



**ISLANDS AT DORAL (NE)
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 12, 2024
7:00 P.M.**

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

www.islandsatdoralnecdd.org

786.347.2711 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
ISLANDS AT DORAL (NE)
COMMUNITY DEVELOPMENT DISTRICT
Doral Legacy Park – 2nd Floor Conference Room
11400 NW 82nd Street
Doral, Florida 33178
REGULAR BOARD MEETING
March 12, 2024
7:00 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 10, 2023 Regular Board Meeting Minutes.....Page 2
- G.** Old Business
- H.** New Business
 - 1. Consider Resolution No. 2024-01 – Electronic Signature Policy.....Page 5
 - 2. Consider Resolution No. 2024-02 – Approving a Proposed Budget for FY 2024/2025.....Page 8
- I.** Administrative Matters
 - 1. Financial Update.....Page 15
- J.** Board Member/Staff Comments and Requests
 - 1. District Counsel’s Memorandum Regarding Required Ethics Training and Financial Disclosure.....Page 19
- 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

ISLANDS AT DORAL (NE) 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

09/29/2023

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

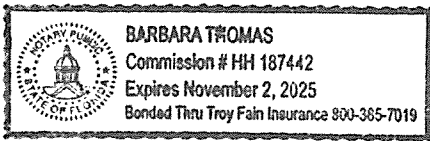
Guillermo Garcia

Sworn to and subscribed before me this
29 day of SEPTEMBER, A.D. 2023

Barbara Thomas

(SEAL)

GUILLERMO GARCIA personally known to me



**ISLANDS AT DORAL (NE) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Islands at Doral (NE) Community Development District will hold Regular Meetings at 7:00 p.m. in the Doral Legacy Park, 2nd Floor Conference Room, located at 11400 NW 82nd Street, Doral, Florida 33178, on the following dates:

- October 10, 2023
- January 9, 2024
- March 12, 2024
- May 14, 2024
- September 10, 2024

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (786) 347-2711 Ext. 2011 and/or at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore a speaker telephone will be present as required, at the meeting location so that Supervisors 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) 347-2711 Ext 2011 and/or 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.

ISLANDS AT DORAL (NE) COMMUNITY DEVELOPMENT DISTRICT

www.islandsdoralnecdd.org
9/29

23-38/0000685964M

**ISLANDS AT DORAL (NE) COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 10, 2023**

A. CALL TO ORDER

The October 10, 2023, Regular Board Meeting of the Islands at Doral (NE) Community Development District (the “District”) was called to order at 7:00 p.m. in the Second Floor Conference Room of Doral Legacy Park located at 11400 NW 82nd Street, Doral, Florida 33178.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 29, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairman Jesus Arias, Vice Chairman Nestor Garcia and Supervisor Dunia Cuneo constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Gloria Perez of Special District Services, Inc.; and General Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

F. APPROVAL OF MINUTES

1. June 13, 2023, Public Hearing & Regular Board Meeting

The June 13, 2023, Public Hearing & Regular Board Meeting minutes were presented for approval.

A MOTION was made by Supervisor Garcia, seconded by Supervisor Cuneo and unanimously passed approving the minutes of the June 13, 2023, Public Hearing & Regular Board Meeting, as presented.
--

G. OLD BUSINESS

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

H. NEW BUSINESS

1. Consider Resolution No. 2023-05 – Adopting an Amended Fiscal Year 2022/2023 Budget

Mrs. Perez presented Resolution No. 2023-05, entitled:

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ISLANDS AT DORAL (NE) 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.

Mrs. Perez explained, as done every year for administrative and statutory requirements, within 60 days of any given fiscal year end, the Board adopts a revised/amended budget for said year. The fiscal year ended on September 30, 2023. This is the reason it is administrative in nature (past year’s budget for past year’s expenses) and will serve as the Board’s final approval/ratification of the District’s expenditures for the past fiscal year.

A **MOTION** was made by Supervisor Garcia, seconded by Supervisor Cuneo and unanimously passed adopting Resolution No. 2023-05, adopting a Fiscal Year 2022/2023 Amended Budget.

I. ADMINISTRATIVE MATTERS

1. Financial Update

Mrs. Perez presented the financials in the meeting book and briefly reviewed them. She pointed out that the available funds as of September 30, 2023, were \$66,196.26.

2. Form 1 – Statement of Financial Interests

Mrs. Perez advised that, according to the Public Ethics State of Florida website, all Board Members had complied with the requirement to file a Form 1 – Statement of Financial Interests.

J. BOARD MEMBER/STAFF COMMENTS

1. 2023 Florida Legislative Session Update

Mr. George provided an overview of the 2023 Florida Legislative Session presented in the meeting materials.

2. Required Ethics Training

Mr. George provided an overview of the newly required ethics training presented in the meeting materials, noting that the requirements would be effective in 2024 and that his firm would prepare additional information and links to training sessions sometime in January.

K. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Supervisor Arias, seconded by Supervisor Garcia and passed unanimously adjourning the Regular Board Meeting at 7:06 p.m.

ATTEST:

Secretary/Assistant Secretary

Chairman/Vice-Chair

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ISLANDS AT DORAL (NE) 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 Islands at Doral (NE) 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”); 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 ISLANDS AT DORAL (NE) 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 Islands at Doral (NE) 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 THIS 12th DAY OF MARCH, 2024.

**ISLANDS AT DORAL (NE) COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairman/Vice Chairman

RESOLUTION NO. 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ISLANDS AT DORAL (NE) COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Islands at Doral (NE) Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2024/2025 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ISLANDS AT DORAL (NE) COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2024/2025 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for May 14, 2024 at 7:00 p.m. in the Doral Legacy Park, 2nd Floor Conference Room located at 11400 NW 82nd Street, Doral, Florida 33178, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

PASSED, ADOPTED and EFFECTIVE this 12th day of March, 2024.

ATTEST:

**ISLANDS AT DORAL (NE)
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Islands At Doral (NE)
Community Development District

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

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- II DETAILED PROPOSED BUDGET**
- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET**
- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
ISLANDS AT DORAL (NE) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
Administrative Assessments	88,450
Maintenance Assessments	8,510
Debt Assessments	554,723
Interest Income	480
TOTAL REVENUES	\$ 652,163
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Maintenance Contingency	5,000
Engineering/Inspections	3,000
TOTAL MAINTENANCE EXPENDITURES	\$ 8,000
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	5,000
Payroll Taxes (Employer)	400
Management	33,348
Secretarial	4,200
Legal	9,000
Assessment Roll	7,500
Audit Fees	3,900
Arbitrage Rebate Fee	650
Insurance	7,300
Legal Advertisements	4,000
Miscellaneous	800
Postage	450
Office Supplies	450
Dues & Subscriptions	175
Trustee Fees	4,100
Continuing Disclosure Fee	350
Website Management	2,000
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 83,623
TOTAL EXPENDITURES	\$ 91,623
REVENUES LESS EXPENDITURES	\$ 560,540
Bond Payments	(524,213)
BALANCE	\$ 36,327
County Appraiser & Tax Collector Fee	(12,109)
Discounts For Early Payments	(24,218)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
ISLANDS AT DORAL (NE) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	58,749	57,609	88,450	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	7,448	6,915	8,510	Expenditures /.94
Debt Assessments	554,725	554,723	554,723	Bond Payments/.94
Interest Income	5,099	240	480	Interest Projected At \$40 Per Month
TOTAL REVENUES	\$ 626,021	\$ 619,487	\$ 652,163	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Maintenance Contingency	0	4,500	5,000	\$500 Increase From 2023/2024 Budget
Engineering/Inspections	1,247	2,000	3,000	\$1,000 Increase From 2023/2024 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 1,247	\$ 6,500	\$ 8,000	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	1,800	5,000	5,000	No Change From 2023/2024 Budget
Payroll Taxes (Employer)	138	400	400	Projected At 8% Of Supervisor Fees
Management	31,452	32,388	33,348	CPI Adjustment (Capped At 3%)
Secretarial	4,200	4,200	4,200	No Change From 2023/2024 Budget
Legal	7,063	9,000	9,000	No Change From 2023/2024 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,700	3,800	3,900	\$100 Increase From 2023/2024 Budget
Arbitrage Rebate Fee	650	650	650	No Change From 2023/2024 Budget
Insurance	6,134	6,600	7,300	Fiscal Year 2023/2024 Expenditure Was \$6,594
Legal Advertisements	272	600	4,000	Costs Will Increase Due To Closing Of The Miami Business Review
Miscellaneous	383	800	800	No Change From 2023/2024 Budget
Postage	165	450	450	No Change From 2023/2024 Budget
Office Supplies	223	450	450	No Change From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fees	4,080	4,100	4,100	No Change From 2023/2024 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2023/2024 Budget
Website Management	2,000	2,000	2,000	No Change From 2023/2024 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 70,285	\$ 78,463	\$ 83,623	
TOTAL EXPENDITURES	\$ 71,532	\$ 84,963	\$ 91,623	
REVENUES LESS EXPENDITURES	\$ 554,489	\$ 534,524	\$ 560,540	
Bond Payments	(529,918)	(524,213)	(524,213)	2025 Principal & Interest Payments
BALANCE	\$ 24,571	\$ 10,311	\$ 36,327	
County Appraiser & Tax Collector Fee	(5,987)	(11,460)	(12,109)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(21,650)	(22,921)	(24,218)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (3,066)	\$ (24,070)	\$ -	
Carryover From Prior Year	0	24,070	0	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (3,066)	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
ISLANDS AT DORAL (NE) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	15,071	100	500	Projected Interest For 2024/2025
NAV Tax Collection	529,918	524,213	524,213	NAV Tax Collection
Total Revenues	\$ 544,989	\$ 524,313	\$ 524,713	
EXPENDITURES				
Principal Payments	275,000	285,000	305,000	Principal Payment Due In 2025
Interest Payments	125,703	107,512	91,919	Interest Payments Due In 2025
Additional Principal Payments	110,000	131,801	127,794	Additional Principal Payments
Total Expenditures	\$ 510,703	\$ 524,313	\$ 524,713	
Excess/ (Shortfall)	\$ 34,286	\$ -	\$ -	

Series 2014 Refunding Bond Information

Original Par Amount =	\$5,925,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.85%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	April 2014		
Maturity Date =	May 2029		

Par Amount As Of 1/1/2024 = \$2,825,000

Original Principal Amount Due In May 2029: \$2,225,000

Current Principal Amount Due In May 2029: \$1,255,000

Islands At Doral (NE) Community Development District Assessment Comparison

	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Assessment Before Discount*	Fiscal Year 2024/2025 Projected Assessment Before Discount*
Administrative For Single Family Homes	\$ 107.59	\$ 107.55	\$ 108.50	\$ 166.58
Maintenance For Single Family Homes	\$ 14.03	\$ 14.03	\$ 13.03	\$ 16.03
<u>Debt For Single Family Homes</u>	<u>\$ 1,587.68</u>	<u>\$ 1,587.68</u>	<u>\$ 1,587.68</u>	<u>\$ 1,587.68</u>
Total	\$ 1,709.30	\$ 1,709.26	\$ 1,709.21	\$ 1,770.29
Administrative For Townhomes	\$ 107.59	\$ 107.55	\$ 108.50	\$ 166.58
Maintenance For Townhomes	\$ 14.03	\$ 14.03	\$ 13.03	\$ 16.03
<u>Debt For Townhomes</u>	<u>\$ 1,133.61</u>	<u>\$ 1,133.61</u>	<u>\$ 1,133.61</u>	<u>\$ 1,133.61</u>
Total	\$ 1,255.23	\$ 1,255.19	\$ 1,255.14	\$ 1,316.22
Administrative For Condominiums	\$ 107.59	\$ 107.55	\$ 108.50	\$ 166.58
Maintenance For Condominiums	\$ 14.03	\$ 14.03	\$ 13.03	\$ 16.03
<u>Debt For Condominiums</u>	<u>\$ 906.57</u>	<u>\$ 906.57</u>	<u>\$ 906.57</u>	<u>\$ 906.57</u>
Total	\$ 1,028.19	\$ 1,028.15	\$ 1,028.10	\$ 1,089.18

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Single Family Homes	66
Townhomes	125
<u>Condominiums</u>	<u>340</u>
Total Units	531

Islands At Doral (NE)
Community Development District

**Financial Report For
February 2024**

Islands at Doral (NE) Community Development District
Budget vs. Actual
October 2023 through February 2024

	<u>Oct '23 - Feb 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
363.100 · Admin Assessment Income	51,396.76	57,609.00	-6,212.24	89.22%
363.101 · Maint Assessment Income	6,189.71	6,915.00	-725.29	89.51%
363.810 · Debt Assessment	495,066.70	554,723.00	-59,656.30	89.25%
363.820 · Debt Assessment-Paid To Trustee	-470,942.98	-524,213.00	53,270.02	89.84%
363.830 · Assessment Fees	-5,310.35	-11,460.00	6,149.65	46.34%
363.831 · Discounts For Early Payments	-21,619.46	-22,921.00	1,301.54	94.32%
369.401 · Interest Income	4,558.47	240.00	4,318.47	1,899.36%
369.402 · Carryover From Prior Year	0.00	24,070.00	-24,070.00	0.0%
Total Income	<u>59,338.85</u>	<u>84,963.00</u>	<u>-25,624.15</u>	<u>69.84%</u>
Expense				
511.122 · Payroll Expense	45.90	400.00	-354.10	11.48%
511.131 · Supervisor Fee	600.00	5,000.00	-4,400.00	12.0%
511.305 · Maintenance Contingency	0.00	4,500.00	-4,500.00	0.0%
511.310 · Engineering	0.00	2,000.00	-2,000.00	0.0%
511.311 · Management Fees	13,495.00	32,388.00	-18,893.00	41.67%
511.312 · Secretarial Fees	1,750.00	4,200.00	-2,450.00	41.67%
511.315 · Legal Fees	1,822.50	9,000.00	-7,177.50	20.25%
511.318 · Assessment/Tax Roll	0.00	7,500.00	-7,500.00	0.0%
511.320 · Audit Fees	0.00	3,800.00	-3,800.00	0.0%
511.330 · Arbitrage Rebate Fee	0.00	650.00	-650.00	0.0%
511.450 · Insurance	6,594.00	6,600.00	-6.00	99.91%
511.480 · Legal Advertisements	0.00	600.00	-600.00	0.0%
511.512 · Miscellaneous	201.95	800.00	-598.05	25.24%
511.513 · Postage and Delivery	67.29	450.00	-382.71	14.95%
511.514 · Office Supplies	58.70	450.00	-391.30	13.04%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.733 · Trustee Fees	0.00	4,100.00	-4,100.00	0.0%
511.734 · Continuing Disclosure Fee	0.00	350.00	-350.00	0.0%
511.750 · Website Management	833.30	2,000.00	-1,166.70	41.67%
Total Expense	<u>25,643.64</u>	<u>84,963.00</u>	<u>-59,319.36</u>	<u>30.18%</u>
Net Income	<u><u>33,695.21</u></u>	<u><u>0.00</u></u>	<u><u>33,695.21</u></u>	<u><u>100.0%</u></u>

**ISLANDS AT DORAL (NE) COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
FEBRUARY 2024**

	Annual Budget 10/1/23 - 9/30/24	Actual Feb-24	Year To Date Actual 10/1/23 - 2/29/24
REVENUES			
Administrative Assessments	57,609	1,381	51,397
Maintenance Assessments	6,915	166	6,190
Debt Assessments	554,723	13,300	495,067
Interest Income	240	0	4,558
Total Revenues	\$ 619,487	\$ 14,847	\$ 557,212
MAINTENANCE EXPENDITURES			
Maintenance Contingency	4,500	0	0
Engineering/Inspections	2,000	0	0
TOTAL MAINTENANCE EXPENDITURES	\$ 6,500	\$ -	\$ -
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	5,000	0	600
Payroll Taxes (Employer)	400	0	46
Management	32,388	2,699	13,495
Secretarial	4,200	350	1,750
Legal	9,000	0	1,823
Assessment Roll	7,500	0	0
Audit Fees	3,800	0	0
Arbitrage Rebate Fee	650	0	0
Insurance	6,600	0	6,594
Legal Advertisements	600	0	0
Miscellaneous	800	0	202
Postage	450	2	68
Office Supplies	450	6	59
Dues & Subscriptions	175	0	175
Trustee Fees	4,100	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	166	833
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 78,463	\$ 3,223	\$ 25,645
TOTAL EXPENDITURES	\$ 84,963	\$ 3,223	\$ 25,645
Revenues Less Expenditures	\$ 534,524	\$ 11,624	\$ 531,567
Bond Payments	(524,213)	(12,884)	(470,943)
Balance	\$ 10,311	\$ (1,260)	\$ 60,624
County Appraiser & Tax Collector Fee	(11,460)	(145)	(5,310)
Discounts For Early Payments	(22,921)	(320)	(21,619)
Excess/ (Shortfall)	\$ (24,070)	\$ (1,725)	\$ 33,695
Carryover from Prior Year	24,070	0	0
Net Excess/ (Shortfall)	\$ -	\$ (1,725)	\$ 33,695
Bank Balance As Of 2/29/24	\$ 131,229.40		
Accounts Payable As Of 2/29/24	\$ 32,139.12		
Accounts Receivable As Of 2/29/24	\$ -		
Available Funds As Of 2/29/24	\$ 99,090.28		

**ISLANDS AT DORAL (NE) CDD
TAX COLLECTIONS
2023-2024**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Fees	Discount	Net From Tax Collector	Admin. Assessment Income (Before Discounts & Fee)	Maint Assessment Income (Before Discounts & Fee)	Debt Assessment Income (Before Discounts & Fee)	Admin. Assessment Income (After Discounts & Fee)	Maint Assessment Income (After Discounts & Fee)	Debt Assessment Income (After Discounts & Fee)	Debt Assessments Paid to Trustee	
									\$619,247.00	\$57,609.00	\$6,915.00	\$ 554,723.00	\$57,609.00	\$6,915.00	\$554,723.00		
									\$584,865.00	\$54,152.00	\$6,500.00	\$ 524,213.00	\$54,152.00	\$6,500.00	\$524,213.00	\$524,213.00	
1	1	Miami-Dade Tax Collector	11/20/23	NAV Taxes	\$ 57,827.12		\$ (554.42)	\$ (2,385.64)	\$ 54,887.06	\$ 5,377.93	\$ 647.66	\$ 51,801.53	\$ 5,104.50	\$ 614.73	\$ 49,167.83	\$ 49,167.83	
2	2	Miami-Dade Tax Collector	11/24/23	NAV Taxes	\$ 47,146.95		\$ (452.61)	\$ (1,885.84)	\$ 44,808.50	\$ 4,384.66	\$ 528.05	\$ 42,234.24	\$ 4,167.19	\$ 501.86	\$ 40,139.45	\$ 40,139.45	
3	3	Miami-Dade Tax Collector	12/08/23	NAV Taxes	\$ 388,326.08		\$ (3,727.93)	\$ (15,532.60)	\$ 369,065.55	\$ 36,114.33	\$ 4,349.25	\$ 347,862.50	\$ 34,323.10	\$ 4,133.53	\$ 330,608.92	\$ 330,608.92	
4	4	Miami-Dade Tax Collector	12/27/23	NAV Taxes	\$ 27,625.88		\$ (266.24)	\$ (1,002.29)	\$ 26,357.35	\$ 2,569.21	\$ 309.41	\$ 24,747.26	\$ 2,451.24	\$ 295.20	\$ 23,610.91	\$ 23,610.91	
5	5	Miami-Dade Tax Collector	01/09/24	NAV Taxes	\$ 16,879.66		\$ (163.86)	\$ (493.34)	\$ 16,222.46	\$ 1,569.81	\$ 189.05	\$ 15,120.80	\$ 1,508.70	\$ 181.68	\$ 14,532.08	\$ 14,532.08	
6	6	Miami-Dade Tax Collector	02/06/24	NAV Taxes	\$ 14,847.48		\$ (145.29)	\$ (319.75)	\$ 14,382.44	\$ 1,380.82	\$ 166.29	\$ 13,300.37	\$ 1,337.57	\$ 161.08	\$ 12,883.79	\$ 12,883.79	
7								\$ -								\$ -	
8								\$ -									\$ -
9								\$ -									\$ -
10								\$ -									\$ -
11								\$ -									\$ -
12								\$ -									\$ -
13								\$ -									\$ -
14								\$ -									\$ -
16								\$ -									\$ -
17								\$ -									\$ -
					\$ 552,653.17	\$ -	\$ (5,310.35)	\$ (21,619.46)	\$ 525,723.36	\$ 51,396.76	\$ 6,189.71	\$ 495,066.70	\$ 48,892.30	\$ 5,888.08	\$ 470,942.98	\$ 470,942.98	

Total IAD-NE Roll = 619,254.36

Note: \$619,247, \$57,609, \$6,915 and \$554,723 are 2023/2024 Budgeted assessments before discounts and fees.
\$584,865, \$54,152, \$6,500 and \$524,213 are 2023/2024 Budgeted assessments after discounts and fees.

\$	552,653.17	
\$		\$ 525,723.36
\$	(51,396.76)	\$ (48,892.30)
\$	(6,189.71)	\$ (5,888.08)
\$	(495,066.70)	\$ (470,942.98)
\$	-	\$ -

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.