



**VERANDA  
COMMUNITY DEVELOPMENT  
DISTRICT**

**CITY OF PORT ST. LUCIE  
REGULAR BOARD MEETING  
APRIL 10, 2023  
10:30 A.M.**

Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

[www.verandacdd.org](http://www.verandacdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**VERANDA COMMUNITY DEVELOPMENT DISTRICT**  
Veranda Clubhouse  
238 SE Courances Drive  
Port St. Lucie, Florida 34984  
**REGULAR BOARD MEETING**  
April 10, 2023  
10:30 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish a Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda.
- F. Approval of Minutes
  - 1. November 14, 2022 Regular Board Meeting.....Page 2
- G. Old Business
- H. New Business
  - 1. Consider Resolution No. 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget.....Page 5
  - 2. Consider Resolution No. 2023-02 – Adopting a Public Records Retention Policy.....Page 12
  - 3. Consider Declaring Seats 3 & 5 Vacant & Appoint Supervisors or Leave Carryover Supervisor
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

## Miscellaneous Notices

Published in Stuart News on March 31, 2023

### Location

Martin County, Florida

### Notice Text

VERANDA COMMUNITY DEVELOPMENT DISTRICT NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING The Board of Supervisors of the Veranda Community Development District (the "District") will hold a Regular Board Meeting on April 10, 2023, at 10:30 a.m. at the Veranda Clubhouse located at 238 SE Courances Drive, Port St. Lucie, Florida 34984 where the Board may consider any business that may properly come before it. A copy of the agenda may be obtained from the District's website ([www.verandacdd.org](http://www.verandacdd.org)) or at the offices of the District Manager, 2501A Burns Road, Palm Beach Gardens, Florida 33410, Telephone: (561) 630-4922 and/or toll free at 1-877-737-4922, during normal business hours. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or Supervisors may participate by speaker telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (561) 630-4922 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. Meetings may be cancelled from time to time without advertised notice. Michael McElligott District Manager  
VERANDA COMMUNITY DEVELOPMENT  
DISTRICT [www.verandacdd.org](http://www.verandacdd.org) PUBLISH: March 31, 2023 TCN5644372

**VERANDA COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 14, 2022**

**A. CALL TO ORDER**

The Regular Board Meeting of the Veranda Community Development District was called to order at 10:42 p.m. in the Veranda Clubhouse located at 238 SE Courances, Port St. Lucie, Florida 34984.

**B. PROOF OF PUBLICATION**

Proof of publication was presented which showed that notice of the Regular Board Meeting had been published in the *St. Lucie News Tribune* on October 21, 2022 and October 28, 2022, as legally required.

**C. SEAT NEW BOARD MEMBERS**

Mr. McElligott noted that Mr. Lemon had been elected in to Seat 4 for a 4-year term, prior to the start of the meeting.

**D. ADMINISTER OATH OF OFFICE & REVIEW BOARD MEMBER RESPONSIBILITIES AND DUTIES**

Mr. McElligott swore in Mr. Lemon to his seat.

**E. ESTABLISH A QUORUM**

It was determined that the attendance of Supervisors Jemaine Lemon, Garrett Dinsmore, and Andrew Maxey constituted a quorum, and it was in order to proceed with the meeting.

Also in attendance were District Manager Michael McElligott of Special District Services, Inc. and General Counsel Jonathan Johnson of Hopping, Green & Sams, P.A. who attended by telephone.

**F. ELECTION OF OFFICERS**

A **motion** was made by Mr. Lemon, seconded by Mr. Maxey, and unanimously passed to elect the following slate of officers:

Chairman – David Kanarek  
Vice Chairman – Garrett Dinsmore  
Assistant Secretary – Andrew Maxey  
Assistant Secretary – Jemaine Lemmon  
Assistant Secretary – Eliot Goldstein

**VERANDA COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 14, 2022**

Secretary/Treasurer: Michael McElligott  
Assistant Treasurer – Jason Pierman

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

There were no additions or deletions to the agenda.

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

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

**I. APPROVAL OF MINUTES**

**1. June 13, 2022, Regular Board Meeting and Public Hearing**

The June 13, 2022, Regular Board Meeting and Public Hearing Minutes were presented for approval.

A **motion** was then made by Mr. Maxey, seconded by Mr. Lemon and passed unanimously to approve the June 13, 2022, Regular Board Meeting and Public Hearing Minutes, as presented.

**J. OLD BUSINESS**

There was no old business.

**K. NEW BUSINESS**

**1. Consider Resolution No. 2022-05 – Adopting a Fiscal Year 2021/2022 Amended Budget**

Mr. McElligott presented Resolution No. 2022-05, entitled:

**RESOLUTION NO. 2022-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERANDA  
COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING  
AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET (“AMENDED  
BUDGET”) PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND  
PROVIDING AN EFFECTIVE DATE.**

After a brief discussion, a **motion** was made by Mr. Maxey, seconded by Mr. Lemon and passed unanimously to adopt Resolution No. 2022-05, as presented.

**L. ADMINISTRATIVE MATTERS**

**VERANDA COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 14, 2022**

Mr. McElligott notified the Board that the next meeting would most likely be in March of 2023.

**M. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

**N. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Maxey, seconded by Mr. Dinsmore, and passed unanimously to adjourn the meeting at 10:52 am.

**ATTESTED BY:**

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Secretary/Assistant Secretary

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Chairperson/Vice-Chair

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERANDA COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (“Board”) of the Veranda 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 2023/2024 has been prepared and considered by the Board.

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

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for \_\_\_\_\_, 2023 at 10:30 a.m. in the Veranda Clubhouse, 238 SE Courances Drive, Port St. Lucie, FL 34984, for the purpose of receiving public comments on the Proposed Fiscal Year 2023/2024 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 10<sup>th</sup> day of April, 2023.

**ATTEST:**

**VERANDA  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairman/Vice Chairman

Veranda  
Community Development District

**Proposed Budget For  
Fiscal Year 2023/2024  
October 1, 2023 - September 30, 2024**



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**PROPOSED BUDGET**  
**VERANDA COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	<b>FISCAL YEAR 2023/2024 BUDGET</b>
<b>REVENUES</b>	
O & M Assessments	86,787
Debt Assessments	300,174
Other Revenue - Stormwater Fees	0
Interest Income	360
<b>TOTAL REVENUES</b>	<b>\$ 387,321</b>
<b>EXPENDITURES</b>	
Supervisor Fees	0
Payroll Taxes - Employer	0
Engineering/Inspections	1,750
Management	38,808
Legal	11,000
Assessment Roll	5,000
Audit Fees	3,900
Insurance	7,200
Legal Advertisements	1,300
Miscellaneous	900
Postage	225
Office Supplies	550
Dues & Subscriptions	175
Trustee Fee	3,500
Continuing Disclosure Fee	500
Water Management/Drainage	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,808</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 312,513</b>
Bond Payments	(282,164)
<b>BALANCE</b>	<b>\$ 30,349</b>
Tax Collector Fee	(7,587)
Property Appraiser Fee	(7,587)
Discounts For Early Payments	(15,175)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover Funds From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

Note: Stormwater Reserve Balance As Of 3/1/23 Was \$157,221.

**DETAILED PROPOSED BUDGET**  
**VERANDA COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M Assessments	86,999	86,833	86,787	Expenditures Less Interest/Discounts & Fees
Debt Assessments	300,174	300,174	300,174	Bond Payments/Discounts & Fees
Other Revenue - Stormwater Fees	43,989	0	0	
Interest Income	321	240	360	Interest Projected At \$30 Per Month
<b>TOTAL REVENUES</b>	<b>431,483</b>	<b>\$ 387,247</b>	<b>\$ 387,321</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	0	0	0	
Payroll Taxes - Employer	0	0	0	
Engineering/Inspections	0	1,750	1,750	No Change From 2022/2023 Budget
Management	36,588	37,680	38,808	CPI Adjustment (Capped At 3%)
Legal	966	12,500	11,000	\$1,500 Decrease From 2022/2023 Budget
Assessment Roll	5,000	5,000	5,000	As Per Contract
Audit Fees	3,700	3,800	3,900	Accepted Amount For 2022/2023 Audit
Insurance	6,249	6,600	7,200	FY 2022/2023 Expenditure Was \$6,718
Legal Advertisements	1,224	1,200	1,300	\$100 Increase From 2022/2023 Budget
Miscellaneous	121	1,200	900	\$300 Decrease From 2022/2023 Budget
Postage	87	225	225	No Change From 2022/2023 Budget
Office Supplies	295	600	550	\$50 Decrease From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	3,500	3,500	3,500	No Change From 2022/2023 Budget
Continuing Disclosure Fee	500	500	500	No Change From 2022/2023 Budget
Water Management/Drainage	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>58,405</b>	<b>\$ 74,730</b>	<b>\$ 74,808</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>373,078</b>	<b>\$ 312,517</b>	<b>\$ 312,513</b>	
Bond Payments	(282,784)	(282,164)	(282,164)	2024 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>90,294</b>	<b>\$ 30,353</b>	<b>\$ 30,349</b>	
Tax Collector Fee	(6,138)	(7,588)	(7,587)	Two Percent Of Total Assessment Roll
Property Appraiser Fee	(7,742)	(7,588)	(7,587)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(14,988)	(15,177)	(15,175)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 61,426</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover Funds From Prior Year	0	0	0	Carryover Funds From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 61,426</b>	<b>\$ -</b>	<b>\$ -</b>	

Note: Stormwater Reserve Balance As Of 3/1/23 Was \$157,221.

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**  
**VERANDA COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	1,597	25	100	Projected Interest For 2023/2024
NAV Tax Collection	282,784	282,164	282,164	Maximum Debt Service Collection
Prepaid Bond Collection	0	0	0	
<b>Total Revenues</b>	<b>\$ 284,381</b>	<b>\$ 282,189</b>	<b>\$ 282,264</b>	
<b>EXPENDITURES</b>				
Principal Payments	85,000	90,000	95,000	Principal Payment Due In 2024
Interest Payments	195,688	189,950	185,900	Interest Payments Due In 2024
Bond Redemption	0	2,239	1,364	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 280,688</b>	<b>\$ 282,189</b>	<b>\$ 282,264</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 3,693</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2015 Bond Information**

Original Par Amount =	\$4,270,000	Annual Principal Payments Due =	November 1st
Interest Rate =	4.00% - 5.25%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	September 2015		
Maturity Date =	November 2045		
Par Amount As Of 1/1/23 =	\$3,720,000		

**VERANDA COMMUNITY DEVELOPMENT DISTRICT  
ASSESSMENT COMPARISON**

	Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Projected Assessment*
O & M For Single Family 42' Unit	\$ 230.34	\$ 229.96	\$ 229.72	\$ 229.60
<u>Debt For Single Family 42' Unit</u>	<u>\$ 606.00</u>	<u>\$ 606.00</u>	<u>\$ 606.00</u>	<u>\$ 606.00</u>
Total For Single Family 42' Unit	\$ 836.34	\$ 835.96	\$ 835.72	\$ 835.60
O & M For Single Family 52' Unit	\$ 230.34	\$ 229.96	\$ 229.72	\$ 229.60
<u>Debt For Single Family 52' Unit</u>	<u>\$ 779.00</u>	<u>\$ 779.00</u>	<u>\$ 779.00</u>	<u>\$ 779.00</u>
Total For Single Family 52' Unit	\$ 1,009.34	\$ 1,008.96	\$ 1,008.72	\$ 1,008.60
O & M For Single Family 66' Unit	\$ 230.34	\$ 229.96	\$ 229.72	\$ 229.60
<u>Debt For Single Family 66' Unit</u>	<u>\$ 987.00</u>	<u>\$ 987.00</u>	<u>\$ 987.00</u>	<u>\$ 987.00</u>
Total For Single Family 66' Unit	\$ 1,217.34	\$ 1,216.96	\$ 1,216.72	\$ 1,216.60

**\* Assessments Include the Following :**

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

**Community Information:**

Single Family 42' Units: 69  
 Single Family 52' Units: 210  
Single Family 66' Units: 99  
 Total: 378 Units

**Single Family 42' Information:**

Total Units: 69  
Prepayments: 1  
 Billed For Debt: 68

**Single Family 52' Information:**

Total Units: 210  
Prepayments: 3  
 Billed For Debt: 207

MEMORANDUM

TO: VERANDA COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS

FROM: JONATHAN T. JOHNSON

DATE: JANUARY 17, 2023

RE: PUBLIC RECORDS RETENTION

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The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

# OPTION 1

**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERANDA COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Veranda Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

**WHEREAS**, the District desires to provide for future amendment of the Records Retention Policy.

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

**SECTION 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason.



Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**SECTION 2.** The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

**SECTION 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

**SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 6.** This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of April 2023.

ATTEST:

**VERANDA COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** District Amendments to General Records Schedules Established by the Division

## **Exhibit A**

### **District Amendments to General Records Schedules established by the Division**

#### **ADVERTISEMENTS: LEGAL (Item #25)**

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **AUDITS: INDEPENDENT (Item #56)**

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **DISBURSEMENT RECORDS: DETAIL (Item #340)**

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **DISBURSEMENT RECORDS: SUMMARY (Item #341)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **INCIDENT REPORT FILES (Item #241)**

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

#### **MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)**

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

#### **PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)**

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)**

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

#### **REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)**

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

# **OPTION 2**

**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERANDA COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Veranda Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

**WHEREAS**, the District desires to provide for future amendment of the Records Retention Policy.

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

**SECTION 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason.

Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**SECTION 2.** The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B. Coordinate the District's records inventory;
- C. Maintain records retention and disposition forms;
- D. Coordinate District records management training;
- E. Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F. Participate in the District's development of electronic record keeping systems.
- G. Submit annual compliance statements;
- H. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. Such other duties as may be assigned by the Board or the District's records custodian in the future.

**SECTION 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

**SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 6.** This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of April 2023.

ATTEST:

**VERANDA COMMUNITY DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Composite Exhibit A:** General Records Schedules, GS1-SL and GS3

**Composite Exhibit A**

**General Records Schedules Established by the Division (GS1-SL and GS3)**

*[attach, if Option 2 adopted]*