2016-06 Annual Appropriation Resolution

Mr. Hernandez: Before we go to the public comments I just want to indicate for the record that we have no audience here today, so it's not that we're skipping over that portion, it is just that we don't have anyone from the general audience to provide any comments. Before we go to the resolution itself, I just want to ask the board to once again walk through the proposed budget that is dated July 18, 2016. As you will be able to see, for the general fund, the operation and maintenance cost is being maintained the same as the prior year, therefore there is no increase, and the District is levying the same amount, or at least suggesting to level the same amount to the homeowners to be able to maintain the same level of services that were provided the prior year. It is important to remind everybody that this is the District that only has an administrative budget, there is no field operation whatsoever in this District. Those functions have been passed on to either the homeowners association, or the property owners association. As we move forward, the next part after the explanations that are given on pages 3 and 4, on page 5, you will be able to see the bonds that the District currently has, those being the Series 2006 Bonds

which is the fixed amount that isn't affected every year. With that explanation, does anyone have any questions in regard to the proposed budget?

Mr. Cepero: There is the second hearing for this budget right?

Mr. Hernandez: That will be the one for adopting it, yes sir. Not hearing any questions, I will then move on to the resolution itself. The first resolution that the board will need to consider would be resolution #2016-06, and this is the annual appropriation resolution. What this resolution basically does is it takes this proposed budget, and it makes it the District's adopted budget. So by approving the resolution you are adopting the District's budget. With that being said, unless anyone has any questions, a motion to approve resolution #2016-06 would be in order.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, Resolution #2016-06 the Annual Appropriation Resolution was approved.

D. Consideration of Resolution #2016-07 Levy of Non Ad Valorem Assessments

Mr. Hernandez: The next item is consideration of resolution #2016-07 which you will find in section 5D, and this is the levy of Non Ad Valorem Assessments. What this resolution does is it allows the District once again to levy the assessment on the Miami-Dade County tax bill. With that being said, a motion to approve resolution #2016-07 would be in order.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, Resolution #2016-07 Levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Hernandez: Unless anyone has any questions now on the adopted budget, a motion to close the public hearing would be in order.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, closing the Public Hearing was approved.

SIXTH ORDER OF BUSINESS

Discussion of Potential Refinancing

Mr. Hernandez: Moving on, the next item that we have is discussion of the potential refinancing. I know you have had a conversation with Jon Kessler, was he going to be calling in?

Mr. Cepero: I don't know.

Mr. Hernandez: There was a possibility for the District to refinance the Series 2006 Bonds and he passed you some information, and that's as much as I know.

Mr. Cepero: If he did then I didn't notice it.

Mr. Hernandez: Ok, well the bonds could be refinanced.

Mr. Cepero: What's the percentage now?

Mr. Hernandez: It is my understanding that he passed that on to you. The part that I do know is that the existing bonds that the District has is at 5.35%, and he believes that the District would be able to be somewhere around the high 3% to the low 4%, therefore it basically seems reasonable for the District to consider the refinancing.

Mr. Cepero: How do you spell his last name?

Mr. Hernandez: It's Kessler, K-e-s-s-l-e-r.

Mr. Cepero: I don't see anything here. Maybe he sent it to Larry, but I haven't seen anything.

Mr. Hernandez: There was an exchange of emails, and you asked him to provide you with some information, and he was supposed to be replying to it, and I was not copied on it, but it's my understanding that he replied back to you.

Mr. Cepero: I don't think I've been emailing him on that.

Mr. Hernandez: Oh yes, you received an email from him.

Mr. Cepero: From me?

Mr. Hernandez: Yes, you received an email, and then you replied back what would be the savings, and you would be needing to see those savings.

Mr. Cepero: Oh so this was a long time ago then?

Mr. Hernandez: Two or three months ago.

Mr. Cepero: Ok.

Mr. Hernandez: Right it was nothing that was done recently.

Mr. Cepero: It would be on my phone then.

Mr. Hernandez: I know that one of the items of concern at that point was the deferred obligation, that it would have to be defined, and limited prior to the refinancing, and the other point of concern that he had is that on the commercial side, still there is just one parcel owner, it was a significant parcel holder that could affect the refinancing process.

Mr. Cepero: What is it that would affect the refinancing process?

Mr. Hernandez: Having just one parcel owner on the commercial side, it's on one entity, the one who owns the majority of the units.

Mr. Cepero: How does that affect the refinancing?

Mr. Hernandez: That the risk is higher. Alright, so moving forward, there will be no discussion at this point of the potential refinancing other than the statement that I just indicated that potentially the District could refinance the Series 2006 Bonds.

SEVENTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to the next item which is staff reports, Mr. Knight?

A. Attorney - Discussion of 2016 Legislative Memorandum and Supplement Memorandum

Mr. Knight: Yes, what's on here is the memo we did about what happened at the 2016 session of the Florida Legislation, and I think you all heard this before, I know you've heard it Jorge and Portofino Landings I think I went through it. Have you all heard it before, I don't think we made it the last time, so that's why it's still on here right?

Mr. Hernandez: Yes, that has never been done for this one.

Mr. Knight: Basically it lists some of the legislation that was passed in the 2016 legislature that affects CDDs, and I can go through it briefly, or I can let you read it and ask questions about it at the next meeting if you want, either way.

Ms. Iglesias: I don't care.

Mr. Cepero: I've heard it.

Mr. Knight: Right so Jorge has heard it.

Ms. Iglesias: I think you mentioned at the other meeting, I remember.

Mr. Knight: Yes, you were there too, but you may not have heard it Jim.

Mr. Dupre: Yes, just send it to me, and I'll look at it.

Mr. Knight: Ok, it's your agenda book.

Mr. Dupre: Ok.

Mr. Hernandez: I can give you hard copies of all those ones.

Mr. Dupre: Ok.

Mr. Knight: Then if you have any questions about it just let me know.

Mr. Dupre: Yes.

Mr. Knight: Ok.

Mr. Hernandez: I think probably the appropriate statement for the board to know is that anything in any matter that could affect the District the steps have already been taken necessary as to cover whatever requirements from these changes may be implied to the District. The only one being the new changes for the website of the CDDs, now we're required to include, starting in October, a copy not only of the agenda but the entire package of what items will be presented for the board's consideration that needs to be provided 7 days before the meeting, so we're all set, and ready to undertake those changes.

Mr. Knight: And that's a big change I think. Out of all these changes, the two big ones I think are the one that makes any documents relating to a contract that the District enters into with a contractor public records, even if they're in the possession of the contractor, so that if somebody makes a public records demand can get those documents from the contractor, where in the past they may not have been able to do that because they weren't public records in the contractor's possession. That, plus the changes in the procedure for doing agendas especially, they're required to be out at least 7 days before the meeting.

Mr. Hernandez: Being posted on the community's webpage.

Mr. Knight: So some District managers that I know, not Luis, but they're going to have to really change their ways to get those agendas out. Anyway, it should be fun.

Mr. Hernandez: It will be, yes.

Mr. Knight: Ok.

Mr. Hernandez: Unless anyone has any questions for Gerry, we can move on to the next item.

B. Engineer

Mr. Hernandez: There is nothing to be presented as for the engineer.

C. Manager

- 1) Number of Registered Voters in the District - 255
- 2) Consideration of Proposed Fiscal Year 2017 Meeting Schedule
- 3) Discussion of Financial Disclosure Report from the Commission on Ethics

Mr. Hernandez: As for the manager, I have three items to present. Number one is to let the board know that the number of registered voters at this point is 255. It means that elections for the supervisors who want to run for the vacant seat are going to be controlled by the Supervisor of Elections. At this point, there are two vacant seats which are the ones that are open for election, and those will be up for election in the year 2018. Therefore, if anyone from the community wants to run for those available seats, those are available for election in the year 2018. The next item is consideration of the proposed fiscal year 2017 meeting schedule. What the District has used is the same calendar as the one we have used in the past that is an advertisement of the meetings on the third Monday of each month. This time we have the exceptions being in January, and February that being for holidays, and therefore what we have done is we have moved the meetings to be a week earlier, those being on January 9th, and February 13th. At the same time it's appropriate to remind the supervisors that even though we advertise for the entire year, we only meet as required. Meaning by that, we're trying to save funds of the District by anticipating what would be the entire year, with the understanding that we only have a meeting that would be required. With that being said, this would be the

time for the board to either reconsider the time, the day, or the place, where you want to have this meeting. If there are no changes, a motion to approve the proposed fiscal year 2017 meeting schedule would be in order, and by making that motion authorizing the advertisement.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, accepting the proposed Fiscal Year 2017 Meeting Schedule and authorizing staff to advertise was approved.

Mr. Hernandez: Moving on we have the discussion of the financial disclosure form from the Commission on Ethics. They have not received any of your forms, have you filed?

Ms. Iglesias: I did in June.

Mr. Dupre: What's the deadline?

Ms. Iglesias: July 1st.

Mr. Hernandez: It shows that you have not filed.

Mr. Dupre: So we're only a few days late.

Ms. Iglesias: I did it, in fact I was one of the first ones to do it.

Mr. Dupre: I think we've done it just recently, is it every 6 months, or every year?

Mr. Knight: Every year.

Mr. Hernandez: Every year.

Ms. Iglesias: I will find out, do I call them?

Mr. Knight: But they're supposed to send you the form.

Mr. Hernandez: As soon as we're done in here, I will call my office and they will be able to double check.

Ms. Iglesias: Ok.

Mr. Hernandez: I don't know, this one doesn't have when it was printed, but at the time they printed it, that was likely last Monday, none of you had filed. If you haven't done it, the part that I want to remind you is that the deadline is July 1st, please get it done ASAP because technically they can fine you \$25 per day, not to exceed \$1,500.

Mr. Knight: And you only need to do one for all your Districts, just list them all.

Mr. Hernandez: Correct, you just need to list them.

Mr. Knight: They do give an unofficial grace period, but you definitely need to go ahead and get it in as soon as you can.

Mr. Dupre: Yes.

Mr. Hernandez: Alright, moving forward unless anyone has any questions for me?

Ms. Iglesias: If you called and they haven't received my original I'm worried because I did send it about a month ago.

Mr. Hernandez: I have extra copies here.

Ms. Iglesias: Ok.

Mr. Hernandez: So once that we're done, let's deal with it before you leave, and if needed we'll just get it done ASAP.

Ms. Iglesias: Ok.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run

B. Balance Sheet and Income Statement

Mr. Hernandez: The next item is the Financial Reports. You will find that in section 8 of your agenda. Tab A contains the Check Run Summary and, tab B has the Balance Sheet and Income Statement. Unless anyone has any questions, a motion to approve financials would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Moving on, are there any supervisors requests?

Mr. Cepero: Yes, Brian can you give a proposal to the CDD for management services on the commercial area?

Mr. Hernandez: But you don't have anything in the budget for that.

Mr. Seidler: This is strictly an administrative budget, there may be money in the Villa Portofino East budget for that.

Mr. Hernandez: In East there is a budget for that, but in this one there is no budget for that. In this one you have an agreement with the homeowners association that was signed, we never received the signed one from the property owners association, but there has never been anything done from the CDD regarding maintenance in West. Everything has been done, and undertaken by the property owners association.

Mr. Cepero: Can we start doing it?

Mr. Hernandez: It will be too late, you just approved the budget that doesn't have anything for that.

Mr. Cepero: Can we amend it?

Mr. Hernandez: I will have to go and look at it, give me just one second. The budget is entirely being tied to the expenditures, and the only part that you have any room would be the first quarter operation there is approximately \$13,000. Meaning by that, once the District received the funds, technically we will have somewhere around that amount that you could use for any expenditures.

Mr. Cepero: How much?

Mr. Hernandez: \$13,360 is the number that you currently have.

Mr. Cepero: Brian what's the expense on Villa Portofino East?

Mr. Seidler: I don't have it in front of me but I think \$13,000 should cover it. What's it show Luis?

Mr. Hernandez: \$19,000.

Mr. Seidler: And West has less work to be done.

Mr. Cepero: Yes, it's just the commercial area.

Mr. Seidler: Right, so I think the \$13,000 should cover it.

Mr. Cepero: Alright, let's bring the budget back up, do we need to bring the budget back up?

Mr. Hernandez: No we'll have to go ahead and find the source of funding and come back with an amendment to the adopted budget.

Mr. Cepero: Does that need to be advertised?

Mr. Hernandez: No, that's something that the District treasurer will need to do. So let's do this, pass me the proposal, and based on that proposal I will make the necessary changes in the budget, and it will be presented to the board for its consideration at the next meeting.

Mr. Cepero: Alright. Another thing is that Stewart I thought was supposed to be here to talk about the lift station, there's some improvements that need to be done to the lift station according to the city, and how much do we have in the construction budget here?

Mr. Hernandez: You have in the construction account \$54,191.

Mr. Cepero: So we may need to use some of that for the upgrades that the city is talking about. What do we need to do in order to move on that?

Mr. Hernandez: You need to pass all that information to the District engineer, and then he will need to first determine that it's part of what was originally intended in the program that he had, and then approve the amount that needs to be approved, and all the numbers that he needs to obtain so that he can come to the board for consideration.

Mr. Knight: Who is the District engineer, is it Carlos?

Mr. Hernandez: No this one is Nour.

Mr. Knight: That's right Nour.

Mr. Cepero: I'm sorry, could you say that again, I could not hear you.

Mr. Hernandez: The first step would be that whatever is being required to be passed on to the engineer for him to determine what information he needs to obtain so that he can put a consistent program together. Define that it's part of the original engineer report as presented and come back and make a presentation for the board's approval.

Mr. Cepero: Ok.

Mr. Knight: It has to be part of the improvements that were described in the original engineers report, as part of the CDD project.

Mr. Cepero: Right.

Mr. Knight: To spend construction dollars on it, and then it has to be a capital cost, it cannot just be a repair.

Mr. Hernandez: Correct, it cannot be maintenance.

Mr. Knight: But the engineer will have to look at it, and determine all that, and then if he is ok with it, he'll have to do a cost estimate on the cost. Anyway he'll have to come back to the board and say that he's ok with it, that it meets those requirements.

Mr. Hernandez: And what would be the estimated cost.

Mr. Knight: And then it will be paid, and the board would have to approve the contract to make the improvements, the amount would be requested through the requisition process from the trustee, and that would be paid that way.

Mr. Cepero: Ok.

Mr. Hernandez: Anything else that the board needs to request at this time?

Mr. Knight: So you're going to amend the budget that was just adopted?

Mr. Hernandez: Yes, based on a field service cost that I have not received yet.

Mr. Knight: Ok, and it was the final budget?

Mr. Hernandez: The final budget so far is not going to change the amount, what is going to be changing is the shifting of the lines items.

Mr. Knight: Ok just the internal line items.

Mr. Hernandez: Yes, the total amount that will be levied, that's not increased.

Mr. Knight: Ok.

Mr. Hernandez: We cannot change it at this point.

Mr. Knight: Ok.

Mr. Hernandez: Next year is a completely different story.

Mr. Knight: So the change would be included in the resolution that approved the final budget as amended.

Mr. Hernandez: Correct, yes we need leave that total, we cannot change that total.

Mr. Knight: Right, that's what the record will reflect.

Mr. Hernandez: Exactly.

Mr. Knight: Ok.

Mr. Hernandez: Not hearing any other comments from the board, I just want once again to indicate that there is no audience here today.

TENTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other matters to discuss about the District, a motion to adjourn would be in order.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, August 15, 2016 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Scott Cochran	District Counsel
Rich Hans	District Manager
Luis Hernandez	Governmental Management Services (by phone)
Nour Shehadeh	District Engineer
Jon Kessler	FMS Bonds, Inc. (by phone)
Stewart Pearlman	Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hans called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 & Seat #5 - both 11/2018
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hans: Item No. 2 is our organizational matters, and there are two vacancies on the board and as you know the way to fill those vacancies the remaining board members can appoint somebody if that's the desire of the board to do that today we can take that item up.

Mr. Cepero: We can table that.

Mr. Hans: Alright, so we will carry this over to our next meeting if something comes up.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2015, March 21, 2016 and July 18, 2016 Meetings

Mr. Hans: Item No. 3 is approval of the minutes from the July 20, 2015, the March 21, 2016 and the July 18, 2016 meetings. If anyone has any comments or discussion on those we can take those now.

Mr. Cepero: We can table those.

Mr. Hans: Ok so we're going to table all of those for now.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Minutes of the July 20, 2015, March 21, 2016 and July 18, 2016 Meetings were tabled.

FOURTH ORDER OF BUSINESS

Consideration of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2016

Mr. Hans: Item No. 4, we have an engagement letter with Grau & Associates to perform a new audit for the fiscal year ending September 30, 2016. The engagement is in you packet and I believe at your last meeting you had the audit selection committee meeting and ranked Grau as your number one firm and their engagement is in the packet. If there are any questions or discussion we can take those, and if not a motion to approve their engagement to perform the audit ending September 30, 2016 would be in order.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2016 was approved.

FIFTH ORDER OF BUSINESS

Discussion of Potential Refinancing

Mr. Hans: Item No. 5 is Discussion of Potential Refinancing and we're waiting for Jon Kessler to get on the phone. He did send around some numbers which I'll pass out, and I can basically give you a quick rundown on it and hopefully Jon will get on the phone and give us some more detail and we can come back to it if we need to wait for him. So currently there's \$3,930,000 in bonds that are outstanding. The average interest rate is 5.35% and you average annual assessment is \$319,898.

Mr. Kessler: Ok Jon's on.

Mr. Hans: Hi Jon.

Mr. Kessler: Hi guys how are you?

Mr. Hans: We're doing good, we're just getting to the discussion of the potential refinancing and I just started going over the table you sent.

Mr. Kessler: Ok. So basically in a nutshell there's an annual debt service reduction and there's total savings and present value savings. The issue is that we have to increase the par which would necessitate sending notices to all the residents, and then obviously the par is increasing. So it's a relatively small financing and there's cost associated with doing it. I put in a bare bones cost issuance budget but that's it in a nutshell.

Mr. Hans: So basically if you look at this, there's \$319,000 which is your average annual and it would go down to \$293,000, roughly a \$27,000 per year savings.

Mr. Kessler: And roughly a third of that benefit is to your entities Jorge because I think you own roughly a third of the property. Can you hear me?

Mr. Dupre: Yes we can hear you, and we're just looking it over.

Mr. Kessler: Ok.

Mr. Hans: Jon by chance, I didn't get a chance to look at this real quick in detail but, for the homeowners, I'm not even sure what their annual assessment is, how much are they saving?

Mr. Kessler: I don't know.

Mr. Hans: Ok, Luis do you know how much?

Mr. Kessler: It's obviously across the board, everyone saves 8% annual.

Mr. Hans: Right so to our \$1,000, they're saving \$80 annually on their tax bill, so our notice would let them know that. Although your principal per unit is going up, your annual assessment is going to be going down.

Mr. Kessler: Yes and we probably want to include in that notice that what everyone saves is up to the max duration of the bonds so it's clear.

Mr. Hans: Right, definitely showing the \$537,000 savings for the District over the life of the bonds.

Mr. Kessler: Yes.

Mr. Cepero: Alright we'll have to look at this further and discuss with some of the property owners.

Mr. Hans: Alright so you just want to bring it back to the next meeting for approval?

Mr. Cepero: Yes, so no action at this time. Thank you for putting this together Jon.

Mr. Kessler: Ok and the only thing is, and I guess we're not holding a meeting on Villa Portofino East, but the only other thing is East is callable 5/1 of next year but we could do an advance for funding 4 months or so in advance. The only other thing I could think of, and it's not going to be meaningful because they are two separate bond issues but maybe we could get the cost of issuance down if the District does both, because that's a little bit bigger, that's like \$5.5 million I think, and that's probably going to make more sense. So maybe if we did them at the same time basically we could save some money.

Mr. Cepero: Ok.

Mr. Pearlman: Can I ask a question?

Mr. Cepero: Yes.

Mr. Pearlman: Why does the par rate go up?

Mr. Kessler: Why does the par go up?

Mr. Pearlman: Yes.

Mr. Kessler: Because we have to fund, you have to pay for the transaction.

Mr. Pearlman: So you're financing the transaction costs?

Mr. Kessler: Yes, you're basically financing transaction cost. When we originally did this deal I think we used a very small reserve and we need a new reserve in the new transaction so there's no money to pay for it. So the only way to pay for the cost is to increase the par. Legally we can't extend the maturity, so the maturity is the same, and obviously the interest rate comes down quite a bit, but the par would have to increase.

Mr. Cepero: Jon can you give me, or send me a summary when you get a chance of what it would look like with both deals, how you would spread the costs?

Mr. Kessler: Yes, I'll do that. When is the next scheduled meeting?

Mr. Cepero: We don't really have one, every month we have one advertised.

Mr. Kessler: Ok, alright well I'll get something to you next week and then I'll show that to you.

Mr. Cepero: Ok that works. Now let me ask you, this is Jorge. I understand that the IRS is looking at whether they continue the policy of allowing the bonds to be tax exempt and that for existing CDDs that basically gets grandfathered in, but does refinancing affect that grandfathering?

Mr. Kessler: In this District it wouldn't be an issue. First of all, those are proposed regulations that are not getting adopted as far as everyone knows. You could talk to your District counsel about that, and your bond counsel about that but, no regulations have gone through, and then this one is, you have 250 registered electors I believe don't you, in both these Districts?

Mr. Cepero: I think only one do we have that many.

Mr. Kessler: How many do you have?

Mr. Cepero: In this one I believe they said we have 250 or more, but in Villa Portofino East I don't think there's that many.

Mr. Hernandez: That is correct. Villa Portofino West you have like 280 something like that, and Villa Portofino East we haven't reached the 250 yet.

Mr. Kessler: But you will right?

Mr. Cepero: We have how many?

Mr. Hernandez: Yes.

Mr. Kessler: Would you expect to in East?

Mr. Hernandez: I would expect it for next year, yes.

Mr. Kessler: Ok.

Mr. Cepero: How many are there in East Luis?

Mr. Kessler: As long as we can certify it, and you'll have it, I don't think it's an issue but we can double check that with your attorney.

Mr. Cepero: Luis, how many did you say for East? How many electors are there in Villa Portofino East?

Mr. Hans: Luis the question is how many now?

Mr. Hernandez: Ok how many do we have right now? I'm going off the top of my head, but I believe it was 175.

Mr. Cepero: Ok.

Mr. Pearlman: How many homes are there?

Mr. Cepero: Like 183.

Ms. Hans: Right so it's close, you're going to have two or three per home, but not necessarily.

Mr. Kessler: Hey Jorge?

Mr. Cepero: Yes.

Mr. Kessler: For the overview, what I'll do is, and before your next meeting, and then Luis and I will have a conversation with counsel, and we'll report back on that, given how many electors are, and if they think there's any risk or issue.

Mr. Cepero: Regarding the tax exempt status?

Mr. Kessler: We'll let you know if they think there's any issue with refinancing from a tax standpoint, but I don't think there is.

Mr. Cepero: What does the number of electors, how does that influence whether it's tax exempt or not?

Mr. Kessler: The statute, they just want to make sure there's a process for when the board is in transition, so there needs to be an expectation that there's going to be 250 registered electors in the District.

Mr. Cepero: Sure, ok.

Mr. Kessler: That's all.

Mr. Cepero: Alright.

Mr. Hans: Alright, does anybody have anything else for Jon? Any other questions? No. Alright Jon, thank you.

Mr. Kessler: Thank you.

Mr. Cepero: Thank you Jon.

SIXTH ORDER OF BUSINESS

Discussion and Consideration of Upgrading Lift Station at Villa Portofino West Commercial

Mr. Hans: Item No. 6 is discussion and consideration of upgrading lift station at Villa Portofino West Commercial. Luis, you want to talk on this one, or I'm not sure who knows about that item?

Mr. Hernandez: I don't know the specifics, the only part that I know is that it's my understanding that Jorge has passed on to Nour all the information in regard to an upsizing to be made to the lift station, and that's the part that I know.

Mr. Hans: Ok.

Mr. Shehadeh: So we have been talking about it, and my approach is we really need to sit down with Julio. I still think that it's their responsibility to do. This lift station was built through their grant money from the beginning. So when they designed it, they actually did design it for the ultimate, counting on future retail, restaurants, the

movie theater, and everything, even though they did not design it that way, but that would be their problem.

Mr. Cepero: Do we have some record of that?

Mr. Shehadeh: Of course, we have the actual calculations that shows that, with a breakdown of actually showing the movie theater, they counted on 2,500 seats, and for the office building, and retail, 10,000, the shopping center, and retail 50,000, restaurant with a bar, 7,000, and just a restaurant 2,000.

Mr. Cepero: And those numbers are what, gallons, or square feet?

Mr. Shehadeh: Those are square foot, and then in gallons they're talking about 21,600 gallons per day.

Mr. Cepero: Now they're saying that they assumed that calculation of less usage per day than what could have taken place?

Mr. Shehadeh: This is the actual design of the pump station.

Mr. Cepero: But are those gallons per day, is that calculation based on a low use commercial, or a high use commercial?

Mr. Shehadeh: The assumption that we have in front of us, but I'm not sure if it's high or low, but what we have in there is what they accounted for.

Mr. Cepero: Can we compare that then to what they're saying, and Stewart can tell you what they're saying, they assumed the level of usage we were going to have, and see where we stand.

Mr. Shehadeh: We can ask the city to give us the water consumption for that area in the last year or two, and then we can tell how much we serve in there 10,000 gallons per day, and if the pump station can handle 21,000 then there's no issue. The issue is not really in the pumps, so it could be something else that we need to look at.

Mr. Cepero: Ok.

Mr. Shehadeh: And we were talking about an area before we came in, it could be, my idea of this, it's really the tie in pressure when they designed the lift station, they came with their force main to tie it to the one on Campbell Drive. At that time, they assumed a certain pressure, if the pressure went up, those pumps are not going to work,

and that's something we need to confirm. So we have a lot of ways to look at the issue. It's not really, just go ahead, and upgrade the pump station, but we really need to know the reason for it.

Mr. Cepero: Ok.

Mr. Shehadeh: And that's why we cannot just jump quick, and start doing the design, we need to know the actual answer.

Mr. Cepero: Ok.

Mr. Shehadeh: So that's what we were thinking, and I started to set up a meeting for him, and I to go, and meeting with Julio, and show him all the facts that they need two ways to do it.

Mr. Cepero: Ok, so the problem may lay not with the lift station but elsewhere?

Mr. Shehadeh: I cannot tell you, but my hand is in it, and from what I'm seeing, there are many factors that come into play. It could be an infiltration issue, that the water is coming from the sides, and it's just pumping all the time. It could be the tie in pressure, it could be the consumption of the water is more than what it is, so there are many things involved in this, and we need to know each one of them to come up with a good design.

Mr. Cepero: Alright.

Mr. Shehadeh: Those pump stations, and I don't want to get into technicalities but they were designed for low pressure, meaning that when they tied to the force main on Campbell Drive there's a low pressure in it, and now that it went up, the pump station there, they call them grinder pumps, and those are good for low pressure. If you go to a higher pressure then you have to change it.

Mr. Cepero: Ok.

Mr. Shehadeh: So we need to look at all of this, we really have to have an educated guess on the solution, we can't just do what this is asking.

Mr. Pearlman: So the first step is to meet with them.

Mr. Shehadeh: Definitely, we need to visit all the facts in one meeting, and then from there it's going to be a legal part, and that's going to be a different issue, but from the technical point of view so far it doesn't really make sense.

Mr. Cepero: Alright, well the problem is that I don't know how long that's going to take particularly if it turns into a legal fight. So once they provide this information to us, and to you, and you can get some feedback to them, and if they still don't want to budge we need to do something, and then fight it out with them, but we need to make that, if it is a pump station, make that work. So can we come up with some sort of budget that we can approve so we don't have to have another meeting in a month, and just assign one of the board members to allow for the release of the funds if it is so needed? Otherwise, we're going to have to have another meeting at some point in the future to take further action.

Mr. Shehadeh: To give you a budget, we need to know what we're going to be doing. If you're replacing the two pumps, it's different than changing the workmanship for example. So I don't know, which one are we going to go with until we know, and if you're just doing minor work, are you changing the control panel, the electrical control panel or not? Most likely if we're changing the pumps then that's a big cost too, that you need to take care of. So until we know what the issue is, and we know the solution, then I can give you a number, but for now it's really up in the air.

Mr. Cepero: Alright. Rich, I know we have some construction funds in the budget, what do we need to do, I'm assuming that this falls under construction so we can just assign it to that. How much do we have?

Mr. Hans: It looks like there's \$54,000 in the capital projects. So yes it would fall under capital projects so that money could be used, just do a requisition from our engineer to get it out.

Mr. Cepero: Do we need board action for that?

Mr. Shehadeh: Now it's a legal issue, I was going to ask this. If we know the pump station is public, and we know the CDD is the CDD, why are we spending the money from the CDD for the pump station?

Mr. Hans: Well, we build pump stations all the time, it's servicing our community right?

Mr. Cepero: Yes.

Mr. Shehadeh: But it's a public lift station, it's owned by the city.

Mr. Hans: That's fine, we can do work on city owned property, or infrastructure, or whatever you want to call it.

Mr. Pearlman: We can do it, but you're asking do we have to right, not can we?

Mr. Shehadeh: We can do anything we want, but do we have to, yes that's the question from a legal point of view.

Mr. Hans: I think what Jorge is saying, and I'm not that familiar, but are you having back up issues and problems right now that you're saying we need to get this done.

Mr. Cepero: Not back up issues, but just connecting issues, and not allowing new connections, or it would just be the empty office that needs to connect for new tenants, and they're not allowing those connections to move forward because of this issue.

Mr. Hans: Ok so they're saying there's no capacity to add these.

Mr. Dupre: And we already reduced some of the capacity with some of the tenants that we had that were using a lot of water, and are now no longer there.

Mr. Hans: It sounds like there's a lot of calculations on your part as far as what service, how many gallons we need to be able to pump out there.

Mr. Shehadeh: That's what I'm saying, we need to come up with a solution because they're saying replace the pumps, and my first reaction was, no, we need to know why, and that's what we were talking about.

Mr. Hans: Right so I think having Nour find out what the volume of that lift station is currently, and what connections are going to add up total, and then prove it to the city that there's enough capacity on the lift station, and if it's short, then if you need a new pump, that would be determined.

Mr. Dupre: I think the issue right now is if the delay is more than the typical, something has to be done.

Mr. Hans: But what would that something be?

Mr. Shehadeh: That's the question, what is that something. If you ask me to go ahead and replace the pumps, as an engineer I would say no.

Mr. Dupre: Ok.

Mr. Cepero: So you're going to meet with Julio, but you're saying Julio is out?

Mr. Pearlman: Until Tuesday.

Mr. Cepero: Well I'm sure Julio didn't do the calculations, can't we meet with whoever at the city, or the city's engineer that can actually talk the same language as Nour, because I'm sure that they've already investigated a lot of this and can provide a lot of the data to Nour. That's who we have to talk to.

Mr. Shehadeh: I don't know if there's anybody other than Julio.

Mr. Pearlman: No there is a city engineer, they hire an outside consultant firm, and I could get you in touch with them. I don't know but we could definitely do that, Chris Kish, he's the city's engineer.

Mr. Cepero: Ok so let's get to Nour whatever homework the city did on their own.

Mr. Pearlman: He has that.

Mr. Cepero: Then Nour can double check it, and see what he can come up with. Just so you can have the meeting with Julio, and then he can come prepared to the meeting, and give his impression of that.

Mr. Pearlman: Right, and we've already sent to Nour everything that Chris sent to us.

Mr. Shehadeh: That came from the city directly right?

Mr. Pearlman: It came from the engineer, Chris Kish, those calculations I sent.

Mr. Shehadeh: Right from that engineer.

Mr. Cepero: But is that the email that you sent me, that was like a really simple basic thing.

Mr. Pearlman: That's all they've done.

Mr. Cepero: But I don't think that's what Nour is looking for.

Mr. Pearlman: That's what I'm saying, that's all that Chris has done.

Mr. Cepero: That's why they need to talk to each other so Nour can determine what he looked at or didn't look at, and then if he hasn't looked at everything that Nour thinks we should look at, then we need to find who can provide him that data so Nour can take it to the next step.

Mr. Shehadeh: I think that the action is we have to meet with Julio, or somebody, it's just not talking technically, just to get the facts together.

Mr. Cepero: I don't think that's how, I think it's a good idea, but if he doesn't come back until the 23rd or whenever he's available, but in the meantime rather than lose a week we should try to get maybe Stewart can help with getting the data that you need from whoever you need it from because I don't think Julio is going to have this at his fingertips when you meet with him.

Mr. Shehadeh: We can talk to their consultant. Who is their consultant?

Mr. Pearlman: Chris Kish.

Mr. Shehadeh: Which company?

Mr. Pearlman: I'd have to look it up to see.

Mr. Shehadeh: Ok so we can talk to their consultant to give us the actual tie in pressure at that time, and what it is right now, that's one thing. The second thing, I can talk to the city, and get the water consumption for the last year, and then with these two pieces of information, we at least can go there, and say listen here it is. There's no issue with the pumps so it must be something different, or if we find out the solution that you guys increased the pressure in the water main, then it's not going to work for us, why should it be our responsibility.

Mr. Cepero: Ok, alright let's do that.

Mr. Hans: Alright.

Mr. Cepero: So maybe we'll come back next month, and assess where we're at.

Mr. Hans: Right, if there's any action that needs to be taken by the board we can come back for our September meeting if needed.

Mr. Cepero: Right if we need it.

Mr. Hans: Right.

SEVENTH ORDER OF BUSINESS

Staff Reports

Mr. Hans: Moving on to staff reports, under attorney, Scott anything for us today?

A. Attorney

Mr. Cochran: Nothing to report at this time, unless anyone has any questions.

B. Engineer

Mr. Hans: Ok under engineer, Nour anything additional?

Mr. Shehadeh: No, we talked about the drainage that there is one inlet but you already told me that the roof is already done.

Mr. Pearlman: I don't know but I'm guessing yes because it's right next to, between the two buildings.

Mr. Shehadeh: Ok, if that's the case that's exactly what's happening.

Mr. Pearlman: So it would need to be disconnected?

Mr. Shehadeh: Absolutely, if you want to prevent that bubble up, that's a simple solution.

Mr. Pearlman: Then if it drains, if the roof drains into the parking lot, it's going to drain into the same drain anyway.

Mr. Shehadeh: But you're not going to have this affect.

Mr. Pearlman: Right you're not going to have the pressure.

Mr. Shehadeh: Or you could really deflect it to go somewhere else, in a different location, because if you're bringing two buildings to one end, it wasn't really meant to be that way.

Mr. Pearlman: I don't think you can take it to someplace else. If you look at the picture, you see how that drain, and the other building is right here, so it's between the two buildings. The drain, you can't see it in this picture but there's another column right here, and that's where the roof drain is, and the roof drain goes down underneath the pavement so I assume there's a connection from both roofs, but I don't know.

Mr. Shehadeh: I don't know that either but if you guys have the mechanical plans for the two buildings, then we can tell how they tied it in.

Mr. Pearlman: Ok.

Mr. Shehadeh: Look it up and send it to me, and then we can look at it, if that's the only issue.

Mr. Hans: How much of the parking lot, or the roadway there is storage anyway, that it's supposed to hold the water? Do you only have infiltration trenches for it to drain into?

Mr. Shehadeh: Well that's why it's bubbling up, everything else, all the inlets are ok, but this one in particular they're saying is the only one, and that's why I think before you even talk to them, maybe they connected something to it.

Mr. Pearlman: So the only alternative would be, and this is facing east, so the only alternative would be, I don't know how to get the water down, because if you can visualize it there's a column right here, and that's where the drain pipe is. So in order to get that water, it would drain into the parking lot anyway. I don't know how you would pipe it all the way to the other side of the project.

Mr. Shehadeh: We need to look at the details of it, you could really just cut it down, and let it go to the parking lot with certain drains.

Mr. Pearlman: It will still drain into that drain, there's probably one on the other side but the slope is such that it's going to drain into the same drain.

Mr. Shehadeh: Right, and that's what I'm saying, we need to look at it, to come up with a solution to it.

Mr. Pearlman: Ok.

Mr. Shehadeh: Worst comes to worst, you leave it as is, or do something.

Mr. Pearlman: Right, thank you.

Mr. Shehadeh: No problem. Is there anything else in this District?

Mr. Pearlman: No.

C. Manager - Discussion of Financial Disclosure Report from the Commission on Ethics - everyone had filed

Mr. Hans: Alright, moving on to manager, just the financial disclosure report, everyone has filed theirs, so that's good. Our next meeting if we need it will be in September.

EIGHTH ORDER OF BUSINESS

Financial Reports

- A. Approval of Check Run
- B. Balance Sheet and Income Statement

Mr. Hans: Under financial reports, you have the Check Run Summary, and our Balance Sheet, and Income Statement. If anyone has any questions or discussion on those we can take those. If not, a motion to approve those would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hans: Supervisors requests, anything else from our supervisors today?

Ms. Iglesias: No.

Mr. Dupre: No.

Mr. Hans: We have no general audience here for any comments.

TENTH ORDER OF BUSINESS

Adjournment

Mr. Hans: If there is no other District business, a motion to adjourn would be in order.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, March 20, 2017 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Gerry Knight	District Counsel
Luis Hernandez	District Manager
Nour Shehadeh	District Engineer (by phone)
Daniel Finz	Governmental Management Services
Eli Pluzynski	Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll:

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 & Seat #5 – both 11/2018
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hernandez: The second item we have is organizational matters and as it was said prior to starting the meeting, the District currently has two vacant seats and based on the discussion that I was hearing prior to the meeting it is my understanding that the Board does not have anyone at this point to appoint.

Mr. Dupre: We need to look into that to see if can add somebody else but we're not able to do it right now.

Mr. Hernandez: That's fine, so we're going to be tabling it but once again I'm just letting the record reflect that it will be desirable to have additional Supervisors.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016 and August 15, 2016 Meetings

Mr. Hernandez: Moving on to item No. 3, we have approval of the minutes of the July 20, 2015, March 21, 2016, July 18, 2016 and August 15, 2016 meetings.

Mr. Cepero: I'm sorry, we can just table those.

Mr. Hernandez: So table all of them?

Mr. Cepero: Yes.

Mr. Hernandez: Alright, so based on that request we're tabling all of those minutes.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016 and August 15, 2016 Meetings were tabled.

FOURTH ORDER OF BUSINESS

Consideration of Addendum to Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2016

Mr. Hernandez: Moving on, we have consideration of the addendum to the engagement letter with Grau & Associates to perform the audit for the fiscal year ending September 30, 2016. The addendum refers to, and it's just for a matter to fulfill the requirements as per the Florida Statutes. It does not change the proposed services that are being given, the only part that the addendum does is fulfill the requirements as

per the requirements of the State of Florida, it does not change the current cost that the District will be incurring with the auditor, so based on all that explanation, the recommendation from staff would be a motion to accept the addendum to the engagement letter with Grau & Associates.

Mr. Dupre: We said it's a similar price right?

Mr. Hernandez: The price will be the same, the only part that they're just including in the addendum is the language that they recognize how they need to handle public records requests.

Mr. Dupre: Ok.

Mr. Hernandez: So with that being said, and does your ok mean that you're making a motion to approve the addendum?

Mr. Dupre: Yes, I move that we approve the addendum.

On MOTION by Mr. Dupre seconded by Mr. Cepero with all in favor, accepting the addendum to engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2016 was approved.

FIFTH ORDER OF BUSINESS

Discussion and Consideration of Upgrading Lift Station at Villa Portofino West Commercial (*if necessary*)

Mr. Hernandez: Moving on, we have discussion and consideration of upgrading the lift station at Villa Portofino West Commercial. Jorge, last time you were saying that you were going to be talking to Nour about it, that you had received a letter and there were some matters of the lift station, is there anything that we need to discuss right now?

Mr. Cepero: I don't have any updates. Do you know what's going on with that?

Mr. Pluzynski: No, not now.

Mr. Cepero: Well Nour was supposed to be at this meeting.

Mr. Hernandez: Yes, do we know if he was going to call in?

Mr. Pluzynski: I don't know.

Mr. Dupre: We should call him because I hear that we have a resolution but we don't have anything in writing, it's just something I heard.

Mr. Cepero: Give him a call, maybe he thought he would do it by phone.

Mr. Hernandez: Give me a second and I can check on that for you. I just texted him, let's see if he answers, I will set up the conference call now so he can call in. While we wait for his response, at least we are not aware of anything required for the lift station as of now.

Mr. Dupre: So you don't know anything on that?

Mr. Pluzynski: I haven't heard anything.

Mr. Dupre: Well when we were discussing the issues with some of the tenants over there, apparently they fixed that, but I'm not sure, or I haven't gotten a confirmation in writing on that so we need to confirm that.

Mr. Hernandez: Got it.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Portofino Plaza Parking Areas to be Sealed and Striped

Mr. Hernandez: So moving forward we have consideration of proposals for Portofino Plaza parking areas to be sealed and striped. I have requested the engineer to confirm that the areas that were referenced belong to the CDD. I don't know if anyone knows that for sure or not, and the other part that I need to report to the Board is that there is nothing in the existing budget that has been made for neither of those two expenses. So we'll need to transfer funds from the existing available funds if the Board wants to contemplate that maintenance item.

Mr. Cepero: Not out of the construction fund?

Mr. Hernandez: No that's not construction, this is maintenance, it has nothing to do with construction. Let me see how much we have left, all we have in construction is

March 20, 2017

Villa Portofino West CDD

\$58,055 for a total amount, but based on the amount that I have received it is my understanding that it's a maintenance item not construction.

Mr. Dupre: What's the estimate?

Mr. Knight: \$35,000.

Mr. Hernandez: \$35,000 is my recollection.

Mr. Knight: It's item No. 6.

Mr. Cepero: Ok I make a motion to transfer.

Mr. Hernandez: It's divided into 2 items, the first one being \$5,847 and the second one being a total of \$11,370 which will give you \$17,000 approximately.

Mr. Dupre: Could you repeat that?

Mr. Hernandez: The first one is \$5,847.

Mr. Dupre: That's an estimate of one area?

Mr. Hernandez: That's to do damaged asphalt repairs and sealcoating of that area. The second one is for a total amount of \$11,370 and once again it's to do repairs and damage for asphalt.

Mr. Dupre: Ok so that's \$16,000 and what else?

Mr. Hernandez: And the last one is a revision to do a sealcoating for a total amount of \$7,344.

Mr. Dupre: Ok, so that's \$24,000.

Mr. Hernandez: So you have \$7,000 and \$11,000 that will be \$18,000 and \$5,000, so you have roughly \$25,000.

Mr. Dupre: Ok. So are you going to be good with those expenses or do we need more?

Mr. Pluzynski: We've gotten two, the third one the guy didn't break it down and he broke it down and he sent it to me and he still didn't follow the map as far as the areas, so there's another one that should be coming in. I talked to him this morning and he said he was having technical issues.

Mr. Dupre: Well are the two pretty much in the same range?

Mr. Pluzynski: Yes.

Mr. Dupre: So do we need to round it up \$25,000?

Mr. Pluzynski: Well \$50,000 is the total for all 5 areas.

Ms. Iglesias: 3 areas.

Mr. Hernandez: Not only that, my concern since the beginning that not all those areas belong to the CDD, so the CDD cannot pay for operation and maintenance items for property that does not belong to us.

Mr. Pluzynski: And that's why it's broken up into multiple bids so that it can be invoiced separately depending on what entity it is.

Mr. Cepero: Well don't we need this to maintain the asphalt in good repair, and in the past we've done that in order to keep the drainage system working properly because otherwise the asphalt deteriorates.

Mr. Hernandez: But always that expense needs to come out of the operation and maintenance, it has never come out of construction.

Mr. Cepero: Well we'll transfer the money.

Mr. Hernandez: Transfer it from where?

Mr. Cepero: From the construction.

Mr. Hernandez: How?

Mr. Cepero: What do you mean how? You tell me how.

Mr. Hernandez: You need to have a legitimate expense.

Mr. Knight: It can't be from construction because it's maintenance.

Mr. Dupre: Well what do we have in the maintenance budget?

Mr. Knight: The construction funds can only be used for capital costs, like building the road, not resealing it.

Mr. Hernandez: Roughly you have \$250,000.

Mr. Dupre: How much do we have?

Mr. Hernandez: For operation and maintenance, roughly you have \$250,000.

Mr. Dupre: \$250,000?

Mr. Hernandez: Yes.

Mr. Dupre: So we can transfer from there right?

Mr. Hernandez: Yes.

Mr. Cepero: \$250,000?

Mr. Hernandez: Yes.

Mr. Cepero: So why are we talking about construction?

Mr. Knight: We're not.

Mr. Dupre: Well then let's go back to the other question, whether it can be done or not. I think what Jorge is saying is correct that, what we're trying to do is not only keep the roads under good repair but keep the drainage system good, what do you think Gerry?

Mr. Knight: I'd have to have an engineer tell me, or write us a letter telling us it's necessary to keep the drainage system from being damaged to seal all the parking lots, but the engineer would have to give us that letter.

Mr. Dupre: Can we request it?

Mr. Hernandez: You could vote it and make it a condition that as long as the expense is a legitimate expense for the operation and maintenance of the District so that we don't need to come back to the Board.

Mr. Dupre: Ok.

Mr. Hernandez: So what I'm going to be requested based on what we're discussing is to allow the use of \$25,000.

Mr. Dupre: It's more, isn't it?

Mr. Pluzynski: Well are we talking about the whole thing?

Mr. Dupre: Yes.

Mr. Hernandez: No, we're talking about what the District can cover because if not you're going to be driving me nuts. The part that I can only authorize is those that belong to the CDD, anything that is private I cannot get involved with it.

Mr. Dupre: But that's why we're talking about it because of the drainage.

Mr. Hernandez: What I thought and what I have understood is that the three that have been provided is because it has been determined that those are CDD expenses.

Mr. Cepero: Alright, we'll do two votes. We'll do one vote for the areas by the CDD, and then we'll do another vote pending on the engineer's letter advising that those areas need to be covered as well.

Mr. Hernandez: That would be fine.

Mr. Dupre: And you will transfer funds for the other areas.

Mr. Hernandez: You're authorizing to use reserves from the District to be covering that expense if everything is as described and voted on today.

Mr. Dupre: Yes.

Mr. Hernandez: Alright, so the first motion would be to authorize the use of \$25,000 in funds for the Portofino Plaza parking areas to be sealed and striped as presented in the 3 provided proposals with the understanding that all that corresponds to operation and maintenance of the District because out of that amount is only \$61,000 that belongs to the commercial and \$215,000 belongs to the residential.

Mr. Cepero: Because they have separate.

Mr. Hernandez: It's the amount that's being assessed is based on that proration so if you were to be using the funds you need to maintain the same percentage of allocation. So the most the commercial side would be able to see applying the percentage of allocation would be roughly \$61,000.

Mr. Dupre: Ok.

Mr. Knight: We would do a small project agreement for this.

Mr. Hernandez: Yes.

Mr. Knight: We'll have to have an agreement with the vendor, and we'll prepare it and we'll attach his proposal.

Mr. Cepero: Are there things that need to be fixed or repaired on the residential side? We have the money.

Mr. Hernandez: We sent a letter to them but we have not received any response.

Mr. Cepero: What did the letter say?

Mr. Hernandez: The letter provided them with latest engineer's report that we received from Nour that is listing all the potential maintenance concerns and items that

the CDD has and has seen in all the improvements that belong to the District. For instance the part that I remember is there are some sidewalk ends of the roads that are having issues and the concern that the engineer was expressing was that it could be affecting the drainage system of the residential side.

Mr. Cepero: But what did the letter say?

Mr. Hernandez: That we have an agreement with them and therefore they're responsible to come and repair it.

Mr. Cepero: Did you also say that you have funds to pay for it?

Mr. Hernandez: No I was not requested to do so. What we do have is a letter that states and provides an agreement with the homeowners association.

Mr. Cepero: Is the agreement with the association that they are responsible for the costs of repairs?

Mr. Hernandez: Yes, they're responsible for all the maintenance.

Mr. Cepero: Ok, so what do we do with this maintenance fund that we have if the HOA is supposed to take care of their maintenance?

Mr. Hernandez: The excess funds you can use to decrease and lower the current assessments if that's what the Board wants. So far the Board has not taken those steps. When we were discussing this previously part of the concern was, what if they don't do anything, then at least we have the funds to come back and fix it.

Mr. Cepero: Alright.

Mr. Dupre: That's true.

Mr. Cepero: So back to the commercial side, are we good to take a vote on the areas that are owned by the CDD?

Mr. Hernandez: That was the first part that I just worded in the statement of \$25,000, so not to exceed \$25,000 to be transferred from excess funds of the operation and maintenance account to do a work as presented in the 3 proposals that were presented today, with a condition of an agreement that is established with the vendor and with the indication that all of that will be part of the District's operation and maintenance items.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, authorizing staff to transfer funds, not to exceed \$25,000 for the Portofino Plaza parking areas for sealing and striping as presented in the 3 proposals as stated on the record was approved.

Mr. Hernandez: Now there was a second consideration by the Board that's in an amount of?

Mr. Cepero: The balance to complete the areas.

Ms. Iglesias: That is not in question.

Mr. Cepero: Right, pending the letter from the engineer.

Mr. Hernandez: So can we have an amount not to exceed so that we will be able to move forward?

Mr. Dupre: What's the total?

Mr. Pluzynski: The total is \$50,000.

Mr. Dupre: Proposed.

Mr. Cepero: So the total without the areas that are owned by the CDD, the balance.

Mr. Pluzynski: Right that should be \$25,000 because \$50,000 was the total.

Mr. Hernandez: So that would be another \$25,000 for the other areas pending the engineer's letter that will allow the District to undertake those as operation and maintenance obligation of the District.

Mr. Cepero: Do you want to make it like \$27,000 in case there's something needed?

Mr. Hernandez: You can make it not to exceed \$30,000.

Mr. Dupre: Not to exceed \$30,000, let's do that.

Mr. Hernandez: So it would be not to exceed \$30,000 for the other areas pending the engineer's letter and with the indication that it can be done only if it's part of the District's operation and maintenance items. With that being said, also there will be a

need, once we receive the final proposals an agreement to be put in place and by authorizing the agreement you are authorizing the appropriate officials to execute that document.

Mr. Knight: I can see possibly Nour saying that the resealing is necessary to prevent damage to the drainage that this District is responsible for, but I don't know about the striping, I don't know why that would be necessary.

Mr. Cepero: You have to stripe it once you seal because when you seal you're going to cover up all the striping.

Mr. Hernandez: It's a requirement.

Mr. Cepero: You have to re-stripe what was there before.

Mr. Knight: Ok. Well we'll deal with that I guess.

Mr. Hernandez: So I have a motion on the table for the Board to consider.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, authorizing staff to transfer funds, not to exceed \$30,000 for sealing and striping of the commercial areas of Portofino Plaza parking as stated on the record was approved.

Mr. Hernandez: Moving on, we have consideration of resolution #2017-01 which is the proposed budget and since not all the Supervisors got a full copy of the entire budget.

Mr. Knight: I'm sorry, which proposal are you accepting?

Mr. Hernandez: No, they are accepting the 3 proposals that were included in the package that give a total of not to exceed \$25,000.

Mr. Knight: But there's 2 proposers, so my question is which one are we accepting?

Mr. Pluzynski: Right, there's Atlantic Southern and All County.

Mr. Knight: Right, so we're accepting Atlantic Southern?

Mr. Cepero: Who's lower?

Ms. Iglesias: Which one is lower Eli?

Mr. Dupre: And recommended?

Mr. Pluzynski: I didn't add up everything because Atlantic Southern they put all the areas on one, that's why I had the easy total. All County sent them all over individually so I can do the math real quick to see if it's lower. From the conversations with Atlantic Southern, they sounded like they definitely knew what they were doing but that could just be the guy is a better salesman than the other guy.

Mr. Dupre: Well we got something in the packet that says it's \$35,000 and then line striping \$15,000 but that's for everything together.

Ms. Iglesias: Ok.

Mr. Dupre: So \$50,000 total right?

Mr. Hernandez: That's what he said.

Mr. Knight: That was for Atlantic right?

Mr. Dupre: Yes.

Mr. Hernandez: Yes but it covers everything.

Mr. Cepero: Right we don't know the exact coordinates of what's in the CDD property because he has all of the land included, is that correct Eli?

Mr. Pluzynski: Yes, that one breaks it down by sections, and I just did that math but it's off of the Property Appraisers site on what the divisions on there. Then the other one provided the same map and bid his, he just put them all on multiple proposals. Also, All County has individual options for using their thermoplastic striping versus whatever the standard is but I believe it's thermoplastics required. So I think the other one looks a little bit more all-inclusive it doesn't have all those options that are really necessary.

Mr. Cepero: So All County is how much?

Mr. Knight: Depending on what options you pick.

Mr. Pluzynski: \$25,000, so All County is right around \$51,415, not including any of the options.

Mr. Cepero: How much?

Mr. Pluzynski: \$51,415.

Mr. Cepero: Is that in the agenda here, the proposal?

Mr. Dupre: No.

Mr. Pluzynski: No the agenda I think just has the sections that are clearly maintained by the CDD.

Mr. Dupre: So it's more, because the other one, the areas maintained for the CDD is \$25,000 and this one is \$34,000.

Mr. Hernandez: We need to take a short break so Nour can call into the meeting. Alright we're back on the record, go ahead Nour.

Mr. Shehadeh: Did you send me any of this to look at?

Mr. Cepero: No, Eli is our new manager, he will be sending it to you.

Mr. Shehadeh: Ok.

Mr. Hernandez: The part that Mr. Knight and I were discussing since it is my understanding that the intent is Villa Portofino East is to recess and reconvene next Monday, and so we could probably do the same with this particular item.

Mr. Cepero: Yes, that's fine, we can do that because you need to have final numbers here and have everything added up for us so we're not doing math here during the meeting, and make sure that they're both dealing with the same items. If you're going to allow an option from one of these to upgrade to something, make sure that the other guy is pricing the same kind of upgrade because otherwise we're not comparing apples to apples.

Mr. Hernandez: Correct. So with that being said we can move on to the next item.

Mr. Knight: Well the motions that were made will need to be.

Mr. Dupre: Are subject to further review.

Mr. Cepero: Why don't we amend those motions to more accurate numbers because we don't need \$25,000 for the first portion or the second portion?

Mr. Hernandez: Since it's not to exceed, if it comes out to less than the amount that the Board approved, the District can still move forward.

Mr. Cepero: Let's make it as accurate as possible. Why don't we lower the District owned portion to \$7,000 and the other portion to \$20,000?

Mr. Hernandez: So if you would help with that motion Mr. Knight?

Mr. Knight: So instead of approving \$25,000 for the area owned by the CDD, you're approving \$7,000 is that right?

Mr. Cepero: Yes \$7,000.

Mr. Knight: Do you want to make it \$10,000?

Ms. Iglesias: Yes why don't you make it a little bit more?

Mr. Dupre: Right, make it \$10,000.

Mr. Cepero: Let me see, alright.

Ms. Iglesias: Right because it's \$7,600 anyway.

Mr. Knight: So you're amending the motion, moving to amend the motion and there's a second somewhere.

Mr. Hernandez: So I have a motion at this point to amend the not to exceed amount, is there a second?

Mr. Dupre: Now the other motion.

Mr. Cepero: Well, the other one was \$25,000 so let's leave it at \$25,000.

Mr. Knight: Or \$30,000, you said \$30,000.

Mr. Dupre: No we have to have \$25,000 because that's what we know.

Mr. Cepero: Alright, so a motion to make it \$25,000, the second part.

Mr. Dupre: We've already had a motion on that, so we leave that the way it is.

Mr. Hernandez: So the second one, \$25,000 instead of \$30,000.

Mr. Cepero: Yes but that was \$30,000, so let's make it \$25,000.

Mr. Dupre: Oh it was \$30,000, ok \$25,000 then.

Mr. Knight: And the two areas that are not CDD owned, we think, is the roadway which is owned by the city, and what's the other one?

Mr. Pluzynski: The office plaza.

Mr. Knight: The office plaza, and who owns that?

Mr. Pluzynski: That's private.

Mr. Knight: Ok.

Mr. Hernandez: So for clarity of the record what I'm understanding and what I understand the Board has approved is a motion to revise the prior approved jobs with an amendment to correct the first motion to limit it to not to exceed \$10,000, and the second motion to not exceed \$25,000 and that motion was made by Jorge Cepero and second by Jim Dupre, is that correct?

Mr. Dupre: Correct.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, amending the previously stated motion amounts not to exceed \$10,000 and not to exceed \$25,000 as stated on the record by Luis Hernandez was approved.

Mr. Hernandez: Once we have clarified that matter, and once again if were we to continue with more specifics Eli will just let us know.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution #2017-01 Approving the Proposed Fiscal Year 2018 Budget and Setting the Public Hearing

Mr. Hernandez: The next item we have is consideration of resolution #2107-01 approving the proposed budget. Since I know that some of the Supervisors don't print the entire package, I brought additional copies of just the proposed budget so that you will be able to take a look. The importance of what we're going to be facing is for the District to determine at this particular time whether we're going to be facing an increase or not. Based on the proposed budget, the District believes that it's going to be able to continue providing the same level of services as we have done in the past with no increases. With that being said it's just up to the Board to ask any questions in regard to the proposed budget, and if not, what would be appropriate for the District is to define when is it that we're going to have a meeting to adopt this budget. By law, it needs to

be done at least 60 days from today which means that the earliest that the District will be able to do it is going to be at the meeting on June 19th, or July 17th, or August 21st. The important part is, whichever day we pick it is appropriate for us to ensure that we will have the quorum because it would require to have a special advertisement that needs to be done in time and therefore, if for any reason we cannot have it, we would need to go back and do a new advertisement again. So with that being said, which date would be the best time for the Board to meet and adopt the budget, either on June 19th, July 17th or August 21st?

Mr. Cepero: I'm good with the 19th.

Mr. Hernandez: So June 19th.

Ms. Iglesias: Actually June will be fine for me.

Mr. Hernandez: So hoping that everything will be fine, the resolution is going to read that the meeting will be held on June 19, 2017, and once again there does not appear to be any increases. The hour will be at the regular time which would be at 11:30 a.m. and the location will be at the same place that we have the regular meeting which is 1031 Ives Dairy Road, Suite 228 in Miami, Florida. With that being said, unless anyone has any changes to the resolution, a motion to approve resolution #2017-01 would be in order.

On MOTION by Mr. Dupre seconded by Mr. Cepero with all in favor, Resolution #2017-01 approving the proposed Fiscal Year 2018 Budget and setting the Public Hearing on June 19, 2017 at 11:30 a.m. at 1031 Ives Dairy Road, Miami, Florida was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to staff reports, Mr. Knight

A. Attorney

Mr. Knight: Nothing to report.

B. Engineer

Mr. Hernandez: Nour, anything else to report for Villa Portofino West? We were discussing and asking, have you heard anything from the city in regard to the lift station on the commercial side?

Mr. Shehadeh: No, there's nothing to add, I'm not sure if the city is doing it now.

Mr. Hernandez: Ok so at least you haven't been informed of anything.

Mr. Shehadeh: Say again.

Mr. Hernandez: You haven't been informed by the city of any problems with the lift station.

Mr. Shehadeh: No.

Mr. Hernandez: Ok.

Mr. Dupre: So are there still issues?

Mr. Shehadeh: Well the lift station had issues to begin with according to the city, and I know we were looking at one time to see what the hiccup is and this is according to WASA saying that the run time exceeds the minimum and it's still sitting in the hands of the city at that time.

Mr. Dupre: Ok so what we need from you is to be able to update us to see what the status is on that issue.

Mr. Shehadeh: Can you say that again?

Mr. Dupre: We need for you to do the research and update us as to what the status is on this lift station issue.

Mr. Shehadeh: Like I said, we already did, and we know what the issue is, and the issue is not with the City of Homestead, the issue is with WASA, and the way we left it, you're good with looking at it to see what you can do with WASA in order for you to be able occupy the building according to the city. That's how we left it, so there's no research to be done, I'm not sure what the city did after that because nobody ever contacted me. I know Antonio, my partner in Miami took over this project.

Mr. Dupre: How long ago was it that you heard this? How long ago did you get an update?

Mr. Shehadeh: I didn't get an update since the last time we talked about this, which is months.

Mr. Dupre: So we need to, who's going to be in charge of following up on this? Do we have an engineer?

Mr. Hernandez: Yes, the Board can appoint the engineer to contact back WASA and define if there are any other matters that need to be addressed at this point.

Mr. Dupre: Do we need to do that?

Mr. Cepero: I'm sorry, do what?

Mr. Dupre: Have him do an update.

Mr. Cepero: I don't know what the status is, I don't know what needs to be done.

Mr. Dupre: He needs to research and tell us where we're at because there's no new information from him since months ago. We need to have something in writing saying everything is good.

Mr. Shehadeh: Maybe I can get you an answer right now, hold on a second.

Mr. Hernandez: When he comes back, let me see if that's what the Board understands.

Mr. Dupre: Issues like this are his responsibility, no?

Mr. Knight: The CDD owns the lift station?

Mr. Cepero: The city owns it.

Mr. Hernandez: The CDD improved it and passed it on to WASA or the city, I don't know which of the two.

Mr. Knight: So the CDD doesn't own it.

Mr. Hernandez: Doesn't own it any more but the CDD was the one responsible for the construction of it, and so far what I understand is that there are some concerns as to the status of the lift station and it has to do with the one who paid for it.

Mr. Shehadeh: Luis?

Mr. Hernandez: Yes.

Mr. Shehadeh: I cannot get a hold of Antonio because he took over this from me, but I will ask him and will give you an update.

Mr. Hernandez: Perfect that's exactly what I understand that the Board is asking for you to go back and define if there is any pending issues in regard to the lift station based on the understanding that the one who paid for that improvement was the CDD.

Mr. Dupre: And it would be nice to get something in writing from WASA and from the city.

Mr. Hernandez: From whoever has the issue.

Mr. Dupre: Or if they don't have any further issues, so we know, hey it's all resolved, at least an email from someone.

Mr. Shehadeh: I'll see what we have and we'll get it to you.

Mr. Dupre: Thank you.

Mr. Hernandez: Perfect, thank you very much.

C. Manager

Mr. Hernandez: Moving on, as for the manager there is nothing on my side to report.

NINTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run

B. Balance Sheet and Income Statement

Mr. Hernandez: Moving on to section 9, we have financial reports. You will find the check run summary, balance sheet and income statement. Unless anyone has any questions in regard to the financials, a motion to approve would be in order.

Mr. Cepero: On page 2 under Governmental Management Services, there's a \$2,000 fee for assessment roll certification, is that inside of your yearly fee, or is that on top of that?

Mr. Hernandez: That's on top of that, that's per our agreement.

Mr. Cepero: \$2,000 for certifying the roll?

Mr. Hernandez: Yes.

Mr. Cepero: And you're saying that's per the agreement?

Mr. Hernandez: Yes. The agreement between the CDD and GMS.

Mr. Cepero: Is there like a line item on the budget?

Mr. Hernandez: Yes.

Mr. Cepero: It says assessment roll?

Mr. Hernandez: Correct, the third line item in the administrative costs.

Mr. Cepero: Alright.

Mr. Hernandez: Are there any other questions in regard to the financials?

Mr. Cepero: No.

Mr. Hernandez: Then a motion to approve the financials would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Moving on, are there any Supervisors requests at this point? I just want to let the record reflect that we have no audience at this point.

ELEVENTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, and do we want to adjourn this meeting or do we want to leave it open for next week?

Mr. Cepero: No, let's table it. I make a motion to table this meeting.

Mr. Hernandez: To recess and reconvene the meeting.

Mr. Cepero: Yes, recess and reconvene.

Mr. Hernandez: Until next Monday, the same time and place?

Mr. Cepero: Yes.

Mr. Knight: March 27th.

Mr. Cepero: Yes.

March 20, 2017

Villa Portofino West CDD

Mr. Hernandez: So to recess and reconvene on March 27th at this same time at 1031 Ives Dairy Road, Suite 228 at 11:30 a.m.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Meeting was recessed to reconvene on March 27, 2017 at 11:30 a.m. at 1031 Ives Dairy Road, Miami, Florida.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The recessed and reconvened meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, March 27, 2017 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Susan Delegal	District Counsel
Luis Hernandez	District Manager
Nour Shehadeh	District Engineer (by phone)
Eli Pluzynski	Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez: So moving on with our agenda, for Villa Portofino West the issue is, did you receive from Eli the plans showing some maintenance items that needed to be made in the parking lots of the commercial side?

Mr. Shehadeh: I didn't receive them, no.

Ms. Delegal: Have we reconvened the meeting for West?

Mr. Hernandez: For him to review it, yes.

Ms. Delegal: Ok, so we're at a reconvened meeting, which has been recessed and reconvened from March 20, 2017 and now we're taking up an item for which the meeting was recessed, right?

Mr. Hernandez: Correct.

Ms. Delegal: Ok.

Mr. Hernandez: And so that we are in complete understanding let me just pass out a copy of the agenda, and it's the continuation meeting from March 20, 2017.

Mr. Hernandez then called the recessed and reconvened meeting to order, called the roll and asked for a motion to open the reconvened meeting.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, the Meeting was reconvened.

SECOND ORDER OF BUSINESS

Consideration of Proposals from Portofino Plaza Parking Areas to be Sealed and Striped. It was authorized not to exceed \$10,000 for one and \$25,000 for another pending that proposals were to be made comparable and limit to District's property

Mr. Hernandez: Now with that being said, the item of consideration was and the latest action that was taken by the Board was a proposal that we're passing out for the plaza parking area to be sealed and striped. At that point the Board authorized two parts of the project, one in the amount not to exceed \$10,000. The second one for \$25,000 and all those proposals were pending to make them comparable and that was one of the requests to Eli, and the second part was to go to the District engineer to get a definition of whether or not those areas belong or not belong to the CDD. With that being said, Nour have you been able to check the information that Eli sent you?

Mr. Shehadeh: I have not received anything from anyone, that's what I'm saying.

Mr. Pluzynski: I emailed that to you on Tuesday, and then I called you because I hadn't heard anything back on Friday, so I called and left you a message to see what was going on since I hadn't heard anything back from the email, and I hadn't received anything. So you didn't get the email or the voice message?

Mr. Shehadeh: I got the message but not the email, no. Was it a big attachment that you had in the email?

Mr. Pluzynski: There were a few attachments because they were all of the quotes that I had received that we had discussed at the last meeting.

Mr. Shehadeh: Was it a large attachment?

Mr. Hernandez: The attachment shows a map that divides the parking area is 5 different areas, so the part that is called #1, I went on the Miami-Dade County Property Appraiser website and it shows that the owner of all that area included, I believe those are the theaters, the owner is Susan Elfllyn.

Mr. Shehadeh: Luis, this is not going to do me any good, I need the email again so I can look at it. What I did last week, I went to the property of Villa Portofino East and West and I did my team visit and I talked to the city, and I talked to everybody. I have all the information with me to finalize my report for both of them but I still need Eli's findings about the lift station problem that you were talking about last time.

Mr. Pluzynski: Let me see if I can re-send it to you.

Mr. Shehadeh: Send it to me, I can get it on my phone, I'm not at the office now but I can get it on my phone.

Mr. Hernandez: Alright so I guess we cannot move forward with that item.

Mr. Pluzynski: So have you gotten any email from my Nour, did you get the one where I sent you the gate code for VPE and the phone number for the management company?

Mr. Shehadeh: Actually I did not receive anything from you Eli, I don't know what the problem is.

Mr. Pluzynski: Alright, I have your email as Nour@hsgroup.net is that correct?

Mr. Shehadeh: Yes, hsgroup.net

Mr. Cepero: Nour I think you're having email problems because I think you've also not gotten emails from me, so I think you need to check with your provider because you may be having a problem.

Mr. Shehadeh: Maybe because I haven't been receiving anything, but I received emails from Gerry and from Luis.

Mr. Cepero: I can tell you from what Luis just handed out and again we shouldn't keep looking at this, #1 is not the CDD, the movie theater is outside of the CDD boundaries and #4 you did right here, outside District boundaries, so that's fine. I don't think we need to see it here.

Mr. Hernandez: The only ones that seem to be related to the CDD is for sure #3, #5, the folio that you see is not fully described as to who it is, it doesn't provide the ownership, it just says that the folio existed but it's being kept just for informational purposes.

Mr. Cepero: Well that's because the office buildings are condominiums so there are dozens of different folio numbers.

Mr. Hernandez: So it's divided into different folios?

Mr. Cepero: Right.

Mr. Hernandez: But then it does not describe the parking lot, and once again #1 for instance is inside the CDD but the parking lot does not belong to the CDD.

Mr. Cepero: But even the parking lot does not belong to the CDD.

Mr. Hernandez: Right the parking lot does not belong to the CDD, we cannot come back and seal and strip parking lots which is not ours.

Mr. Cepero: That's what I said, #1 is not in the CDD, that's the first one I addressed.

Mr. Hernandez: Correct, #3 is the only one, #4 is out, #2 seems to be the county or city as far as I know and we will have to have an agreement then with the city or the county in order for us to be able to do any maintenance.

Mr. Cepero: And I'm not sure if it's in the CDD.

Mr. Hernandez: It is not in the CDD, I do know that at least per Miami-Dade County, but I don't know on the engineer's side but the part of the research that I did last night, it shows as it being owned either by the city or the county, it's one of those.

Mr. Cepero: I don't mean own, I mean in the CDD boundaries.

Mr. Hernandez: Ok it is within the CDD boundaries but the fact that we don't have the ownership, we'll need to have an agreement in order for us to be able to come and do any repair and maintenance.

Mr. Cepero: And I want to say that the way the city does it, it's like they did the same thing as what they did in Villa Portofino East that we convey some roads to the city but the CDD is responsible for maintaining it.

Mr. Hernandez: We have an agreement for that. In here we don't have that agreement, at least not that I'm aware of, and we are the holder of the records of the District so if that agreement exists all I need to have is a copy of it.

Mr. Cepero: Well I guess the first thing we should do is try to see if the city will do it on their own.

Mr. Hernandez: Correct.

Mr. Cepero: Ok. So Nour didn't get any of this so we don't have any proposal to review?

Mr. Hernandez: No.

Mr. Cepero: Ok.

Mr. Hernandez: So I guess at this point all we can do is try to get everything done for the next meeting which is going to be on April 17th.

Mr. Cepero: Alright, why don't we table or adjourn this meeting temporarily until we have Villa Portofino East and see how we're going to handle that and what we're going to need for that because I understand that one we're going to have to meet again soon and then we'll come back to this meeting and see if there's anything we can do about this one.

Mr. Hernandez: I got it. So trying to understand what we're going to be doing is just take a break, and when we define how the other one is going to progress we can come back and take the same measurement with this one.

Mr. Cepero: Yes.

Mr. Hernandez: Ok so now that we've had that other meeting, how do you want to handle this?

Ms. Iglesias: Well we have it open.

Mr. Hernandez: Nour hasn't said anything, we have already been able to basically finalize the pending issues that we have for Villa Portofino East, but I don't know how the Board wants to move in regard to Villa Portofino West. Once again, we're just pending to

define, the Board has already previously approved two amounts, one being \$10,000 for one area and \$25,000 for another area, and all that pending for Nour coming back and giving us a report.

Mr. Cepero: Well you don't need Board action then from us anymore because you have those approvals.

Mr. Hernandez: Yes, but we are trying to take advantage of the fact of having the meeting in the event that something has to be modified and I believe that based on the tight schedule that we have there is nothing further that we can give you at this point.

Mr. Cepero: Alright.

Mr. Hernandez: So, a motion to adjourn would be in order unless you have anything to discuss.

Ms. Delegal: So we're going to put this off until the meeting.

Mr. Hernandez: They already approved two parcels.

Ms. Delegal: Two parcels that were not in contention, so you've accepted a proposal for that.

Mr. Hernandez: Correct, and if there is anything additional that needs to be presented that will come back.

Ms. Delegal: Ok, got it.

THIRD ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Iglesias seconded by Mr. Dupree with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, June 19, 2017 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Gerry Knight	District Counsel
Vanessa Steinerts	Billing, Cochran, Lyles et al
Luis Hernandez	District Manager
Eli Pluzynski	Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 & Seat #5 - both 11/2018
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hernandez: Moving on to organizational matters, we need to remind the Supervisors that we have two vacant seats. Does the Board have anyone they would like to appoint at this time?

Ms. Iglesias: Not yet.

Mr. Hernandez: Alright, so we'll be tabling this until next time.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016 and August 15, 2016 Meetings

Mr. Hernandez: Item No. 3, is the approval of the minutes. At this point we're presenting the minutes from July 20, 2015, March 21, 2016, July 18, 2016 and August 15, 2016 meetings.

Mr. Cepero: Table.

Mr. Knight: Jorge, I'm just going to mention this at all the meetings now. At some point we should approve these minutes because until you approve them, they're not official and so if anybody wants to see the official minutes of these meetings we can't tell them they are official minutes. So we are looking to get them all approved when you're ready, so maybe soon.

Mr. Cepero: No problem.

Mr. Knight: Ok.

Mr. Hernandez: With that understanding, then we're tabling those minutes and moving on to the next item.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016 and August 15, 2016 Meetings were tabled.

FOURTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2018 Budget

A. Motion to Open the Public Hearing

Mr. Hernandez: The next item that we have is the public hearing to adopt the fiscal year 2018 budget. No changes have been made, although I have brought additional copies to the Supervisors. As it was presented at the last meeting, as of this point the District staff does not believe there is a need for any increases. So basically what you're seeing and what is being presented to you is a copy and paste of what was

budgeted for the previous year. As of this point District staff believes that will cover the particular needs the District has had and we believe the District will be successful to provide services as presented today. So the first the action I'm going to need from the Board before we go into the details is a motion to open the public hearing.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, opening the Public Hearing was approved.

B. Public Comment and Discussion

C. Consideration of Resolution #2017-02 Annual Appropriation Resolution

Mr. Hernandez: I just want to indicate for the record that we have no public here and that's the reason we don't have any comments. It's not that we're avoiding the subject and just going back to the portion that I was presenting in the proposed budget, there are no changes whatsoever, the same as it was presented 60 days ago or so. With that being said, unless anyone has any questions in regard to the proposed budget, the next item the Board will have to consider would be resolution #2017-02 which is the annual appropriation resolution. What this resolution does is it takes this proposed budget and makes it the District's adopted budget. So by adopting the resolution the Board is basically adopting the District's budget. Unless anyone has any questions, a motion to approve resolution #2017-02 would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, Resolution #2017-02 the Annual Appropriation Resolution was approved.

D. Consideration of Resolution #2017-03 Levy of Non Ad Valorem Assessments

Mr. Hernandez: The next item is resolution #2017-03 which is the levy of the Non Ad Valorem Assessments. As the District has done in the past, by approving resolution #2017-03 the Board will be authorizing once again to have the District levy District assessments on the Miami-Dade County tax bill.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, Resolution #2017-03 levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Hernandez: Unless anyone has anything else in regard to the budget, a motion to close the public hearing would be in order.

On MOTION by Mr. Dupre seconded by Mr. Cepero with all in favor, closing the Public Hearing was approved.

FIFTH ORDER OF BUSINESS

**Acceptance of Audit for
Fiscal Year Ending
September 30, 2016**

Mr. Hernandez: The next item, a copy of the final report from the auditing firm has already been provided in electronic format and I have here a copy of the report itself. As you may have seen probably in the electronic copy that was provided, it's a clean audit, no items out of the ordinary and unless anyone has any questions, a motion to accept the audit for fiscal year ending September 30, 2016 would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, accepting the audit for Fiscal Year ending September 30, 2016 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to staff reports, Mr. Knight?

A. Attorney

Mr. Knight: Nothing to report.

B. Engineer - Acceptance of Engineers Annual Report

Mr. Hernandez: A copy of the engineer's report has been included and presented in section B. As the Supervisors know, annually the District engineer needs to go and provide an inspection to the District improvements and to provide some comments. A copy of which has been presented and included in the District's agenda, and unless anyone has any questions, a motion to accept the engineer's annual report would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, accepting the engineer's annual report was approved.

C. Manager

- 1) Number of Registered Voters in the District - 278
- 2) Consideration of Proposed Fiscal Year 2018 Meeting Schedule
- 3) Discussion of Financial Disclosure Report from the Commission on Ethics

Mr. Hernandez: As for the manager, I just need to indicate that the number of registered voters is 278. The reason and importance of this indication is, once the District meets two items, number one, 6 years of establishment and number two, 250 registered voters, the election of the Supervisors are being controlled by Miami-Dade County Supervisor of Elections. As of today, the District has met both requirements.

Mr. Cepero: Can you say that whole thing again?

Mr. Hernandez: When the District meets 6 years of establishment and 250 registered voters or more, the election of the Supervisors is controlled by Miami-Dade County Supervisor of Elections. As of today, the District has met both requirements, so the new seats will be controlled by Miami-Dade County Supervisor of Elections.

Mr. Cepero: How many electors do we have?

Mr. Hernandez: 278.

Mr. Knight: So are we on even number or odd number terms?

Mr. Hernandez: We have seats expiring in 2018, so we seem to be fine.

Mr. Knight: Ok.

Mr. Hernandez: The next seats that are going to be coming up, and I would imagine that it would be the two vacant seats, seats #3 and #5 would be the general election seats.

Mr. Knight: In 2018?

Mr. Hernandez: Yes, and seat #4 will continue to be the last developer seat. That is the one that is currently being occupied by Mr. Dupre.

Mr. Cepero: So next year there's an election and it will be one seat?

Mr. Hernández: Two seats for general election and one seat for landowners.

Mr. Cepero: Ok.

Mr. Knight: Then in 2020 it will be two seats, so by 2020 it will be 4 residents and 1 landowner left, and then by 2022 it will be all residents.

Mr. Hernandez: That's correct. Moving on, the next item I have to be presented today is consideration of the meeting schedule. Following what we have done in the past, the District will be trying to entertain meetings every month on the third Monday, if necessary, and based on that we are presented the schedule with the only two exceptions being in the months of January and February because of holidays. Other than that, the meetings will be held on the third Monday of each month and as we have done in the past if we don't need it, we just cancel it. With that being said, a motion to approve the fiscal year 2018 meeting schedule would be in order.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, accepting proposed Fiscal Year 2018 Meeting Schedule was approved.

Mr. Hernandez: The financial disclosure report, as I was indicating prior to starting the meeting, no one has filed yet so please take care of that as soon as possible.

SEVENTH ORDER OF BUSINESS

Financial Reports

- A. Approval of Check Run
- B. Balance Sheet and Income Statement

Mr. Hernandez: Moving on to financial reports, you will find that in section 7. Tab A contains the check run summary, and Tab B has the balance sheet and income statement. Unless anyone has any questions in regard to the financials, a motion to approve would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Moving on, are there any Supervisors requests at this time? Once again, we have no audience today for any comments.

NINTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Dupre with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, March 19, 2018 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Gerry Knight	District Counsel
Luis Hernandez	District Manager
Eli Pluzynski	Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 & Seat #5 – both 11/2018
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hernandez: Moving on with our agenda, I just need to remind the Supervisors that we have two vacant seats. Does the Board have anyone they would like to appoint for those vacant seats?

Ms. Iglesias: Not yet.

Mr. Hernandez: Alright, not hearing any we will just table that item as we have done in the past.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, and June 19, 2017 Meetings

Mr. Hernandez: Moving on, the next item that we have is a presentation for approval of the minutes for July 20, 2015, March 21, 2016, July 18, 2016, August 15, 2016, and all those from the year 2016, followed by March 20, 2017, March 27, 2017 and June 19, 2017 meetings.

Mr. Cepero: Table all of those.

Mr. Hernandez: Ok.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017 and June 19, 2017 Meetings were tabled.

FOURTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2017

Mr. Hernandez: The next item we have is, ratification of the engagement letter with Grau & Associates. Grau & Associates is the firm to perform the audit for fiscal year ending September 30, 2017, and the reason it is being presented for ratification is that the District treasurer has already signed the engagement letter. Unless anyone has any questions, a motion to ratify the engagement letter would be in order.

On MOTION by Mr. Dupre seconded by Mr. Cepero with all in favor, ratifying the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2017 was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
#2018-01 Approving the
Proposed Fiscal Year 2019
Budget and Setting the Public
Hearing**

Mr. Hernandez: Moving on, we have consideration of resolution #2018-01 approving the proposed budget. The budget hasn't changed, and as you can see it just contains, and for those of you who do not have a copy I have a few here, but basically what you will be able to see is that the same assessments that were levied in the prior year are the ones that are being proposed for this fiscal year. As of this point the District, based on the current expenditures, does not anticipate needing to change what we already have in that budget. Unless anyone has any questions in regard to the budget, we now need to define when we're going to have our regular meeting for the adoption of the final budget. Resolution #2018-01 is going to read, and by statute we need to give ourselves at least 60 days, which means the earliest we will be able to adopt this would be May 21st, but technically we can do it any month from then until August. So the option for the Board, and the only thing I want to remind Supervisors of is, we will need to have the quorum, and a special advertisement needs to be made for the adoption of the budget, so it is important for the District to make sure that we will have a quorum at that meeting.

Mr. Dupre: What would be the earliest date?

Mr. Hernandez: The earliest would be May 21st, and the second option is June 18th.

Mr. Dupre: I think May is probably good because just in case there are people taking vacation, if everybody's going to be here in May.

Mr. Cepero: You mean Nancy?

Mr. Dupre: Nancy, or me or you.

Ms. Iglesias: That's fine, May is fine, let's get it over with.

Mr. Hernandez: The sooner typically is the better.

Mr. Dupre: Yes, let's do it.

Mr. Hernandez: So with that being said, the resolution is going to read that the meeting will be held on May 21, 2018 at the same place as the regular meeting which is 1031 Ives Dairy Road, Suite 228, Miami, Florida, and at the same time as the regular meeting which is 11:30 a.m. With that being said, a motion to adopt resolution #2018-01 would be in order.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, Resolution #2018-01 approving the proposed Fiscal Year 2019 budget and setting the Public Hearing on May 21, 2018 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida was approved.

SIXTH ORDER OF BUSINESS

**Discussion of Procedures for
Landowners Election -
November 19, 2018**

SEVENTH ORDER OF BUSINESS

**Discussion of Procedures for
the General Election**

Mr. Hernandez: The next item that we have is that this year the District is going to have a landowner's election. That is going to take place on November 19, 2018, and what we have included in the agenda is a copy of how that election is going to take place. The election is, as I said, on November 19, 2018, and at that point any landowner, or property owner, will have the ability to come, and exercise, their voting rights. The voting rights are 1 vote per acre or fraction of an acre of undeveloped property, or 1 vote per folio if the property has been subdivided.

Mr. Cepero: We have elections this November?

Mr. Hernandez: Yes.

Mr. Knight: That's the last landowner seat.

Mr. Hernandez: Yes.

Mr. Knight: That's one seat, and what seat was it?

Mr. Hernandez: It's here on the ballot, it's seat #4.

Mr. Cepero: It's the last landowner for what?

Mr. Hernandez: It's the last landowner seat. The remainder of the seats are general election seats, and those are controlled by Miami-Dade County.

Mr. Cepero: Oh so this election, there's two seats that are general election, and one landowners seat?

Mr. Hernandez: Yes, the only seat that is going to be for landowners is seat #4, and that is currently occupied by you, and the other two seats, the one that Nancy occupies would be an election in the year 2020, and the other two seats are going to be, the ones in general election which are seat #3 and seat #1 that are currently vacant.

Mr. Cepero: So, is this the first election with electors?

Mr. Hernandez: Yes.

Mr. Cepero: Ok.

Mr. Knight: Luis, how did we get, did we adopt resolutions to extend terms to get to an even cycle?

Mr. Hernandez: That's my understanding yes.

Mr. Knight: Ok, we did that because otherwise, I looked back, it started in 2005 so we wouldn't ordinarily be on the even numbered years, but we must have done a resolution, I just have to go back and look.

Mr. Hernandez: The last time that we had the exercise to define what the last landowner's seats were, is when we did a resolution for that matter. I don't have a copy of it but I can check in my files.

Mr. Knight: We adopt that after we hit 250 registered voters.

Mr. Hernandez: Yes.

Mr. Knight: Ok.

Mr. Hernandez: Following on with the items that are being presented for the landowner's election, a copy of what is going to be the official ballot has been included. At the same time, a copy of the proxy is also provided in the event that any of the property owners do not have the ability to come they will be able to appoint whoever

they would like to appoint to exercise their voting rights, and lastly is a copy of the advertisement that the District will be placing for the landowner's election seat. Unless anyone has any questions in regard to that matter, we can move on to the next item.

Mr. Pluzynski: How do the vacant seats work then after that, just because I've never been involved in this, because it comes out with a vote for all the landowners, say they elect someone else besides Jorge, can he then fill one of the vacant seats? How does that work?

Mr. Hernandez: The vacancy is filled by the remaining Supervisors, they have the ability to elect, and vote who they want to appoint to fill that seat.

Mr. Knight: But once we go to the general election, these two seats that are up for election, they have to be filled by residents, even if the Board appoints, they have to fill them by a resident.

Mr. Pluzynski: But, if he was in a different seat would it still be all 3 of them going up for election?

Mr. Knight: No, just those two are going up for election.

Mr. Pluzynski: Oh, just #3 and #5.

Mr. Hernandez: The ones that are going for election are seats #3 and #1.

Mr. Pluzynski: That's what I'm saying, what about #5, because #5 is vacant as well.

Mr. Hernandez: No, it is not vacant, seat #5 is currently occupied by Jim.

Mr. Dupre: It says #4, I have #4.

Ms. Iglesias: Yes that's right, #5 is vacant.

Mr. Pluzynski: It says #1 and #5.

Ms. Iglesias: No, #3 and #5 are vacant.

Mr. Pluzynski: Oh, #3 and #5, excuse me.

Mr. Hernandez: Are #3 and #5 vacant? The one that I have from my office says #3 and #1.

Ms. Iglesias: That's for Villa Portofino East.

Mr. Hernandez: Oh, I'm sorry, no wonder, thank you for that. So #3 and #5 are the open seats in Villa Portofino West, you're absolutely right.

Mr. Pluzynski: So #3 and #5, and what seat is Jorge in now?

Mr. Hernandez: Jorge right now is in seat #2 which will expire in 2020.

Mr. Pluzynski: Ok, I thought you said his seat was coming up for election.

Mr. Hernandez: No, it's Jim Dupre, I was reading the wrong file, so Jim's seat is the one that is going to come up for election, seat #4.

Mr. Pluzynski: Ok, so there's 3 seats coming up that are going to be in the election, the two vacant seats, and Jim's?

Mr. Hernandez: Two are going to be going through the general election process, and one that is going to be landowners.

Mr. Pluzynski: Ok, got it.

Mr. Dupre: Also can we go ahead and reassign seat #4 then you're saying.

Mr. Hernandez: Yes, landowners can vote for whoever they want to appoint in that seat, not needing to be a resident living within the District. For the other two seats, the general election seats, it is a requirement that they not only need to be an American citizen, 18 years of age or older, but they need to reside within the District.

Mr. Knight: So seat #4, Jim is currently occupying that seat.

Mr. Hernandez: Yes, it's Jim.

Mr. Knight: Ok, so the landowners could re-elect Jim to that seat for another 4 year term.

Mr. Hernandez: That's correct.

Mr. Dupre: And what you're referring to is similar to what we have done before right?

Mr. Hernandez: Yes.

Mr. Dupre: Ok.

Mr. Hernandez: Unless anyone has any other questions?

Mr. Knight: Did we have to advertise the general election in June?

Mr. Hernandez: Yes, in June.

Mr. Knight: So, anybody that wants to qualify they have a week in June or July to go down and qualify.

Mr. Hernandez: The Supervisor of Elections will be sending a letter to the District approximately at the end of April, or the beginning of May, letting us know the qualification period when it's going to start and end, it's always a week. It always starts on a Monday and ends on Friday, and it starts at noon, and it ends at noon. So as soon as the District receives the information we'll be expressing that on the public record, and it will be part of the advertisement that the District will be placing to ensure that any interested party for those seats will have the ability to go, and run for those seats.

Mr. Knight: So anybody who lives in the District, and is a registered elector, registered to vote, can go and qualify, and if they qualify they'll be on the ballot in November. If there's only one person that qualifies for this seat, they won't have an election, they won't appear on the ballot, they'll just be automatically elected. If nobody qualifies, then this District, the remaining Board members can appoint to fill the vacancy but they have to appoint a resident, they have 90 days from the general election to appoint someone to the seat, that is a resident, who is an elector of the District to that seat, and that's how it's supposed to go.

Mr. Hernandez: Unless anyone has any other questions, we can move to the next item.

EIGHTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to staff reports, Mr. Knight?

A. Attorney

Mr. Knight: Nothing to report.

B. Engineer

Mr. Hernandez: We have nothing from the engineer to report.

C. Manager

Mr. Hernandez: Nothing from the manager at this point.

NINTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run

B. Balance Sheet and Income Statement

Mr. Hernandez: Item No. 9 you will find financial reports, behind tab A you have the check run summary, and behind tab B you have the balance sheet and income statement. Unless anyone has any questions, a motion to approve financials would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Are there any Supervisors requests at this point? Once again, I just want to indicate for the record that we have no audience for any comments.

ELEVENTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Dupre with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, May 21, 2018 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Gerry Knight	District Counsel
Luis Hernandez	District Manager
Eli Pluzynski	Prime Homes
Daniel Gomes	Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office for Seat #3 & Seat #5 - both 11/2018
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hernandez: As is customary, the second part of our agenda is that we need to indicate and remind the Supervisors that we have seat #3 and seat #5 vacant. Does the Board have anyone they would like to appoint for those vacant seats?

Ms. Iglesias: No, table.

Mr. Hernandez: Alright, so we will table the item.

May 21, 2018

Villa Portofino West CDD

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, and June 19, 2017 and March 19, 2018 Meetings

Mr. Hernandez: Item No. 3 is the approval of the minutes and we have the sets of minutes from July 20, 2015, March 21, 2016, July 18, 2016, August 15, 2016, and all those from the year 2016, followed by March 20, 2017, March 27, 2017, June 19, 2017 and March 19, 2018 meetings.

Mr. Cepero: Table.

Mr. Hernandez: Table the entire set?

Mr. Cepero: Yes.

Mr. Hernandez: Ok.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, June 19, 2017 and March 19, 2018 Meetings were tabled.

FOURTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2019 Budget

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving on, we have the public hearing to adopt the fiscal year 2019 budget. It's the exact same copy of the one that the Board was presented at the March 19th meeting. Since the Board doesn't have a full copy of the agenda I brought additional copies of the budget with me. As you see, it's as I indicated before, it's a copy of the one that was presented originally at the March 19th meeting, basically and the main intent of this budget is to define whether the District needs to face any increases or not. Based on the estimates from staff, it is not necessary to have an increase, so to move on with the public hearing the first action that I'm going to need from the Board would be a motion to open the public hearing.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, opening the Public Hearing was approved.

B. Public Comment and Discussion

C. Consideration of Resolution #2018-02 Annual Appropriation Resolution

Mr. Hernandez: I just want to indicate that the next item is public comments, so if either Daniel or Eli have any comments we could take those now. Not hearing any, we can move on to the next item.

Mr. Dupre: You haven't had anybody living there ask any questions on any of this or anything?

Mr. Hernandez: The District has sent two letters to the homeowner's association because in the last two engineers reports there are some trees that are missing on the District property, so the District has been asking the association to bring those trees back but I have not received any response. It is my understanding that no actions from the association has been taken.

Mr. Dupre: Ok.

Mr. Gomes: What's missing?

Mr. Hernandez: Some trees in some common areas that belongs to the CDD.

Mr. Gomes: Ok.

Mr. Cepero: What's the difference between what you sent out and what's here?

Mr. Hernandez: Nothing.

Mr. Pluzynski: Do you know that the association there went to self-management, it's not the management company that was managing that association, they went to self-management like 3 or 4 months ago I want to say.

Mr. Hernandez: I have no idea, as far as I know I've been informed of 3 companies who had been assisting the HOA and I have contacted the 3 of them on different occasions but that's as much as I know.

Mr. Pluzynski: Ok, so it may not be the right, the current person, but I'll forward you her contact information when I get back to the office.

Mr. Hernandez: Not a problem, that would be more than fine. At the end of the day, the District has an agreement with the association and they are the ones who have

an obligation to provide all the maintenance in the District property. The part that I can state is that the few times that I have gone, the lake seems to be having the service provided, the landscaping is in reasonable condition, so I'm under the assumption that the HOA is honoring the agreement they have with the CDD.

Mr. Pluzynski: Good.

Mr. Cepero: What about, wasn't there some drainage stuff that needed to be done or repairs to the valley gutters of the roads or something?

Mr. Hernandez: There was something that the Board approved last year, Eli you were in charge of those.

Mr. Pluzynski: That was at Villa Portofino East.

Mr. Hernandez: Ok, that was in East, so nothing for West that I'm aware of.

Mr. Cepero: Ok.

Mr. Hernandez: Unless anyone has any questions in regard to the proposed budget, I would then suggest to move on to consideration of resolution #2018-02 which is the annual appropriate resolution. Basically what this resolution does is it takes the District's proposed budget and it makes it the District's adopted budget. So by adopting the resolution, the District will be adopting the District's final budget.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, Resolution #2018-02 the Annual Appropriation Resolution was approved.
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D. Consideration of Resolution #2018-03 Levy of Non Ad Valorem Assessments

Mr. Hernandez: Moving on, next will be consideration of resolution #2018-03 and what this resolution does is it's the levy of the Non Ad Valorem assessments and by approving the resolution the Board will be allowing the District to once again levy the assessments on the Miami-Dade County tax roll. Unless anyone has any questions, a motion to approve would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, Resolution #2018-03 levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Hernandez: Moving on, the next item would be to close the public hearing.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, closing the Public Hearing was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to staff reports, Mr. Knight?

A. Attorney

Mr. Knight: Nothing to report.

Mr. Hernandez: Thank you very much.

B. Engineer - Acceptance of Engineers Annual Report

Mr. Hernandez: Moving on, the engineers report. As I was indicating before, he's indicating some of the deficiencies and a copy of this report was emailed to the association as per the information that I was provided. If you provide me any further information Eli I will pass that on to the HOA. As of this point, it would be appropriate for the Board to accept the engineers annual report.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, accepting the engineers annual report was approved.

C. Manager

- 1) **Consideration of Proposed Fiscal Year 2019 Meeting Schedule**
- 2) **Discussion of Financial Disclosure Report from the Commission on Ethics - reminder to file form**

Mr. Hernandez: As for the manager's report, the first action that we have is the consideration of the proposed fiscal year 2019 meeting schedule. What we're doing is contemplating what the District has done in the past, which is to use the third Monday of

each month as to the meeting dates, the time has been established to be 11:30 a.m. and the meeting place is 1031 Ives Dairy Road, Suite 228, Miami, Florida. Unless anyone wants to make any changes to it, a motion to accept the proposed fiscal year 2019 meeting schedule, and by accepting it, authorizing the District to advertise it.

Ms. Iglesias: Jorge?

Mr. Dupre: Is that schedule good for you?

Mr. Cepero: It's the same one that we have now right?

Mr. Hernandez: Yes, nothing has changed.

Mr. Cepero: I'm fine with it, do you guys have a problem with it?

Ms. Iglesias: No.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting the proposed Fiscal Year 2019 Meeting Schedule and authorizing staff to advertise was approved.

Mr. Hernandez: Next is the discussion of the financial disclosure report, as we indicated last time, you should have received, if not have received yet Form 1 from the Supervisor of Elections and that form needs to be filed by end of June. If Supervisors were not to file it, you could be fined up to \$50 per day.

Ms. Iglesias: I haven't received it yet.

Mr. Dupre: I haven't either.

Mr. Hernandez: Ok let me make sure that I can give you additional copies and as soon as you can process it the better.

Ms. Iglesias: I usually receive it about this time of the year.

Mr. Hernandez: Yes, not a problem, I'm just reminding the Supervisors that needs to take place, and I will make sure that you get copies before the end of the meeting.

SIXTH ORDER OF BUSINESS

Financial Reports

- A. Approval of Check Run Summary
- B. Balance Sheet and Income Statement

Mr. Hernandez: Moving on, we have financial reports and you will find those in section 6. Tab A contains the check run summary, and tab B has the balance sheet and income statement. Unless anyone has any questions, a motion to approve financials would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Moving on, are there any Supervisors requests? Hearing none, are there any audience comments? Not hearing any we can move to the last item.

EIGHTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Dupre with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, February 11, 2019 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias	Chairman
Jorge Cepero	Vice Chairman
Jim Dupre	Assistant Secretary

Also present were:

Ginger Wald	District Counsel
Luis Hernandez	District Manager
Nour Shehadeh	District Engineer
Robert Canto	Prime Homes

FIRST ORDER OF BUSINESS

**Oath of Office for Newly Elected
Supervisor Elected at the
Landowners Election – Seat #4**

Mr. Hernandez: Moving on, I do want to indicate that prior to starting the meeting the oath of office to Mr. Dupre has been administered.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

THIRD ORDER OF BUSINESS

Organizational Matters

**A. Consideration of Resolution #2019-01 Canvassing and Certifying Results of
Landowners Election**

Mr. Hernandez: With that being said, under organizational matters, item No. 3 of the agenda you will find behind tab A, resolution #2019-01 canvassing and certifying the

results of the landowner's election. As a result of that Mr. Dupre received a total of 63 votes, and for that reason he will serve in the District for another 4 years. As of this point all I need is a motion accepting resolution #2019-01, and by doing so certifying and canvassing the results of the landowner's election.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, Resolution #2019-01 canvassing and certifying the results of the landowner's election was approved.

B. Consideration of Resolution #2019-02 Declaring a Vacancy of the Board of Supervisors for Seat #3 and Seat #5 and Consideration of Appointment(s) of Supervisors(s) to Vacant Seat(s) – both 11/2022

C. Oath of Office for Newly Appointed Supervisor(s)

Mr. Hernandez: Moving on, the next item that we have is resolution #2019-02 which is declaring the vacancy on the Board of Supervisors for Seat #3 and Seat #5 and consideration of appointment of any Supervisors to those vacant seats which are general election seats. That means that anyone who is appointed in those seats needs to be a resident of the District. Does the Board have anyone they would like to appoint to those seats at this point?

Ms. Iglesias: Not at this time.

Mr. Hernandez: Not hearing any, we're just going to table that. Every time an oath has been administered, and the oath has already been administered as I had said previously for item C, and so it's not that I'm skipping over that but it has already been done.

Ms. Wald: Well, don't you want to approve resolution #2019-02 just declaring the vacancies?

Mr. Hernandez: That's good advice, yes.

Ms. Wald: This isn't actually appointing anyone, this is just declaring the seats vacant.

Mr. Hernandez: Yes, it's just declaring them to be vacant, ok. Based on that, at this point it would be appropriate to have a motion approving resolution #2019-02 which will declare those two vacant seats to be available for any residents.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, Resolution #2019-02 declaring a vacancy on the Board of Supervisors for Seat #3 and Seat # 5 was approved.

D. Consideration of Resolution #2019-03 Electing Officers

Mr. Hernandez: Moving on, the next item we have is resolution #2019-03 which is going to be electing the officers. Every time there is an oath of office or an election has taken place, it is necessary to revise the slate of officers, it does not mean that the Board needs to change it, and prior to the election Nancy Iglesias was chairman, Jorge Cepero was vice chairman, and Jim Dupre was an assistant secretary, and there were two open seats. Also Patti Powers from my office is the treasurer, and I'm the secretary, and Rich Hans from my office is an assistant secretary. At this point the Board can either re-elect or re-arrange however you want the slate, or you can elect it the same way, you just need to let me know.

Ms. Iglesias: It's fine.

Mr. Cepero: Keep it the same.

Mr. Hernandez: So, a motion to approve resolution #2019-03 that is going to read the same slate as the District currently has.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, Resolution #2019-03 electing officers, keeping the existing slate of officers as read into the record by Luis Hernandez was approved.

February 11, 2019

Villa Portofino West CDD

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the
July 20, 2015, March 21, 2016,
July 18, 2016, August 15, 2016,
March 20, 2017, March 27, 2017,
June 19, 2017, March 19, 2018
and May 21, 2018 Meetings**

Mr. Hernandez: Item No. 4 is the approval of the minutes, and as of this point we have several sets of minutes that are pending for approval starting from July 20, 2015 moving all the way to May 21, 2018 meetings. Out of all those, are we ready to approve those minutes?

Mr. Cepero: No, table.

Ms. Wald: We need to approve those minutes Jorge, we're going on 4 years on 2015.

Mr. Cepero: Yes, I know.

Ms. Wald: You have to start approving the ones that are 3 plus years old, deferring the ones for the last couple of meetings, that's one thing but deferring for over 3 years, those need to move forward, and then Luis and I talked, so maybe what you might want to do is do summary minutes going forward to make it easier, they don't have to be verbatim.

Mr. Hernandez: For the Board to be aware of, what is being suggested and we can do it once again as we move forward, since part of the concerns comes to the statements that are being written and how those have been done, it just to limit the minutes to contain motion boxes with the approved actions. So anything else, if anyone wants to see it, they need to get a copy of the recording, but all we're going to see as minutes would be the Board motioning to approve resolution so and so, one person making the motion and seconded by another person.

Mr. Cepero: No, keep it the same.

Mr. Hernandez: So, you want to keep it the same, you want to keep it verbatim?

Mr. Cepero: Yes.

Mr. Hernandez: Alright. With that being said we can move on to the next item.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, June 19, 2017, March 19, 2018 and May 21, 2018 Meetings were tabled.

FIFTH ORDER OF BUSINESS

Acceptance of Audit for Fiscal Year Ending September 30, 2017

Mr. Hernandez: Moving on to item No. 5 which is acceptance of the audit for fiscal year September 30, 2017. I have passed out the hardcopy of the actual package that we received. Our auditors being Grau & Associates has provided a report, and that is similar to what we received in the prior years, it just shows, and indicates that the District financials seem to be in good standing. The part that I do want to remind the Supervisors is that you're only accepting the report, and nor is your statement indicating the validity of anything that is being said in the report, you are just accepting that the auditor has presented it and passed that on to the Board. With that being said, at this point it's recommended by staff to accept the audit for fiscal year ending September 30, 2017.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting the audit for Fiscal Year ending September 30, 2017 was approved.

SIXTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2018

Mr. Hernandez: Moving on, we have engagement letter with Grau & Associates to perform the fiscal year audit ending September 30, 2018.

Mr. Dupre: Same price?

Mr. Hernandez: Yes, the same price, they escalated I believe like \$50 but it's whatever the Board approved originally.

Mr. Dupre: Ok, so I move that we accept it.

Mr. Hernandez: Thank you very much.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, ratifying the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2018 was approved.

Ms. Wald: If you could just have them add the public records clause, Grau & Associates, they've been doing it but I don't know why it's not in this one.

Mr. Hernandez: Ok, I will make sure they have it.

Ms. Wald: They could just do it as an addendum.

Mr. Hernandez: I will make sure that they add it.

Ms. Wald: Ok.

SEVENTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to staff reports, Ginger?

A. Attorney

Ms. Wald: Nothing to report.

B. Engineer

Mr. Hernandez: Nour, anything to indicate in Villa Portofino West?

Mr. Shehadeh: We did a visit on January 9th and we are finalizing the report, and hopefully it's going to be done this week.

Mr. Hernandez: Ok, good. Any changes from the problems we had in the prior year? The one that I have the most concern is on the residential side, you were seeing some areas that need to be fixed by the homeowner's association, did they ever do anything or not?

Mr. Shehadeh: I did not do the physical inspection, but we did an inspection and I have that report, and I'm going to be reviewing all of that. From the last time I went there, I didn't see anything different really.

Mr. Hernandez: Ok.

Mr. Shehadeh: We'll summarize everything in the report but it's mainly the same issues.

Mr. Hernandez: Ok, so unless anyone has any questions for Nour, we can move to the next item.

C. Manager

Mr. Hernandez: As for the manager, I have nothing to report.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run Summary

B. Balance Sheet and Income Statement

Mr. Hernandez: Moving on item No. 8, financial reports, tab A contains the check run summary, and tab B has the balance sheet and income statement. Unless anyone has any questions, a motion to approve financials would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Are there any Supervisors requests at this time? Hearing none, are there any audience comments? Not hearing any we can move to the last item.

TENTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, April 15, 2019 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias
Jorge Cepero
Jim Dupre

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Ginger Wald
Luis Hernandez
Yanely Moreno

District Counsel
District Manager
Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office for Seat #3 (11/2022) and Seat #5 (11/2022)
- B. Oath of Office for Newly Appointed Supervisor(s)
- C. Election of Officers

Mr. Hernandez: The first item we have is organizational matters, and we need to remind the Supervisors that you have seat #3, and #5 that are still open. Do you have anyone you would like to appoint for those seats?

Mr. Cepero: Not right now.

Mr. Hernandez: So, we will just table the entire matter.

April 15, 2019

Villa Portofino West CDD

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2015, March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, June 19, 2017, March 19, 2018, May 21, 2018 AND February 11, 2019 Meetings

Mr. Hernandez: Item No. 3, we have the approval of the minutes, and we have several sets of minutes, are there any that you would like to approve?

Mr. Cepero: Yes, motion to approve July 20, 2015, and table the rest.

Mr. Hernandez: Ok.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, the Minutes of the July 20, 2015 Meeting were approved, and the March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, June 19, 2017, March 19, 2018, May 21, 2018 and February 11, 2019 Meetings were tabled.

FOURTH ORDER OF BUSINESS

**Discussion of Drainage Issues
– Concerns and Solutions**

Mr. Hernandez: It appears in here that there are also some concerns with the drainage, do you know anything about that?

Ms. Moreno: Not in this one.

Mr. Hernandez: The part that I know, and once again I was talking to Robert, the District does not have in this one, compared to Villa Portofino East, an obligation to provide maintenance. The residential side, entered into a maintenance agreement with the homeowner association, and on the commercial side, there has been a discussion to have an agreement but, nothing has been in writing, and nothing has been included in the budget.

Mr. Cepero: On the commercial or the residential?

Mr. Hernandez: On the commercial side. He said on the commercial side they were having some problems, and I don't know the details. I just expressed to him what I just told you, and he told me that he was going to come today to explain everything, and all the issues that we have. The intent is to have a discussion of the budget at the next

April 15, 2019

Villa Portofino West CDD

meeting so we will need to have the meeting on May 20th. So, if you could find out what was meant, and once again, part of what is intended to be done is define whether the commercial side is going to take care of the maintenance, and if not, I'd rather go ahead, and include that in the District's budget so that we know exactly what the District is doing or not.

Mr. Cepero: Alright, are you sure we do not have a management agreement like we do in Villa Portofino East right?

Mr. Hernandez: No, because the intent in Villa Portofino West since the beginning is that each one of the associations were going to take care of those maintenance items.

Mr. Cepero: So, why is Robert asking for the CDD to take care of it?

Mr. Hernandez: Because he didn't know anything better, and since people tend to compare that the Districts are not that far apart from the other, they make the assumption that if some is being done for East, the same applies for West. So, it's not unusual that the question is made, at the same time, I already explained the same statement that I just made to the Board, and I don't know whether he was able to solve it through the property owners association on the commercial side, or if it's still an issue that's pending, and that's part of my biggest concern.

FIFTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to staff reports, Ginger?

A. Attorney

Ms. Wald: Nothing to report.

B. Engineer

Mr. Hernandez: Nothing as for the engineer.

C. Manager

Mr. Hernandez: Nothing to report from the manager's side. Once again, the May meeting I intend to have the proposed budget so that we can start working on it, so I would appreciate it if you would just schedule that on your calendars.

SIXTH ORDER OF BUSINESS

Financial Reports

- A. Approval of Check Run Summary**
- B. Balance Sheet and Income Statement**

Mr. Hernandez: Moving on to the financial reports which are being presented in section 6. Unless anyone has any questions, a motion to approve financials would be in order.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Are there any Supervisors requests at this point? I just want to indicate that Yanelly is the only audience here today, do you have any comments?

Ms. Moreno: No.

EIGHTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Not hearing any, unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Dupre with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, May 20, 2019 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias
Jorge Cepero
Jim Dupre

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Ginger Wald
Luis Hernandez
Nour Shehadeh
Yanelly Moreno

District Counsel
District Manager
District Engineer (by phone)
Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office for Seat #3 (11/2022) and Seat #5 (11/2022)**
- B. Oath of Office for Newly Appointed Supervisor(s)**
- C. Election of Officers**

Mr. Hernandez: As the second part of the agenda I need to remind the Supervisors that you have two vacant seats, those being seat #3 and seat #5. Does the Board have anyone they would like to appoint for those seats? I just want to remind the Supervisors those seats can only be occupied by a resident of the District.

Ms. Iglesias: Not at this time.

Mr. Hernandez: Alright, so I will just table it.

May 20, 2019

Villa Portofino West CDD

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, June 19, 2017, March 19, 2018, May 21, 2018, February 11, 2019 and April 15, 2019 Meetings

Mr. Hernandez: Now, we have several sets of minutes, and before I read them all, we have minutes from 2016, all the way to April 15, 2019. Is the Board ready to approve those minutes?

Mr. Cepero: Table.

Mr. Hernandez: All the minutes?

Mr. Cepero: Yes.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, the Minutes of the March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, June 19, 2017, March 19, 2018, May 21, 2018, February 11, 2019 and April 15, 2019 Meetings were tabled.

FOURTH ORDER OF BUSINESS

Discussion on Drainage Issues – Concerns and Solutions

Mr. Hernandez: There were some concerns with the drainage issues, do you have anything for the Board to consider in this District, or was this just listed by mistake?

Ms. Moreno: No.

Mr. Hernandez: I think this was listed by mistake.

FIFTH ORDER OF BUSINESS

Consideration of Resolution #2019-04 Approving the Proposed Fiscal Year 2020 Budget and Setting the Public Hearing

Mr. Hernandez: The next item, and the important one that we have is consideration of resolution #2019-04 which is similar to what we were discussing at the prior meeting, setting the time for the District to adopt the budget. Before we spend some time on the resolution, we can just go ahead, and look at the proposed budget itself. We can define that the increases that the District is going to see would be in the audit, and it's estimating

May 20, 2019

Villa Portofino West CDD

to have, the District will have some increasing in the management fee, 3%, the management company is exercising the 3% increase that it has in its agreement. The website compliance is increasing from \$500 to \$1,000 because what is needed to be done to ensure that any person with a disability will be able to use this webpage, and other than that, you don't see any other increases. The importance of this exercise is for the District to know if the District will be able to maintain the same level of services or not with the assessments that were levied the prior year, and I'm happy to be able to inform the Board that yes, the District will be able to provide the same services with no increases, unless the Board has any further discussion regarding that item. Once again, this only creates the cap, it just means that we cannot exceed the number that is being given, still it gives us the flexibility up to the date of the adoption of the budget, for the Board to make any other changes that will decrease the amount being presented. With that being said, the next step would be to discuss the resolution itself, the recommendation is the same one as was being done at the prior meeting, which would be to have the meeting on August 19, 2019, and it will be to have it at the same time as advertised, 11:30 a.m., at the same location that we have our meetings which is 1031 Ives Dairy Road, Suite 228 in Miami, Florida. Unless the Board wants to make any changes to the date, time and place that I have just presented, a motion to approve resolution #2019-04 would be in order.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, Resolution #2019-04 approving the proposed Fiscal Year 2020 Budget and setting the Public Hearing on August 19, 2019 at 11:30 a.m. at 1031 Ives Dairy Road, Suite #228, Miami, Florida was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on to staff reports, Ginger?

A. Attorney

Ms. Wald: Nothing to report.

B. Engineer

Mr. Hernandez: Nour, anything to report on Villa Portofino West?

Mr. Shehadeh: No, not today.

Mr. Hernandez: Thank you.

C. Manager – Designation of District Records Office to 13155 S.W. 134th Street, Suite 125, Miami, Florida

Mr. Hernandez: As for the manager, the District management company has moved its offices in Miami, and for that reason we're requesting the Board to make a motion designating that the District records offices will be located at 13155 S.W. 134th Street, Suite 125, Miami, Florida.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, designating the District records office at 13155 S.W. 134th Street, Suite 125, Miami, Florida was approved.

SEVENTH ORDER OF BUSINESS

Financial Reports

- A. Approval of Check Run Summary**
- B. Balance Sheet and Income Statement**

Mr. Hernandez: Moving on, you have in section No. 7 the financial reports. Tab A contains the check run summary, and tab B has the balance sheet, and income statement. Unless anyone has any questions, a motion to approve financials would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Are there any Supervisors requests at this time? Not hearing any, I just need to indicate that we have no audience here today.

NINTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Dupre with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**MINUTES OF MEETING
VILLA PORTOFINO WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Villa Portofino West Community Development District was held on Monday, August 19, 2019 at 11:30 a.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Nancy Iglesias
Jorge Cepero
Jim Dupre

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Ginger Wald
Luis Hernandez
Mauricio Romero

District Counsel
District Manager
Prime Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office for Seat #3 (11/2022) and Seat #5 (11/2022) – *both general election seats***
- B. Oath of Office for Newly Appointed Supervisor(s)**
- C. Election of Officers**

Mr. Hernandez: As the second item the Board has a consideration of two vacant seats that need to be appointed, someone from the general election seats, does the Board have anyone they would like to appoint?

Ms. Iglesias: Not at this time.

Mr. Hernandez: Not having anyone we're just going to table that item.

August 19, 2019

Villa Portofino West CDD

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, June 19, 2017, March 19, 2018, May 21, 2018, February 11, 2019, April 15, 2019 and May 20, 2019 Meetings

Mr. Hernandez: Moving on, we have the minutes, do we face the same situation as the prior one?

Mr. Cepero: Yes.

Mr. Hernandez: So, pending corrections.

Mr. Cepero: Yes.

Mr. Hernandez: So, pending those comments we're going to be tabling those minutes.

On MOTION by Mr. Cepero seconded by Ms. Iglesias with all in favor, the Minutes of the March 21, 2016, July 18, 2016, August 15, 2016, March 20, 2017, March 27, 2017, June 19, 2017, March 19, 2018, May 21, 2018, February 11, 2019, April 15, 2019 and May 20, 1029 Meetings were tabled.

FOURTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2020 Budget

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving on, we have the public hearing to adopt the fiscal year 2020 budget, and before we start, let's start by having a motion from the Board opening the public hearing for the adoption of the fiscal year 2020 budget.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, opening the Public Hearing was approved.

B. Public Comment and Discussion

C. Consideration of Resolution #2019-05 Annual Appropriation Resolution

Mr. Hernandez: I just want to indicate that we have no one from the public attending today, therefore, we are not skipping that part. Before we go to the resolutions themselves, I do want to remind the Supervisors that the presented proposed budget is exactly the same as the one that was presented on May 20, 2019, and the importance of

that announcement is that there are no increases if compared to the one from the prior year. Unless anyone has any points to present to the proposed budget, or any questions, and not hearing any, I will just move on to the resolutions. The first resolution for the Board to consider will be resolution #2019-05 the annual appropriation resolution. What this resolution basically does is it takes the District's proposed budget and it makes it the District's adopted budget. So, by adopting the resolution the Board is just adopting this budget.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, Resolution #2019-05 the Annual Appropriation Resolution was approved.

D. Consideration of Resolution #2019-06 Levy of Non Ad Valorem Assessments

Mr. Hernandez: Moving on, resolution #2019-06 is the levy of the Non Ad Valorem Assessments. Basically what this will do is allow the District to levy once again within the Miami-Dade County tax bill. By adopting the resolution the Board will be giving the powers to the District so that the levy can be included. The recommendation is to adopt resolution #2019-06, so I just need a motion for that matter.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, Resolution #2019-06 levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Hernandez: Now, unless anyone has any comments for the adopted budget, a motion to close the public hearing would be in order.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, closing the Public Hearing was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

Mr. Hernandez: Moving on, attorney, Ginger?

A. Attorney – Discussion of 2019 Legislative Update Memorandum

Ms. Wald: It's the same legislative update that we went over in the other meeting that we just had. If anyone has any questions, please give us a call.

Mr. Hernandez: Perfect, thank you very much.

B. Engineer

Mr. Hernandez: There is nothing to present from the engineer.

C. Manager

- 1. Number of Registered Voters in the District - 300**
- 2. Consideration of Proposed Fiscal Year 2020 Meeting Schedule**
- 3. Discussion of Financial Disclosure Report from the Commission on Ethics**

Mr. Hernandez: As for the District manager, I do need to indicate for the record that the number of registered voters within the District is 300. The reason, and importance of that announcement is that the election of Supervisors is now controlled by Miami-Dade County Supervisor of Elections. So, it's just an announcement that the District needs to present for whoever is interested in that matter.

Mr. Cepero: We already had an election, right?

Mr. Hernandez: Yes, and as a matter of fact the vacant seats that we have are seats that need to be occupied by residents of the District, they are general election seats, and at the next election that we're going to have, which are going to take place in the year 2020, there are going to be two more seats passing to the general election process.

Mr. Cepero: Ok.

Mr. Hernandez: With that being said, we can just move on. The next item is the proposed fiscal year 2020 meeting schedule. The schedule has been presented, and it's the same as the one that we had for the prior District, the only difference is that this one is proposed to be at 11:30 a.m. This would be the time to make any changes if the Board so wishes, and if it is acceptable, and appropriate for the Board, a motion to approve this schedule, and by approving it authorizing the advertisement would be in order.

On MOTION by Mr. Dupre seconded by Ms. Iglesias with all in favor, accepting the proposed Fiscal Year 2020 Meeting Schedule, and authorizing staff to advertise was approved.

August 19, 2019

Villa Portofino West CDD

Mr. Hernandez: Moving on, discussion of the financial disclosure report, the same remark as the previous District, and I just want to indicate for the record that Jim is working on it.

Mr. Cepero: Jim is working on what?

Mr. Hernandez: On his financial disclosure report.

Ms. Wald: The Form 1.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run Summary

B. Balance Sheet and Income Statement

Mr. Hernandez: Moving on to the financial reports. Behind tab A you have the check run summary, and tab B you have the balance sheet, and income statement. Unless anyone has any questions, a motion to approve financials would be in order.

On MOTION by Mr. Cepero seconded by Mr. Dupre with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Hernandez: Are there any Supervisors requests? Hearing none, are there any audience comments?

EIGHTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: Hearing none, a motion to adjourn would be in order.

On MOTION by Ms. Iglesias seconded by Mr. Dupre with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Villa Portofino West
Community Development District

Check Register Summary
8/1/2019 - 9/30/2019

Check Date	Check #'s	Total Amount
8/7/2019	643-644	\$ 3,409.30
9/17/2019	645-648	\$ 10,303.62
Total		\$ 13,712.92

*** CHECK DATES 08/01/2019 - 09/30/2019 ***

VPW - GENERAL FUND
BANK A VILLA PORTOFINO WEST

CHECK DATE	VEND#	INVOICE DATE	INVOICE INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
8/07/19	00023	8/01/19	I0000414	201908 310-51300-48000	ALM MEDIA, LLC	*	170.30	170.30	000643
8/07/19	00001	8/01/19	177	201908 310-51300-34000	AUG 2019 MGMT FEES	*	2,703.75		
		8/01/19	177	201908 310-51300-44000	AUG 2019 RENT	*	200.00		
		8/01/19	177	201908 310-51300-51000	AUG 2019 COMPUTER TIME	*	83.33		
		8/01/19	177	201908 310-51300-31300	AUG 2019 DISSEMINATION	*	208.33		
		8/01/19	177	201908 310-51300-35110	AUG 2019 WEB ADM	*	41.67		
		8/01/19	177	201908 310-51300-42000	AUG 2019 POSTAGE	*	1.00		
		8/01/19	177	201908 310-51300-42500	AUG 2019 COPIES	*	1.35		
		8/01/19	177	201908 310-51300-41000	AUG 2019 PHONE	*	.43-		
					GOVERNMENTAL MANAGEMENT SERVICES -			3,239.00	000644
9/17/19	00023	9/04/19	I0000422	201909 310-51300-48000	ALM MEDIA, LLC	*	96.85	96.85	000645
9/17/19	00007	7/31/19	157516	201907 310-51300-31500	BILLING COCHRAN LYLES MAURO &	*	500.00	500.00	000646
9/17/19	00019	9/16/19	9681	201909 300-15500-10000	EGIS INSURANCE ADVISORS, LLC	*	6,193.00	6,193.00	000647
9/17/19	00001	9/01/19	178	201909 310-51300-34000	SEPT 2019 MGMT FEES	*	2,703.75		
		9/01/19	178	201909 310-51300-44000	SEPT 2019 RENT	*	200.00		
		9/01/19	178	201909 310-51300-35100	SEPT 2019 COMPUTER TIME	*	83.33		
		9/01/19	178	201909 310-51300-31300	SEPT 2019 DISSEMINATION	*	208.33		
		9/01/19	178	201909 310-51300-35110	SEPT 2019 WEB ADM	*	41.67		
		9/01/19	178	201909 310-51300-51000	SEPT 2019 OFFICE SUPPLIES	*	7.50		

VPW VILLA PORT W MPHILLIPS

BANK A VILLA PORTOFINO WEST

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #	
9/01/19	178	201909	310-51300-42000			*	1.00		
		SEPT 2019	POSTAGE						
9/01/19	178	201909	310-51300-42500			*	79.00		
		SEPT 2019	COPIES						
9/01/19	178	201909	310-51300-49000			*	189.19		
		REIMB FOR PROPERTY TAXES							
								GOVERNMENTAL MANAGEMENT SERVICES -	3,513.77 000648
TOTAL FOR BANK A							13,712.92		
TOTAL FOR REGISTER							13,712.92		

Villa Portofino West
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
September 30, 2019

	<u>Major Funds</u>		<u>Non-Major Fund</u>	<u>Total</u>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Governmental Funds</u>
<u>ASSETS:</u>				
Cash	\$54,858	---	---	\$54,858
Investments:				
Reserve	---	\$124,765	---	\$124,765
Interest	---	\$33	---	\$33
Revenue	---	\$230,520	---	\$230,520
Sinking	---	\$21	---	\$21
Construction	---	---	\$73,210	\$73,210
State Board of Administration	\$260,644	---	---	\$260,644
Prepaid Expenses	\$6,193	---	---	\$6,193
TOTAL ASSETS	<u>\$321,694</u>	<u>\$355,339</u>	<u>\$73,210</u>	<u>\$750,244</u>
<u>LIABILITIES:</u>				
Accounts Payable	\$653	---	---	\$653
<u>FUND BALANCES:</u>				
Restricted for Debt Service	---	\$355,339	---	\$355,339
Restricted for Capital Projects	---	---	\$73,210	\$73,210
Unassigned	\$321,042	---	---	\$321,042
TOTAL LIABILITIES & FUND BALANCES	<u>\$321,694</u>	<u>\$355,339</u>	<u>\$73,210</u>	<u>\$750,244</u>

Villa Portofino West
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended September 30, 2019

<u>Description</u>	<u>Adopted Budget</u>	<u>Prorated Budget Thru 09/30/19</u>	<u>Actual Thru 09/30/19</u>	<u>Variance</u>
<u>Revenues</u>				
Maintenance Assessments	\$84,830	\$84,830	\$85,307	(\$477)
Interest Income	\$1,000	\$1,000	\$6,487	\$5,487
Total Revenues	<u>\$85,830</u>	<u>\$85,830</u>	<u>\$91,794</u>	<u>\$5,010</u>
<u>Expenditures</u>				
<u>Administrative:</u>				
Engineering	\$5,000	\$5,000	\$1,170	\$3,830
Dissemination	\$2,500	\$2,500	\$2,500	\$0
Assessment Roll	\$2,000	\$2,000	\$2,000	\$0
Attorney	\$12,000	\$12,000	\$6,353	\$5,648
Auditing	\$3,700	\$3,700	\$3,700	\$0
Trustee Fees	\$3,000	\$3,000	\$3,000	\$0
Management Fees	\$32,445	\$32,445	\$32,445	\$0
Computer Time	\$1,000	\$1,000	\$917	\$83
Website Compliance	\$500	\$500	\$500	(\$0)
Telephone	\$50	\$50	\$5	\$45
Postage	\$75	\$75	\$54	\$21
Rentals and Leases	\$2,400	\$2,400	\$2,400	\$0
Insurance	\$6,646	\$6,646	\$6,042	\$604
Printing & Binding	\$250	\$250	\$244	\$6
Legal Advertising	\$620	\$620	\$478	\$142
Other Current Charges	\$350	\$350	\$703	(\$353)
Office Supplies	\$50	\$50	\$120	(\$70)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$250	\$250	\$0	\$250
Operating Reserve	\$12,819	\$12,819	\$0	\$12,819
Total Expenditures	<u>\$85,830</u>	<u>\$85,830</u>	<u>\$62,804</u>	<u>\$23,026</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$28,990</u>	<u>\$28,036</u>
Fund Balance - Beginning	\$0		\$292,052	
Fund Balance - Ending	<u>\$0</u>		<u>\$321,042</u>	

Villa Portofino West
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended September 30, 2019

<u>Description</u>	<u>Adopted Budget</u>	<u>Prorated Budget Thru 09/30/19</u>	<u>Actual Thru 09/30/19</u>	<u>Variance</u>
<u>Revenues</u>				
Interest Income	\$1,500	\$1,500	\$7,716	\$6,216
Maintenance Assessments	\$322,653	\$322,653	\$324,215	\$1,562
Total Revenues	<u>\$324,153</u>	<u>\$324,153</u>	<u>\$331,931</u>	<u>\$7,778</u>
<u>Expenditures</u>				
<u>Series 2006A</u>				
Interest - 11/1	\$98,841	\$98,841	\$98,841	\$0
Interest - 5/1	\$98,841	\$98,841	\$98,841	\$0
Principal - 5/1	\$125,000	\$125,000	\$125,000	\$0
Total Expenditures	<u>\$322,683</u>	<u>\$322,683</u>	<u>\$322,683</u>	<u>\$0</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$1,471</u>	<u>\$1,471</u>	<u>\$9,249</u>	<u>\$7,778</u>
<u>Other Financing Sources/(Uses)</u>				
Interfund Transfer In/(Out)	\$0	\$0	(\$2,485)	(\$2,485)
Total Financing Sources/(Uses)	<u>\$0</u>	<u>\$0</u>	<u>(\$2,485)</u>	<u>(\$2,485)</u>
Net change in fund balance	<u>\$1,471</u>	<u>\$1,471</u>	<u>\$6,763</u>	<u>\$5,293</u>
Fund Balance - Beginning	\$220,119		\$348,576	
Fund Balance - Ending	<u>\$221,590</u>		<u>\$355,339</u>	

Villa Portofino West
COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended September 30, 2019

<u>Description</u>	<u>Adopted Budget</u>	<u>Prorated Budget Thru 09/30/19</u>	<u>Actual Thru 09/30/19</u>	<u>Variance</u>
<u>Revenues</u>				
Interest Income	\$0	\$0	\$1,409	\$1,409
Total Revenues	\$0	\$0	\$1,409	\$1,409
<u>Expenditures</u>				
Capital Outlay	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0
Excess (deficiency) of revenues over (under) expenditures	\$0	\$0	\$1,409	\$1,409
<u>Other Financing Sources/(Uses)</u>				
Interfund Transfer In/(Out)	\$0	\$0	\$2,485	\$2,485
Total Financing Sources/(Uses)	\$0	\$0	\$2,485	\$2,485
Net change in fund balance	\$0	\$0	\$3,895	\$3,895
Fund Balance - Beginning	\$0		\$69,315	
Fund Balance - Ending	\$0		\$73,210	

Villa Portofino West
COMMUNITY DEVELOPMENT DISTRICT
Long Term Debt Report
FY 2019

Series 2006, Special Assessment Bonds		
Interest Rate;	5.35%	
Maturity Date:	5/1/2036	
Reserve Fund Requirement:	4% of Bonds Outstanding	
Bonds outstanding - 9/30/2013		\$4,230,000.00
Less:	May 1, 2014 (Mandatory)	(\$95,000.00)
Less:	May 1, 2015 (Mandatory)	(\$100,000.00)
Less:	May 1, 2016 (Mandatory)	(\$105,000.00)
Less:	May 1, 2017 (Mandatory)	(\$115,000.00)
Less:	May 1, 2018 (Mandatory)	(\$120,000.00)
Less:	May 1, 2019 (Mandatory)	(\$125,000.00)
Current Bonds Outstanding		\$3,570,000.00

Total Current Bonds Outstanding	\$3,570,000.00
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Villa Portofino West

Community Development District

Tax Collections

Fiscal Year Ending September 30, 2019

\$ 339,635.17 \$ 89,294.96 \$ 428,930.13 \$ 322,653.41 \$ 84,830.21											
Date Received	Description	Gross Tax Received	Commissions	Discounts/ Penalties	Interest	Net Amount Received	700-363-100		300-363-100		Total
							Debt Service Fund 79.18%	General Fund 20.82%	100.00%		
11/20/2018	CURRENT 11/1-9/2018	\$ 21,234.22	\$ 212.34	\$ 840.89	\$ -	\$ 20,180.99	\$ 15,979.70	\$ 4,201.29	\$ 20,180.99		
11/30/2018	CURRENT 11/10-23/2018	\$ 75,070.59	\$ 750.72	\$ 2,972.82	\$ -	\$ 71,347.05	\$ 56,493.97	\$ 14,853.08	\$ 71,347.05		
12/10/2018	CURRENT 11/24-30/2018	\$ 262,855.69	\$ 2,628.58	\$ 10,409.16	\$ -	\$ 249,817.95	\$ 197,810.68	\$ 52,007.27	\$ 249,817.95		
12/21/2018	CURRENT 12/1-14/2018	\$ 21,234.22	\$ 212.34	\$ 735.76	\$ -	\$ 20,286.12	\$ 16,062.94	\$ 4,223.18	\$ 20,286.12		
1/14/2019	CURRENT 12/15-31/2018	\$ 13,650.57	\$ 136.53	\$ 525.53	\$ -	\$ 12,988.51	\$ 10,284.55	\$ 2,703.96	\$ 12,988.51		
1/29/2019	INT 10/1/2018-12/31/2018	\$ 216.71	\$ -	\$ -	\$ -	\$ 216.71	\$ 171.60	\$ 45.11	\$ 216.71		
2/8/2019	CURRENT 1/1-31/2019	\$ 6,066.92	\$ 60.66	\$ 135.15	\$ -	\$ 5,871.11	\$ 4,648.86	\$ 1,222.25	\$ 5,871.11		
3/8/2019	CURRENT 2/1-28/2019	\$ 7,583.65	\$ 75.83	\$ 75.10	\$ -	\$ 7,432.72	\$ 5,885.37	\$ 1,547.35	\$ 7,432.72		
4/9/2019	CURRENT 3/1-31/2019	\$ 13,650.57	\$ 136.50	\$ -	\$ -	\$ 13,514.07	\$ 10,700.70	\$ 2,813.37	\$ 13,514.07		
5/3/2019	INT 1/1-3/31/2019	\$ 36.82	\$ -	\$ -	\$ -	\$ 36.82	\$ -	\$ 36.82	\$ 36.82		
5/9/2019	CURRENT 4/1-30/2019	\$ 1,516.73	\$ 15.63	\$ 45.52	\$ -	\$ 1,546.62	\$ 1,224.64	\$ 321.98	\$ 1,546.62		
6/10/2019	CURRENT 5/1-31/2019	\$ 1,516.73	\$ 15.16	\$ -	\$ 45.05	\$ 1,546.62	\$ 1,224.64	\$ 321.98	\$ 1,546.62		
6/24/2019	CURRENT 6/1-30/2019	\$ 4,550.19	\$ 45.51	\$ -	\$ 202.71	\$ 4,707.39	\$ 3,727.40	\$ 979.99	\$ 4,707.39		
7/23/2019	INT 4/1-6/30/2019	\$ 29.24	\$ -	\$ -	\$ -	\$ 29.24	\$ -	\$ 29.24	\$ 29.24		
TOTALS		\$ 429,212.85	\$ 4,289.80	\$ 15,739.93	\$ 247.76	\$ 409,521.92	\$ 324,215.07	\$ 85,306.85	\$ 409,521.92		
Percentage Collected			100%								