



**FONTAINBLEAU LAKES  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 26, 2024  
6:30 P.M.**

Special District Services, Inc.  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, FL 33193

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

786.303.3661 Telephone

877.SDS.4922 Toll Free

561.630.4923 Facsimile

**AGENDA**  
**FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT**  
Las Ramblas Clubhouse Conference Room  
9960 NW 10<sup>th</sup> Terrace  
Miami, Florida 33172  
**REGULAR BOARD MEETING**  
February 26, 2024  
6:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. October 16, 2023 Special Board Meeting Minutes.....Page 2
- G. Old Business
  - 1. Discussion Regarding Perimeter Fence (Las Ramblas).....Page 6
  - 2. Discussion Regarding Relocation of Light Post (9732 NW 9<sup>th</sup> Street).....Page 8
- H. New Business
  - 1. Consider Resolution No. 2024-01 – Adopting an Electronic Signature Policy.....Page 10
  - 2. Discussion Regarding Parking Rules and Booting Vehicles
  - 3. Discussion Regarding Expansion of Driveway Request – 9774 NW 8<sup>th</sup> Terrace.....Page 13
  - 4. Discussion Regarding FY 2024/2024 Proposed Budget.....Page 16
- I. Administrative & Operational Matter
  - 1. Memorandum on Ethics Training and Financial Disclosure.....Page 21
- J. Board Members & Staff Closing Comments
- K. Adjourn

## MIAMI-DADE

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT  
DISTRICT - FISCAL YEAR 2023/2024 REGULAR MEETING  
SCHEDULE

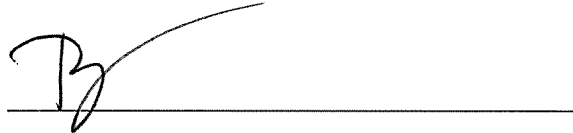
in the XXXX Court,  
was published in a newspaper by print in the issues of Miami  
Daily Business Review f/k/a Miami Review on

11/09/2023

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

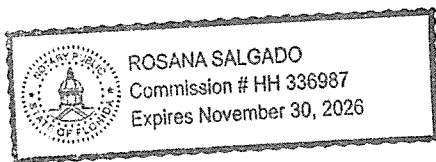


Sworn to and subscribed before me this  
9 day of NOVEMBER, A.D. 2023



(SEAL)

GUILLERMO GARCIA personally known to me



### FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors (the "Board") of the Fontainebleau Lakes Community Development District (the "District") will hold Regular Meetings in the Las Ramblas Clubhouse Conference Room located at 9960 NW 10th Terrace, Miami, Florida 33172 at 6:30 p.m. on the following dates:

November 20, 2023  
February 26, 2024  
May 20, 2024  
June 17, 2024  
September 16, 2024

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors (the "Board") of the Fontainebleau Lakes Community Development District (the "District") will hold Regular Meetings in the Las Sevillas Roundabout located at 10012 NW 7th Street, Miami, Florida 33172 at 6:30 p.m. on the following dates:

March 18, 2024  
April 15, 2024

The purpose of the meetings is to conduct any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 786-313-3661 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that the Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 786-313-3661 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

**FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT**

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

11/9

23-154/0000693672M

**FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 16, 2023**

**A. CALL TO ORDER**

District Manager Armando Silva called the October 16, 2023, Regular Board Meeting of the Fontainebleau Lakes Community Development District (the “District”) to order at 6:35 p.m. in the Las Ramblas Clubhouse Conference Room located at 9960 NW 10<sup>th</sup> Terrace, Miami, Florida 33172.

**B. PROOF OF PUBLICATION**

Mr. Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 6, 2023, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the attendance of Chairperson Edward Aparicio, Vice Chairperson Mayra De Torres and Supervisors Miguel Garcia, Humberto Jovanovic and Arno Lemus constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance were: District Manager Armando Silva of Special District Services, Inc.; and General Counsel Scott Cochran and Liza Smoker of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Others in attendance were: Carmen Alfaro, Eddy Luna, Carina Kuehlenborg, and Diego Rodriguez.

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

The Board requested to have the following items added to the agenda for discussion under New Business:

- Discussion Regarding Holiday Lighting
- Discussion Regarding Trimming of Trees
- Discussion Regarding Sanitary Sewer Repairs

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

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

**F. APPROVAL OF MINUTES**

**1. September 18, 2023 Regular Board Meeting**

Mr. Silva presented the minutes of the September 18, 2023, Regular Board Meeting. A **motion** was made by Mr. Lemus, seconded by Mr. Jovanovic and passed unanimously approving the minutes of the September 18, 2023, Regular Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Discussion Regarding Perimeter Fence (Las Ramblas) – Letter of Interpretation**



Mr. Silva stated that District field operations staff has begun the process of obtaining a Letter of Interpretation from the County for the permitting process relating to the installation of the perimeter fence along the perimeter of the Las Ramblas open space tracts. More information will be provided at an upcoming meeting.

## **2. Discussion Regarding Past Capital Improvements**

Mr. Silva provided the Board with a table outlining the capital improvement expenses for Las Sevilleas and Las Ramblas from when the Developer transitioned to a Resident Board on 6-15-2015. In summary, Las Ramblas has spent about \$163,330 on Capital Improvements and Las Sevilleas has spent about \$159,340.

Mr. Garcia stated that he would like for the Board to consider adding a shading structure to the newly added playground within Las Sevilleas. He stated that the funding for the structure would come from the \$10,000 donation that was provided by Delta Airlines as part of the playground installation project. Mr. Silva stated that he had obtained an estimate on the cost of installing a shade structure to the playground and it would cost about \$38,000. A discussion ensued after which the Board suggested that this project be tabled for some time in the future.

## **H. NEW BUSINESS**

### **1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2023/2024 Meeting Schedule**

Mr. Silva presented Resolution No. 2023-05, entitled:

#### **RESOLUTION NO. 2023-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FONTAINEBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva provided an explanation for the resolution. A discussion ensued after which;

A **motion** was made by Mr. Lemus, seconded by Ms. De Torres and passed unanimously to approve and adopt Resolution No. 2023-05, *as amended*; adding the meeting date of February 26, 2024 and adding the meeting location of the Las Sevilleas Roundabout located at 10012 NW 7<sup>th</sup> Street, Miami, Florida 33172; and thereby setting the 2023/2024 Regular Meeting schedule and authorizes the publication of the schedule, as required by law.

### **2. Consider Resolution No. 2023-07 – Adopting a Fiscal Year 2022/2023 Amended Budget**

Mr. Silva presented Resolution No. 2023-07, entitled:

#### **RESOLUTION NO. 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FONTAINEBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva read the title of the resolution into the record and provided an explanation for the document. The Operating Fund as of September 30, 2023, had a positive balance. In addition, Mr. Silva stated that the Debt Service Fund for the Series 2016 Refunding Bonds had sufficient funds to make the required November 1, 2023, interest payment. A discussion ensued after which the following motion was made:

A **motion** was made by Mr. Garcia, seconded by Ms. De Torres and unanimously passed to approve and adopt Resolution No. 2023-07, as presented; thereby setting the amended/revised final budget for the 2022/2023 fiscal year.

**3. Discussion Regarding Speed Humps**

This item was deferred

**4. Consider and Approve 2-Year Renewal Option – Grau & Associates**

Mr. Silva explained that at the February 15, 2021, District meeting, the Board of Supervisors (the “Board”) selected Grau & Associates to perform the year end audits for the fiscal years ended 2020, 2021, and 2022 with an option to perform the 2023 and 2024 audits.

Mr. Silva stated that management was pleased with the services provided by Grau & Associates and recommended that the Board approve the renewal option to have them perform the year end audits for the fiscal years ending in 2023 and 2024. Additionally, Mr. Silva explained the process the Board would need to take should they elect not to approve the renewal option. A discussion ensued, after which:

A **motion** was made by Mr. Aparicio, seconded by Ms. De Torres and unanimously passed approving the renewal option with Grau & Associates to perform the audits for the fiscal years ending in 2023 and 2024 in the amount of \$3,300 and \$3,400 respectively.

**5. NEW BUSINESS: Discussion Regarding Sanitary Sewer Breaks**

Mr. Silva stated that a couple of weeks ago, there had been another sanitary sewer line break near 10040 NW 10<sup>th</sup> Street. This sanitary sewer line break needed to be addressed as an emergency so District Staff contacted Trans Florida Development Corp for assistance with the repair. The sanitary sewer line has been repaired since then and is functioning fine.

**6. NEW BUSINESS: Discussion Regarding Holiday Lighting**

The Board stated that they would like for the District to obtain proposals for Holiday Lighting within the Las Ramblas and Las Sevillas medians (owned by the District). Mr. Silva stated that last year, the District assisted both Associations with this task because the Associations were not able to afford the installation of the holiday lights (they have always paid for the installation of holiday lights).

Unfortunately, when the District assisted with the installation of the holiday lights, it became a logistical issue and the District would not like to manage this project again. A discussion ensued after which;

A **motion** was made by Ms. De Torres, seconded by Mr. Garcia, and unanimously passed to contribute an amount not to exceed \$15,000 (\$10,000 Las Ramblas & \$5,000 Las Sevillas) to the Las Ramblas and Las Sevillas Association for the installation of Holiday Lights within the District owned medians; and thus authorizes District Counsel to draft a contribution agreement.

## **7. NEW BUSINESS: Discussion Regarding Tree Trimming**

The Board requested that hedges located within District medians be trimmed to a maximum height of 36” from the road and trees branches be kept above 7’ from the road. Mr. Silva acknowledge the request and state that he would inform the landscape contractor.

### **I. ADMINISTRATIVE & OPERATIONAL MATTERS**

There were no Administrative & Operational Matters.

### **J. BOARD MEMBER & STAFF CLOSING COMMENTS**

There were no Board Member or Staff closing comments.

### **K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Aparicio, seconded by Ms. De Torres and passed unanimously to adjourn the Regular Board Meeting at 8:30 p.m.

---

Secretary/Assistant Secretary

---

Chairperson/Vice Chairperson



Proposal No. 24-011709

Wednesday, February 7, 2024

Pablo Jerez  
Special District Services, Inc.

**Reference:** FBL Las Ramblas Fence  
Proposal for: Professional Surveying Services

Dear Pablo Jerez,

Thank you for the opportunity to present this proposal for Professional Surveying Services associated with the project referred to as 'FBL Las Ramblas Fence'. This proposal has been prepared in accordance with your request and defines Special District Services, Inc. as the Client. This proposal defines the scope of work, schedule, compensation and exclusions for the services associated with this project.

**Scope of Services & Price**

☐ Fence Survey \$ 9,350.00

The scope of work shall consist of the assembly of a specific purpose survey with the topographic and boundary features required to assist the Client in this fence installation project. This survey will compose of the red-line limits provided via e-mail on January 2nd, 2024.

Any work that falls outside the described scope of services will be addressed in a separate proposal.

**Time Frame:**

FormTech Land Surveying, Inc. will begin working upon receipt of written Notice to Proceed, retainer fee and all required files. Our team expects to complete the scope of services within 20 business days upon NTP receipt. This schedule is intended as a general guideline and does not account for potential construction-related or agency-related delays, or any contractual modifications.

**Deliverables**

The deliverables shall include both digital and hard copies of the requested scope of services.



Proposal No. 24-011709

Wednesday, February 7, 2024

Pablo Jerez  
Special District Services, Inc.

**Form of Payment**

The payment terms for the requested scope of services are as follows:

- Retainer fee of half of the total payment (\$4,675.00) required before any Work can begin.
- Remainder of the total payment to be paid upon completion of the Work.

We look forward to working with you as a potential Client. If you have any questions or need additional information, please do not hesitate to contact Carlos Formoso at (786) 728-1414.

Sincerely,

Carlos Formoso, PE  
Principal Engineer (License No. 91830)  
FormTech Land Surveying, Inc.

**Contract Reference:** FBL Las Ramblas Fence - Professional Surveying Services

By signing below, I APPROVE AND ACCEPT this letter as a legal contract and read and agree to the payment terms as set forth above.

Contract accepted by the Client this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Signature of Client: \_\_\_\_\_











## **RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, the Fontainbleau Lakes Community Development District (the “District”), is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “Act”), created by Ordinance No. 11-94 of the Board of County Commissioners of Miami Dade County, Florida, Florida enacted on October 6, 2006.; and

**WHEREAS**, the Board of Supervisors of the District regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

**WHEREAS**, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

**WHEREAS**, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:**

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



**Section 2.** The Board of Supervisors of the Fontainebleau Lakes Community Development District hereby establishes and adopts the “Electronic Signature Policy,” as follows:

## **ELECTRONIC SIGNATURE POLICY**

**PURPOSE:** The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, “Electronic Signature Act”.

### **DEFINITIONS:**

*Electronic* means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

*Electronic record* means a record created, generated, sent, communicated, received, or stored by electronic means.

*Electronic signature* means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

*Electronic transaction* means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

*Record* means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

**POLICY:** This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District’s right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by applicable policies, laws or regulations.

**PROCEDURE:** When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.

2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

3. The District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.

5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.

6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.

**Section 3.** The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.

**Section 4.** All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

**Section 5.** If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 6.** The Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** at a meeting of the District Board of Supervisors, this 26<sup>th</sup> day of February, 2024.

**FONTAINBLEAU LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

---

Secretary / Assistant Secretary

---

Chair / Vice Chair

Las Ramblas AMR ChecklistAddress 9774 NW 8<sup>th</sup> Ter.Owner Leon Frikman  
Marie E Ramirez☒ AMR FormFelix RamirezDate: 08/30/23☐ Contractor LicenseGeneral Contractor

Date: \_\_\_\_\_

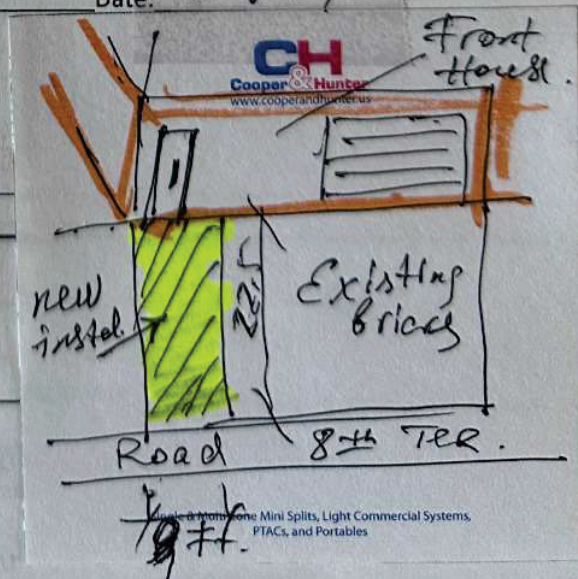
☐ Contractor COI

Date: \_\_\_\_\_

☒ Scope of WorkPave/Bricks for Additional  
Parking Space.Date: in September/October  
2023☒ Approved Color/StyleSame as existingDate: Sept./Oct. 2023☐ Sketch

FOR MANAGEMENT USE ONLY:

Date Completed: \_\_\_\_\_





Fontainebleau Lakes Single Family Homes West HOA

Architectural Modification Request Form

Homeowner's Name: Leon Friman Tel: 786-427-7383  
Address: 9774 NW 8th Ter

In order to process this application, the following must be included:

1. Sketch of proposed modifications and/or a detailed plan or drawing with dimensions. An architectural rendering is not necessary, but it is preferable.
2. Samples of color, tile, brick, and/or other materials to be utilized.
3. A property survey depicting the area where the modification will take place.
4. NOA document for windows, entry doors, and shutters. This document can be obtained from the contractor performing the work.
5. License and insurance for the contractor performing the work. The Certificate of Insurance must include the Workers Compensation, and Fontainebleau Lakes Single Family Homes West HOA must be named in the Certificate Holder and added as Additional Insured in the General Liability Section.

AMR approval is hereby requested to make the following modification(s), alteration(s), or addition(s), as described below (attach additional pages if needed):

We would like to add little grace for parking by adding 180 sqw. feet of the same material and color of the bricks (existing.)

Approved AMR modifications, alterations, and/or additions will be inspected by the Architectural Control Board within a period not exceeding 3 months from the date of approval of said AMR, to confirm modifications do not stray from the approved application.

Homeowners is responsible for obtaining any required building permits from the City of Doral and/or Miami-Dade County, and/or any other governing agencies required.

Homeowner is responsible for any damage to common elements during modification(s). All construction debris must be removed within 48 hours of completion of modification(s).

Homeowner's Signature: \_\_\_\_\_

Date: 08/31/2023

**FOR BOARD OF DIRECTORS USE ONLY**

Date AMR received: \_\_\_\_\_

Date AMR approved/rejected: \_\_\_\_\_

Approved: \_\_\_\_\_ Your approval is subject to the following (**PLEASE NOTE THAT ALL APPROVALS ARE CONTINGENT UPON THE PROPER PERMITTING REQUIRED BY THE CITY**): \_\_\_\_\_

Rejected (Reason): \_\_\_\_\_

**BOARD OF DIRECTORS (Signed)**  
**Fontainebleau Lakes Single Family Homes West**



Fontainebleau Lakes Single Family Homes West HOA  
Architectural Modification Request

**INSPECTION FORM**

**TO BE COMPLETED BY THE BOARD OF DIRECTORS**

Homeowner's Name: Leon Fricman Tel: 786-427-7383

Address: 9724 NW 8th Ter. Miami 33172

Approved AMR modifications, alterations, and/or additions will be inspected by the Architectural Control Board within a period not exceeding 3 months from the date of approval of said AMR, to confirm modifications do not stray from the approved application.

Date AMR received: \_\_\_\_\_ Date AMR approved: \_\_\_\_\_

AMR approval provided to make the following modification(s), alteration(s), or addition(s), as described below (attach copy of original/approved AMR):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE AMR WORK WAS INSPECTED: \_\_\_\_\_

NAME OF BOD MEMBER CONDUCTING INSPECTION: \_\_\_\_\_ (PRINT)

AMR WORK COMPLETED AS PER APPROVED AMR FORM (circle one): YES NO

IF "YES", SIGN BELOW. IF "NO", PROVIDE EXPLANATION AND THEN SIGN BELOW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BOARD OF DIRECTORS (Signed)  
Fontainebleau Lakes Single Family Homes West

# Fontainebleau Lakes Community Development District

**Amended Final Budget For  
Fiscal Year 2022/2023  
October 1, 2022 - September 30, 2023**

# **CONTENTS**

- I      AMENDED FINAL OPERATING FUND BUDGET**
- II     AMENDED FINAL MAINTENANCE BUDGET**
- III    AMENDED FINAL DEBT SERVICE FUND BUDGET**

**AMENDED FINAL BUDGET**  
**FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

|  | FISCAL YEAR<br>2022/2023<br>BUDGET<br>10/1/22 - 9/30/23 | AMENDED<br>FINAL<br>BUDGET<br>10/1/22 - 9/30/23 | YEAR<br>TO DATE<br>ACTUAL<br>10/1/22 - 9/29/23 |
|--|---|---|--|
| <b>REVENUES</b>                          |   |   |  |
| Administrative Assessments               | 90,194  | 92,544  | 92,544   |
| Maintenance Assessments                  | 350,000   | 350,001   | 350,001  |
| Debt Assessments                         | 463,915   | 463,916   | 463,916  |
| Other Revenues                           | 0   | 13,200  | 13,200   |
| Interest Income                          | 180   | 14,621  | 14,521   |
| <b>TOTAL REVENUES</b>                    | <b>\$ 904,289</b>                                       | <b>\$ 934,282</b>                               | <b>\$ 934,182</b>                              |
| <b>EXPENDITURES</b>                      |   |   |  |
| <b>ADMINISTRATIVE ASSESSMENTS</b>        |   |   |  |
| Supervisor Fees                          | 3,000   | 2,200   | 2,200  |
| Payroll Taxes (Employer)                 | 230   | 168   | 168  |
| Management                               | 30,012  | 30,012  | 30,012   |
| Secretarial & Field Operations           | 6,300   | 6,300   | 6,300  |
| Legal                                    | 12,500  | 23,000  | 20,195   |
| Assessment Roll                          | 10,000  | 10,000  | 10,000   |
| Audit Fees                               | 3,200   | 3,200   | 3,200  |
| Arbitrage Rebate Fee                     | 650   | 650   | 650  |
| Insurance                                | 9,145   | 18,822  | 18,822   |
| Legal Advertisements                     | 800   | 800   | 520  |
| Miscellaneous                            | 2,200   | 2,500   | 2,229  |
| Postage                                  | 600   | 685   | 678  |
| Office Supplies                          | 800   | 875   | 847  |
| Dues & Subscriptions                     | 175   | 175   | 175  |
| Trustee Fee                              | 3,250   | 3,250   | 3,250  |
| Continuing Disclosure Fee                | 350   | 350   | 350  |
| Website Management                       | 1,750   | 1,750   | 1,750  |
| <b>TOTAL ADMINISTRATIVE EXPENDITURES</b> | <b>\$ 84,962</b>  | <b>\$ 104,737</b>                               | <b>\$ 101,346</b>                              |
| <b>TOTAL MAINTENANCE EXPENDITURES</b>    | <b>\$ 358,000</b>                                       | <b>\$ 462,532</b>                               | <b>\$ 434,206</b>                              |
| <b>TOTAL EXPENDITURES</b>                | <b>\$ 442,962</b>                                       | <b>\$ 567,269</b>                               | <b>\$ 535,552</b>                              |
| <b>REVENUES LESS EXPENDITURES</b>        | <b>\$ 461,327</b>                                       | <b>\$ 367,013</b>                               | <b>\$ 398,630</b>                              |
| <b>BOND PAYMENTS</b>                     | <b>(436,080)</b>  | <b>(443,703)</b>                                | <b>(443,703)</b>                               |
| <b>BALANCE</b>                           | <b>\$ 25,247</b>  | <b>\$ (76,690)</b>                              | <b>\$ (45,073)</b>                             |
| COUNTY APPRAISER & TAX COLLECTOR FEE     | (18,082)  | (8,750)   | (8,750)  |
| DISCOUNTS FOR EARLY PAYMENTS             | (36,165)  | (30,659)  | (30,659)                                       |
| <b>EXCESS/ (SHORTFALL)</b>               | <b>\$ (29,000)</b>                                      | <b>\$ (116,099)</b>                             | <b>\$ (84,482)</b>                             |
| <b>CARRYOVER FROM PRIOR YEAR</b>         | <b>29,000</b>   | <b>0</b>  | <b>0</b>                                       |
| <b>NET EXCESS/ (SHORTFALL)</b>           | <b>\$ -</b>   | <b>\$ (116,099)</b>                             | <b>\$ (84,482)</b>                             |

|                            |
|----------------------------|
| FUND BALANCE AS OF 9/30/22 |
| FY 2022/2023 ACTIVITY      |
| FUND BALANCE AS OF 9/30/23 |

|             |
|-------------|
| \$322,440   |
| (\$116,099) |
| \$206,341   |

**Notes**

Carryover from prior year of \$29,000 was used to reduce Fiscal Year 2022/2023 Assessments.



**AMENDED FINAL BUDGET**  
**FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**MAINTENANCE EXPENDITURES**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

|   | <b>FISCAL YEAR<br/>2022/2023<br/>BUDGET<br/>10/1/22 - 9/30/23</b> | <b>AMENDED<br/>FINAL<br/>BUDGET<br/>10/1/22 - 9/30/23</b> | <b>YEAR<br/>TO DATE<br/>ACTUAL<br/>10/1/22 - 9/29/23</b> |
|---|---|---|--|
| <b>MAINTENANCE EXPENDITURES</b>                         |   |   |  |
| Engineering/Annual Report/Inspections                   | 8,000   | 3,000   | 1,675  |
| Lake Tract Aquatic Maintenance (Includes Parcel 1)      | 14,000  | 12,000  | 10,762   |
| Landscaping Service/Pest Control/Fertilizer             | 110,000   | 110,000   | 106,185  |
| Mulch (Tree Rings & Shrubbery Beds)                     | 10,000  | 5,600   | 5,600  |
| Irrigation Systems Maintenance (North & South)          | 10,000  | 10,000  | 9,233  |
| Tree & Shrubbery Replacement (North & South)            | 25,000  | 43,500  | 43,054   |
| Community Lighting Upkeep (North & South)               | 15,000  | 14,000  | 12,341   |
| FP&L - Power - Street Lighting (North & South)          | 27,000  | 19,360  | 19,360   |
| FP&L - Power - Irrigation Pump Stations (North & South) | 3,000   | 1,372   | 1,372  |
| FP&L - Power - Lift Stations (North & South)            | 5,000   | 5,000   | 4,044  |
| Roadways & Street Maintenance (North & South)           | 35,000  | 36,000  | 35,976   |
| Fountain Maintenance (Tract A)                          | 3,000   | 6,200   | 5,279  |
| Entrance/Exit Gate Maintenance/Repairs (North & South)  | 10,000  | 12,000  | 10,875   |
| Hurricane Preparedness/Miscellaneous                    | 25,000  | 2,500   | 0  |
| Lift Station Maintenance (North & South)                | 25,000  | 110,000   | 99,459   |
| Miscellaneous Improvements (North & South)              | 32,000  | 70,000  | 67,357   |
| Dumpster Rental   | 1,000   | 0   | 0  |
| AT&T Wireless (Hot Spot)                                | 0   | 2,000   | 1,634  |
|   |   |   |  |
| <b>TOTAL MAINTENANCE EXPENDITURES</b>                   | <b>\$ 358,000</b>   | <b>\$ 462,532</b>   | <b>\$ 434,206</b>  |

**AMENDED FINAL BUDGET**  
**FONTAINBLEAU LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

|                            | <b>FISCAL YEAR<br/>2022/2023<br/>BUDGET<br/>10/1/22 - 9/30/23</b> | <b>AMENDED<br/>FINAL<br/>BUDGET<br/>10/1/22 - 9/30/23</b> | <b>YEAR<br/>TO DATE<br/>ACTUAL<br/>10/1/22 - 9/29/23</b> |
|----------------------------|---|---|--|
| <b>REVENUES</b>            |   |   |  |
| Interest Income            | 25  | 22,319  | 22,319   |
| NAV Tax Collection         | 436,080   | 443,703   | 443,703  |
|                            |   |   |  |
| <b>Total Revenues</b>      | <b>\$ 436,105</b>   | <b>\$ 466,022</b>   | <b>\$ 466,022</b>  |
|                            |   |   |  |
| <b>EXPENDITURES</b>        |   |   |  |
| Principal Payments         | 245,000   | 245,000   | 245,000  |
| Interest Payments          | 191,080   | 194,144   | 194,144  |
| Bond Redemption            | 25  | 0   | 0  |
|                            |   |   |  |
| <b>Total Expenditures</b>  | <b>\$ 436,105</b>   | <b>\$ 439,144</b>   | <b>\$ 439,144</b>  |
|                            |   |   |  |
| <b>Excess/ (Shortfall)</b> | <b>\$ -</b>   | <b>\$ 26,878</b>  | <b>\$ 26,878</b>   |

|                            |           |
|----------------------------|-----------|
| FUND BALANCE AS OF 9/30/22 | \$530,106 |
| FY 2022/2023 ACTIVITY      | \$26,878  |
| FUND BALANCE AS OF 9/30/23 | \$556,984 |

**Notes**

Bond Reserve Fund Balance = \$238,887\*. Bond Revenue Fund Balance = \$318,097\*.

Revenue Fund Balance To Be Used To Make 11/1/23 Interest Payment Of \$94,009.

\* Approximate Amounts

**Series 2016 Bond Refunding Information**

|                            |                |                                |
|----------------------------|----------------|--------------------------------|
| Original Par Amount =      | \$6,430,000    | Annual Principal Payments Due: |
| Interest Rate =            | 2.00% - 4.125% | May 1st                        |
| Issue Date =               | October 2016   | Annual Interest Payments Due:  |
| Maturity Date =            | May 2038       | May 1st & November 1st         |
| Par Amount As Of 9/30/23 = | \$4,855,000    |                                |

## MEMORANDUM

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.  
District Counsel

DATE: January 19, 2024

RE: Required Ethics Training and Financial Disclosure

---

### **Ethics Training**

This memorandum serves as a reminder that beginning January 1, 2024, elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts are required to complete four (4) hours of ethics training annually. The training must address, at a minimum, s. 8, Art. II of the Florida Constitution (ethics for public officers and financial disclosure), the Code of Ethics for Public Officers and Employees, and the Florida Public Records Law and Open Meetings laws.

### **Deadlines & Recordkeeping**

The deadline to complete training for this calendar year is December 31, 2024. There is no requirement to submit proof that you have completed the training. However, the Florida Commission on Ethics recommends that Supervisors maintain a record of all completed trainings, including the date and time of completion. This documentation may be useful if Supervisors are ever required to provide evidence of training completion. The training is a calendar year requirement and corresponds to the form year. Therefore, Supervisors will report their 2024 training when filling out their Form 1 for the 2025 year.

### **Links to Online Training**

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#). This presentation is audio only and is offered by the Office of the Attorney General. This presentation covers public records and Florida public records law. The presentation can be accessed for free. Completing this presentation will satisfy 2 of the 4 hours of required ethics training.

[State Ethics Laws for Constitutional Officers & Elected Municipal Officers](#). This training is presented by the Florida Commission on Ethics. The training is an overview of Florida's Ethics Code (Part III, Chapter 112, and Article II, Section 8, Florida Constitution) geared toward Constitutional Officers and Elected Municipal Officers. Topics covered include gifts, voting conflict, misuse of office, prohibited business relationships, conflicting employment relationships, revolving door, and Amendment 12. This presentation can be accessed for free. Completing this training will satisfy 2 of the 4 hours of required ethics training.

[State-Mandated Continuing Education in Ethics.](#) This class is presented by the Florida League of Cities. The class covers Chapter 112 of Florida’s Ethics Code (2 Hours) and Florida Public Records and Public Meetings Law (2 Hours). To take this class, you must register for it, however there is no registration fee. Completing this class will meet your ethics training requirement.

[“4-Hour Ethics Course”.](#) The “4-Hour Ethics Course” is available online and presented by the Florida Institute of Government. There are three sessions. Session 1 covers Florida’s Public Records Laws (1 hour), session 2 covers Florida Government in the Sunshine Law (1 hour), and session 3 covers Florida’s Ethics Laws (2 hours). The registration fee is \$79. Completing this entire course will meet your ethics training requirement.

[Sunshine Law, Public Records and Ethics for Public Officers and Public Employees 2023.](#) This seminar is offered by the Florida Bar. This seminar covers sunshine law and public records; true stories of excess corruption in the ethics world; navigating Florida public records law, privacy, ethics and social media; complaints, misuse, anti-nepotism and voting; ethics during and after public service: conflicting contractual relationships & revolving door restrictions; gifts bribes, honoraria, and expenditures. The cost for this seminar is \$280. Completing this entire seminar will meet your ethics training requirement. Those Supervisors or Officers who are members of the Florida Bar may wish to purchase this option as Continuing Legal Education Credits can be earned.

We will notify you directly or through the District Manager’s office if and when other training opportunities become available.

## **Form 1 or Form 6**

Section 8, Article II of the Florida Constitution requires constitutional officers and certain elected public officials to file a Form 6. In the last session, the legislature expanded the requirements to include *elected members of municipalities*. Independent special district officials remain exempt from the requirement to file a Form 6. Elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts (including community development districts) are required to file Form 1.

For this year’s filing requirement, a completed Form 1 must be submitted prior to July 1, 2024 using the Electronic Filing System of the Florida Commission on Ethics, which can be accessed via the link at [Login - Electronic Financial Disclosure Management System \(floridaethics.gov\).](#) You will no longer be able to file your completed Form 1 through your local Supervisor of Elections office.

If you have any questions or need additional information about ethics training requirements or financial disclosure, please do not hesitate to contact our office.