



## **Cypress Cove Community Development District**

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[www.cypresscovecdd.com](http://www.cypresscovecdd.com)

**Maritza Abstencio, Chairperson**  
**Yvette Weekes, Vice Chairperson**  
**Jonathan Kraljic, Assistant Secretary**  
**Clive Morris, Assistant Secretary**  
**Delieta McClean, Assistant Secretary**

**January 21, 2020**



# **Cypress Cove**

## **Community Development District**

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Phone: 954-721-8681 - Fax: 954-721-9202

January 13, 2020

**Board of Supervisors**  
**Cypress Cove**  
**Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the **Cypress Cove Community Development District** will be held on **January 21, 2020 at 7:00 p.m. at United Community Management Office, 11784 West Sample Road, Suite 103, Coral Springs, Florida.** Following is a copy of the agenda:

1. Roll Call
2. Approval of the Minutes of the November 19, 2019 Meeting
3. Discussion on Options for Wall around Perimeter of Community
4. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager – Discussion on Meeting Schedule and Location
5. Financial Reports
  - A. Approval of Check Run Summary
  - B. Balance Sheet
6. Supervisors Requests and Audience Comments
7. Adjournment

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

**MINUTES OF MEETING  
CYPRESS COVE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cypress Cove Community Development District was held on November 19, 2019 at 7:00 p.m. at the United Community Management Office, 11784 West Sample Road, Suite 103, Coral Springs, Florida.

Present and constituting a quorum were:

Maritza Abstencio	Chairperson
Yvette Weekes	Vice Chairperson
Jonathan Kraljic	Assistant Secretary
Clive Morris	Assistant Secretary
Delieta McClean	Assistant Secretary

Also present were:

Dennis Baldis	District Manager
Julio Padilla	GMS
Vanessa Steinerts	District Counsel
Vilma Viquez	Resident
Vanessa Morris	Resident

**FIRST ORDER OR BUSINESS**

**Roll Call**

Mr. Baldis called the meeting to order, called the roll, and introduced Mr. Padilla.

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation Letter from Ms. Susan Gottesman**

Mr. Baldis presented Ms. Gottesman's resignation letter and asked for a motion to accept it for the District's records.

On MOTION by Ms. Abstencio seconded by Mr. Kraljic with all in favor the resignation letter from Ms. Gottesman was accepted.

**B. Consideration of Appointment(s) of Supervisor(s) to Unexpired Term(s) of Office – Seat #1 (11/2020) and Seat #5 (11/2020)**

Mr. Baldis indicated that there were now two vacant seats and asked the Board if they would like to appoint anyone to either vacancies.

On MOTION by Ms. Abstencio seconded by Ms. Weekes with all in favor Mr. Clive Morris was appointed to Seat #1.

On MOTION by Ms. Abstencio seconded by Ms. Weekes with all in favor Ms. Delieta McClean was appointed to Seat #5.

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

Mr. Baldis, being a Notary Public of the State of Florida administered the oath of office to Mr. Morris and Ms. McClean, and Ms. Steinerts briefly went over the documents provided in the new Board member packet. The signed oaths will become part of the public record.

**D. Election of Officers**

Ms. Steinerts explained that any time a new Board member was appointed or elected, the slate of officers could be reconsidered.

After a brief discussion, the Board decided to retain the same slate of officers and add Mr. Morris and Ms. McClean as Assistant Secretaries.

On MOTION by Mr. Kraljic seconded by Ms. Abstencio with all in favor the Board retained the same slate of officers and Mr. Morris and Ms. McClean were added as Assistant Secretaries.

**THIRD ORDER OR BUSINESS**

**Approval of the Minutes of the August 20, 2019 Meeting**

Mr. Baldis presented the minutes from the August 20, 2019 meeting.

On MOTION by Ms. Weekes seconded by Ms. Abstencio with all in favor the Minutes of the August 20, 2019 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Non Ad Valorem Assessment Collection Agreement**

Mr. Baldis explained the non ad valorem assessment collection agreement was a housekeeping item required by the county.

Ms. Steinerts indicated the agreement with Broward County Tax Collector was statutorily required to be in place in order to have the non ad valorem assessments collected by the tax collector and this was a renewal to keep those services going.

On MOTION by Mr. Kraljic seconded by Ms. Weekes with all in favor the non ad valorem assessment collection agreement was ratified.

**FOURTH ORDER OF BUSINESS**

**Ratification of Right-of-Entry Agreement**

Mr. Baldis presented the right-of-entry agreement, explained it was with the City of Margate to allow them to come into the community in the event of a storm to pick up debris, and asked the Board for a motion to ratify it.

On MOTION by Ms. Abstencio seconded by Ms. Weekes with all in favor the right-of-entry agreement was ratified.

**SIXTH ORDER OF BUSINESS**

**Ratification of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2019**

Mr. Baldis presented the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2019, explained it had already been executed to get the audit process started, and asked for a motion to ratify it.

On MOTION by Ms. Weekes seconded by Ms. Abstencio with all in favor the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2019 was ratified.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution #2020-01 Designating Dennis Lyles as the District's Registered Agent and Billing, Cochran, Lyles, Mauro, & Ramsey as the Registered Office**

Ms. Steinerts explained that Billing, Cochran, Lyles, Mauro, & Ramsey usually served as the District's registered agent, but the prior management company was listed as the registered agent, and approving Resolution #2020-01 would correct that.

On MOTION by Ms. Weekes seconded by Ms. Abstencio with all in favor Resolution #2020-01 Designating Dennis Lyles as the District's Registered Agent and Billing, Cochran, Lyles, Mauro, & Ramsey as the Registered Office was approved.

**EIGHTH ORDER OF BUSINESS**

**Discussion to Change Landscape Maintenance Vendor**

Mr. Baldis presented pricing from the current landscaping vendor to increase the amount of times they provided various specific services and asked for Board direction and discussion on what their preferences were.

There was a brief discussion of what services were needed and District Counsel was authorized to prepare an amendment to the agreement with BrightView to provide additional services except for trash pickup effective as of January 1<sup>st</sup>.

On MOTION by Ms. Abstencio seconded by Mr. Kraljic with all in favor the proposal from BrightView was approved to become effective January 1, 2020 minus the trash pickup and removal line item; and District Counsel was authorized to prepare an amendment to the agreement and the proper District officials were authorized to execute it.

**NINTH ORDER OF BUSINESS**

**Discussion on Pressure-Cleaning Options**

Mr. Baldis briefly discussed options for pressure-cleaning and painting the gates.

There was a brief discussion, the proposal from Electrostatic Painting Services was approved not-to-exceed the amount of \$3,500.

On MOTION by Ms. Abstencio seconded by Mr. Kraljic with all in favor the proposal from Electrostatic Painting Services was approved not-to-exceed the amount of \$3,500.

**TENTH ORDER OF BUSINESS**

**Discussion on Options for the Wall around Perimeter of Community**

There was a brief discussion on options for the wall around the perimeter of the community and after several Board members voiced concerns of costs for doing the entire project and each subdivision individually, District staff was directed to get estimates and bring that information back to the next meeting so they could determine if it was feasible to move forward and how the District would pay for the costs of the project.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Steinerts indicated a formal request had been sent to the former management company regarding transferring the District's records via certified mail and they responded that they had previously provided all documents. Since no further records had been provided, the District at least now had a formal request on file to show the request for the records had been made so that if there was ever a public records request for anything the District didn't have, they would be directed to the former management company. District Counsel had also followed up and sent a certified letter to Mr. Robin

Miller regarding the gate damage. At the last meeting, the Board determined a payment plan would be appropriate, having Mr. Miller pay \$200 up front and \$50 a month until the \$350 was paid off. A follow-up letter was sent, but it was returned as undeliverable.

After further discussion, the Board directed the District Manager to send a follow-up letter to Mr. Miller again.

**B. Engineer**

There not being any report, the next item followed.

**C. Manager**

Mr. Baldis mentioned that there had been some conflicts with holding meetings at the current location and suggested for the Board to consider switching to GMS's office.

**TWELFTH ORDER OF BUSINESS                      Financial Reports**

**A. Approval of Check Run Summary**

**B. Balance Sheet**

Mr. Baldis presented the check run summary, asked for any comments or questions, and upon not hearing any, asked for a motion to approve it.

On MOTION by Ms. Abstencio seconded by Ms. Weekes with all in favor the check run summary was approved.

**THIRTEENTH ORDER OF BUSINESS                      Supervisors                      Requests                      and Audience Comments**

Mr. Baldis asked for any Supervisors requests or audience comments.

Ms. Abstencio requested District staff to check on an address to see if it was encroaching onto District property.

Mr. Kraljic also asked District staff to check if a palm tree was on District property.

**FOURTEENTH ORDER OF BUSINESS                      Adjournment**

Mr. Baldis asked for any further District business, and upon not hearing any, asked for a motion to adjourn the meeting.

On MOTION by Ms. Abstencio seconded by Ms. Weekes with all in favor the meeting was adjourned.

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

# Cypress Cove Community Development District

## Check Register Summary

11/1/2019 - 12/31/2019

<i>Check Date</i>	<i>Check #'s</i>	<i>Total Amount</i>
11/12/2019	2980-2984	\$4,038.93
12/12/2019	2985-2991	\$80,171.17
12/23/2019	2992	\$3,200.00
<b>Total</b>		<b>\$87,410.10</b>



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/12/19	00001	11/05/19	20112948	201911	320	54100	34500		ASAP GATE PLUS, LLC.	*	344.00		
			RED ENTRANCE R&R										
		11/05/19	20112954	201911	320	54100	34500		ASAP GATE PLUS, LLC.	*	289.60		
			BACK GATE BATTERY R&R									633.60	002980
11/12/19	00006	10/01/19	73273	201910	310	51300	54000		DEPARTMENT OF ECONOMIC OPPORTUNITY	*	175.00		
			FY2020 DISTRICT FEES									175.00	002981
11/12/19	00017	11/01/19	57	201911	310	51300	34000		GMS - SO FLORIDA, LLC	*	1,287.50		
			NOV 2019 MGMT FEES										
		11/01/19	57	201911	310	51300	35100		GMS - SO FLORIDA, LLC	*	83.33		
			NOV 2019 WEB ADM									1,370.83	002982
11/12/19	00019	10/29/19	63145	201910	320	54100	46000		LIGHTING MANAGEMENT CO., INC.	*	159.50		
			PRESSURE SODIUM LAMP									159.50	002983
11/12/19	00027	9/30/19	27631	201909	320	54100	49000		ORTIZ CONSTRUCTION SERVICES	*	1,700.00		
			STRAIGHTEN CONCRETE COLUM									1,700.00	002984
12/12/19	00001	12/01/19	20113168	201912	320	54100	34500		ASAP GATE PLUS, LLC.	*	350.00		
			ANNUAL PROG. 1/1-12/31/20										
		12/10/19	5421	201912	320	54100	34500		ASAP GATE PLUS, LLC.	*	2,066.07		
			REPLACE SWING GATE OPERAT									2,416.07	002985
12/12/19	00005	10/31/19	159350	201910	310	51300	31500		BILLING, COCHRAN, LYLES, MAURO &	*	720.00		
			SERVICE THRU 10/31/2019									720.00	002986
12/12/19	00026	9/01/19	6475081	201909	320	54100	46200		BRIGHTVIEW LANDSCAPE SERVICES, INC.	*	2,785.00		
			SEPT 2019 LANDSCAPE SRVC										
		11/01/19	6566375	201911	320	54100	46200		BRIGHTVIEW LANDSCAPE SERVICES, INC.	*	2,785.00		
			NOV 2019 LANDSCAPE SRVC										
		12/01/19	6612013	201912	320	54100	46200		BRIGHTVIEW LANDSCAPE SERVICES, INC.	*	2,785.00		
			DEC 2019 LANDSCAPE MAINT									8,355.00	002987
12/12/19	00020	12/12/19	12122019	201912	300	20700	10000		CYPRESS COVE CDD C/O US BANK S2006	*	66,524.21		
			TXFER TAX RCPTS 12/12/19									66,524.21	002988

CCOV CYPRESS COVE MPHILLIPS

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/12/19	00017	12/01/19	58	201912 310-51300-34000			*	1,287.50		
			DEC 2019 MGMT FEES							
12/01/19		12/01/19	58	201912 310-51300-35100			*	83.33		
			DEC 2019 WEB ADM							
12/01/19		12/01/19	58	201912 310-51300-51000			*	15.00		
			DEC 2019 OFFICE SUPPLIES							
12/01/19		12/01/19	58	201912 310-51300-42000			*	5.06		
			DEC 2019 POSTAGE							
						GMS - SO FLORIDA, LLC			1,390.89	002989
12/12/19	00024	11/15/19	2019ROLL	201911 310-51300-31700			*	400.00		
			TAX ROLL 2019-2020							
						MARTY KIAR			400.00	002990
12/12/19	00004	11/22/19	NOV2019	201911 320-54100-46800			*	365.00		
			NOV 2019 AQUATIC SRVC							
						SOUTHERN WEED CONTROL MANAGEMENT,			365.00	002991
12/23/19	00030	12/23/19	12232019	201912 320-54100-49000			*	3,200.00		
			PAINTING OF GATES 12/23							
						ELECTROSTATIC PAINTING SERVICES			3,200.00	002992
						TOTAL FOR BANK A		87,410.10		
						TOTAL FOR REGISTER		87,410.10		

**Cypress Cove**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**ASSESSMENT RECEIPTS**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2020**

<b>TOTAL BUDGETED AMOUNTS</b>		
300-363-100	300-207-100	
\$151,074.94	\$72,490.57	\$223,565.51

DATE RECEIVED	GROSS TAX RECEIVED	COMMISSIONS	DISCOUNTS	INTEREST	DELINQUENT & PENALTY	NET AMOUNT RECEIVED	<b>TOTAL BUDGETED AMOUNTS</b>		TOTAL 100.00%
							001 GENERAL FUND 67.58%	201 SERIES 2006 32.42%	
11/21/19	\$15,807.34	\$151.60	\$646.88	\$0.00	\$0.00	\$15,008.86	\$10,142.27	\$4,866.59	\$15,008.86
12/09/19	\$200,080.00	\$1,920.77	\$8,003.20	\$0.00	\$0.00	\$190,156.03	\$128,498.40	\$61,657.63	\$190,156.03
12/13/19	\$3,660.00	\$35.14	\$146.40	\$0.00	\$0.00	\$3,478.46	\$2,350.58	\$1,127.88	\$3,478.46
12/27/19	\$1,856.33	\$17.88	\$67.89	\$0.00	\$0.00	\$1,770.56	\$1,196.46	\$574.10	\$1,770.56
<b>TOTALS</b>	<b>\$221,403.67</b>	<b>\$2,125.39</b>	<b>\$8,864.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$210,413.91</b>	<b>\$142,187.72</b>	<b>\$68,226.19</b>	<b>\$210,413.91</b>

YTD % colleted	99.033%	99.033%	99.033%
YTD Gross collected	\$149,614.07	\$71,789.60	\$221,403.67
<b>Outstanding assessments</b>	<b>\$1,460.87</b>	<b>\$700.97</b>	<b>\$2,161.84</b>
Commission	\$1,436.24	\$689.15	\$2,125.39
Discount	\$5,990.12	\$2,874.25	\$8,864.37
Interest	\$0.00	\$0.00	\$0.00
Penalty	\$0.00	\$0.00	\$0.00

<u>D/S Transfers</u>	<u>DS</u>	<u>Check #</u>
12/12/19	\$66,524.21	2988
01/13/20	\$1,701.98	2996
<b>Total Transfers</b>	<b>\$68,226.19</b>	

**CYPRESS COVE  
COMMUNITY DEVELOPMENT DISTRICT  
COMBINED BALANCE SHEET  
December 31, 2019**

	<u>General</u>
<b><u>ASSETS:</u></b>	
CASH	\$225,739
INVESTMENTS	
Construction	\$21,021
Revenue	\$68,535
DUE FROM GENERAL	\$1,702
<b>TOTAL ASSETS</b>	<b><u><u>\$316,998</u></u></b>
<b><u>LIABILITIES:</u></b>	
ACCOUNTS PAYABLE	\$5,023
DUE TO DS - SERIES 2006	\$1,702
<b><u>FUND BALANCES:</u></b>	
UNASSIGNED	\$310,273
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$316,998</u></u></b>

**CYPRESS COVE  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND**

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended December 31, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/19	ACTUAL THRU 12/31/19	VARIANCE
<b><u>REVENUES:</u></b>				
Maintenance Assessments	\$151,075	\$142,188	\$142,188	\$0
Debt Service Assessments	\$72,491	\$68,226	\$68,226	\$0
Interest Income	\$150	\$38	\$110	\$73
<b>TOTAL REVENUES</b>	<b>\$223,716</b>	<b>\$210,451</b>	<b>\$210,524</b>	<b>\$73</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Engineering Fees	\$3,000	\$750	\$0	\$750
Attorney Fees	\$12,500	\$3,125	\$1,958	\$1,168
Annual Audit	\$4,800	\$1,000	\$1,000	\$0
Management Fees	\$15,450	\$3,863	\$3,863	\$0
Website Administration	\$1,000	\$250	\$250	\$0
Trustee Fees	\$3,100	\$0	\$0	\$0
Telephone	\$100	\$25	\$0	\$25
Postage	\$200	\$50	\$16	\$34
Printing and Binding	\$200	\$50	\$64	(\$14)
Insurance	\$6,400	\$6,400	\$5,922	\$478
Legal Advertising	\$1,500	\$375	\$0	\$375
Other Current Charges	\$1,500	\$375	\$189	\$186
Office Supplies	\$250	\$63	\$18	\$45
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$250	\$63	\$0	\$63
Property Appraiser	\$400	\$400	\$400	\$0
Debt Service Payment - Principal	\$49,079	\$0	\$0	\$0
Debt Service Payment - Interest	\$23,412	\$0	\$0	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$123,316</b>	<b>\$16,963</b>	<b>\$13,853</b>	<b>\$3,109</b>
<b><u>MAINTENANCE</u></b>				
Security	\$15,500	\$3,875	\$3,749	\$126
Cable	\$3,500	\$875	\$990	(\$115)
Phone	\$2,400	\$600	\$768	(\$168)
Electric	\$6,000	\$1,500	\$1,282	\$218
Lake Maintenance	\$4,380	\$1,095	\$1,095	\$0
Landscape Maintenance	\$43,420	\$10,855	\$8,355	\$2,500
Repairs & Maintenance	\$15,000	\$3,750	\$160	\$3,591
Contingency	\$2,500	\$625	\$3,200	(\$2,575)
Emergency Reserves	\$4,000	\$1,000	\$0	\$1,000
Capital Reserves	\$13,000	\$3,250	\$0	\$3,250
<b>TOTAL MAINTENANCE</b>	<b>\$109,700</b>	<b>\$27,425</b>	<b>\$19,599</b>	<b>\$7,826</b>
<b>TOTAL EXPENDITURES</b>	<b>\$233,016</b>	<b>\$44,388</b>	<b>\$33,453</b>	<b>\$10,935</b>
Excess (deficiency) of revenues over (under) expenditures	(\$9,300)	\$166,064	\$177,072	\$11,008
<b>Fund Balance - Beginning</b>	<b>\$90,089</b>		<b>\$133,201</b>	
<b>Fund Balance - Ending</b>	<b>\$80,789</b>		<b>\$310,273</b>	