



**VERANDA
COMMUNITY DEVELOPMENT
DISTRICT**

**CITY OF PORT ST. LUCIE
REGULAR BOARD MEETING
MARCH 11, 2024
10:30 A.M.**

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

www.verandacdd.org
561.630.4922 Telephone
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AGENDA
VERANDA COMMUNITY DEVELOPMENT DISTRICT
Veranda Clubhouse
238 SE Courances Drive
Port St. Lucie, Florida 34984
REGULAR BOARD MEETING
March 11, 2024
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 13, 2023 Regular Board Meeting.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 5
 - 2. Discussion Regarding Required Ethics Training.....Page 12
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

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 March 11, 2024, 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 Districts website (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

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#9887290

**VERANDA COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 13, 2023**

A. CALL TO ORDER

The Regular Board Meeting of the Veranda Community Development District was called to order at 10:36 a.m. on November 13, 2023, 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 November 1, 2023, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Supervisors Eliot Goldstein, Garrett Dinsmore, and Jemaine Lemon 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.

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 12, 2023, Regular Board Meeting and Public Hearing

The June 12, 2023, Regular Board Meeting and Public Hearing Minutes were presented for approval.

A **motion** was then made by Mr. Goldstein, seconded by Mr. Lemon, and passed unanimously to approve the June 12, 2023, Regular Board Meeting and Public Hearing Minutes, as presented.

G. OLD BUSINESS

1. Update on Reports of Poor Drainage on Monet and Bancroft

**VERANDA COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 13, 2023**

Mr. McElligott updated the Board that the engineer was getting a company out there to get the outfall all cleaned out. There was no further Board action needed at this time.

H. NEW BUSINESS

1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2022/2023 Amended Budget

Mr. McElligott presented Resolution No. 2023-06, entitled:

RESOLUTION NO. 2023-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERANDA
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.**

After a brief discussion, a **motion** was made by Mr. Goldstein, seconded by Mr. Lemon, and passed unanimously to adopt Resolution No. 2023-06, as presented.

2. Consider and Approve 2-Year Renewal Option for Grau & Associates

Mr. McElligott explained that 3 years ago the Board approved a 3-year contract with a 2-year renewal option with Grau & Associates for audit services. Mr. McElligott presented the 2-year renewal to the Board and recommended approval.

After a brief discussion, a **motion** was then made by Mr. Goldstein, seconded by Mr. Lemon, and passed unanimously to approve the 2-year Grau & Associated contract renewal, as presented.

I. ADMINISTRATIVE MATTERS

Mr. McElligott explained that there was going to be a new ethics training requirement for CDD Board members starting next year. Mr. McElligott said he would come back to the Board with options next calendar year.

J. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

K. ADJOURNMENT

**VERANDA COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 13, 2023**

There being no further business to come before the Board, a **motion** was made by Mr. Dinsmore, seconded by Mr. Lemon, and passed unanimously to adjourn the meeting at 10:47 am.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

RESOLUTION NO. 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERANDA 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 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 2024/2025 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 2024/2025 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for May 13, 2024 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 2024/2025 Budget.

PASSED, ADOPTED and EFFECTIVE this 11th day of March, 2024.

ATTEST:

**VERANDA
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Veranda
Community Development District

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

CONTENTS

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

PROPOSED BUDGET
VERANDA COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
O & M Assessments	86,745
Debt Assessments	299,187
Other Revenue - Stormwater Fees	0
Interest Income	720
TOTAL REVENUES	\$ 386,652
EXPENDITURES	
Supervisor Fees	0
Payroll Taxes - Employer	0
Engineering/Inspections	1,750
Management	39,972
Legal	10,500
Assessment Roll	5,000
Audit Fees	4,000
Insurance	7,900
Legal Advertisements	1,300
Miscellaneous	800
Postage	225
Office Supplies	525
Dues & Subscriptions	175
Trustee Fee	3,500
Continuing Disclosure Fee	500
Water Management/Drainage	0
TOTAL EXPENDITURES	\$ 76,147
REVENUES LESS EXPENDITURES	\$ 310,505
Bond Payments	(281,236)
BALANCE	\$ 29,269
Tax Collector Fee	(7,567)
Property Appraiser Fee	(7,567)
Discounts For Early Payments	(15,135)
EXCESS/ (SHORTFALL)	\$ (1,000)
Carryover Funds From Prior Year	1,000
NET EXCESS/ (SHORTFALL)	\$ -

Note: Stormwater Reserve Balance As Of 3/1/24 Was \$199,795.

DETAILED PROPOSED BUDGET
VERANDA 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				
O & M Assessments	86,995	86,787	86,745	Expenditures Less Interest/Discounts & Fees
Debt Assessments	300,175	300,174	299,187	Bond Payments/Discounts & Fees
Other Revenue - Stormwater Fees	44,174	0	0	
Interest Income	12,094	360	720	Interest Projected At \$60 Per Month
TOTAL REVENUES	443,438	\$ 387,321	\$ 386,652	
EXPENDITURES				
Supervisor Fees	0	0	0	
Payroll Taxes - Employer	0	0	0	
Engineering/Inspections	2,356	1,750	1,750	No Change From 2023/2024 Budget
Management	37,680	38,808	39,972	CPI Adjustment (Capped At 3%)
Legal	1,943	11,000	10,500	\$500 Decrease From 2023/2024 Budget
Assessment Roll	5,000	5,000	5,000	As Per Contract
Audit Fees	3,800	3,900	4,000	Accepted Amount For 2023/2024 Audit
Insurance	6,718	7,200	7,900	FY 2023/2024 Expenditure Was \$7,222
Legal Advertisements	1,086	1,300	1,300	No Change From 2023/2024 Budget
Miscellaneous	93	900	800	\$100 Decrease From 2023/2024 Budget
Postage	101	225	225	No Change From 2023/2024 Budget
Office Supplies	317	550	525	\$25 Decrease From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fee	3,500	3,500	3,500	No Change From 2023/2024 Budget
Continuing Disclosure Fee	350	500	500	No Change From 2023/2024 Budget
Water Management/Drainage	1,600	0	0	
TOTAL EXPENDITURES	64,719	\$ 74,808	\$ 76,147	
REVENUES LESS EXPENDITURES	378,719	\$ 312,513	\$ 310,505	
Bond Payments	(282,860)	(282,164)	(281,236)	2025 P & I Payments Less Earned Interest
BALANCE	95,859	\$ 30,349	\$ 29,269	
Tax Collector Fee	(5,927)	(7,587)	(7,567)	Two Percent Of Total Assessment Roll
Property Appraiser Fee	(7,740)	(7,587)	(7,567)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(14,882)	(15,175)	(15,135)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 67,310	\$ -	\$ (1,000)	
Carryover Funds From Prior Year	0	0	1,000	Carryover Funds From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 67,310	\$ -	\$ -	

Note: Stormwater Reserve Balance As Of 3/1/24 Was \$199,795.

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
VERANDA 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	15,621	100	500	Projected Interest For 2024/2025
NAV Tax Collection	282,860	282,164	281,236	Maximum Debt Service Collection
Prepaid Bond Collection	11,820	0	0	
Total Revenues	\$ 310,301	\$ 282,264	\$ 281,736	
EXPENDITURES				
Principal Payments	85,000	95,000	95,000	Principal Payment Due In 2025
Interest Payments	191,863	185,900	180,850	Interest Payments Due In 2025
Bond Redemption	0	1,364	5,886	Estimated Excess Debt Collections
Total Expenditures	\$ 276,863	\$ 282,264	\$ 281,736	
Excess/ (Shortfall)	\$ 33,438	\$ -	\$ -	

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 1/1/24 = \$3,615,000

**VERANDA COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON**

	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Assessment*	Fiscal Year 2024/2025 Projected Assessment*
O & M For Single Family 42' Unit	\$ 229.96	\$ 229.72	\$ 229.60	\$ 229.49
<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	\$ 835.96	\$ 835.72	\$ 835.60	\$ 835.49
O & M For Single Family 52' Unit	\$ 229.96	\$ 229.72	\$ 229.60	\$ 229.49
<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	\$ 1,008.96	\$ 1,008.72	\$ 1,008.60	\$ 1,008.49
O & M For Single Family 66' Unit	\$ 229.96	\$ 229.72	\$ 229.60	\$ 229.49
<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	\$ 1,216.96	\$ 1,216.72	\$ 1,216.60	\$ 1,216.49

*** 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

Single Family 66' Information:

Total Units: 99
Prepayments: 1
 Billed For Debt: 98



Ethics Training

Beginning in 2024, District Supervisors are required to complete four (4) hours of ethics training annually. Below are links to two training sessions that will, upon completion, satisfy the training requirement. *Beginning with the 2024 Form 1, District Supervisors will be required to confirm that they have completed the training each year.*

- **State Ethics Laws for Constitutional Officers & Elected Municipal Officers**
 - <https://www.youtube.com/watch?v=U8JktIMKzyl>
- **Public Meetings and Public Records Law**
 - <https://www.myfloridalegal.com/sites/default/files/Full%2520audio%25202018%5B2%5D.mp3>

Both links can be found on SDS' website, at www.sdsinc.org/links.

The Florida Association of Special Districts (FASD) also offers a training option through Florida State University's Florida Institute of Government. If your special district is a member of FASD, the cost for this special district-specific ethics training is \$49.00 for each district official.

If your special district is NOT a member of FASD, the cost for this special district-specific ethics training is \$79.00 for each district official.

Information on the FASD course can be found at <https://www.fasd.com/ethics-for-special-districts>.