



**HYPOLUXO/HAVERHILL
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
SEPTEMBER 11, 2019
8:30 A.M.**

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

www.hypoluxohaverhillcdd.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
HYPOLUXO/HAVERHILL
COMMUNITY DEVELOPMENT DISTRICT
Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
Centurion Tower, 1601 Forum Place, Suite 400
West Palm Beach, Florida 33401
REGULAR BOARD MEETING
September 11, 2019
8:30 a.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. June 12, 2019 Regular Board Meeting & Public Hearing.....Page 3
- G. Old Business
- H. New Business
 - 1. Consider resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 6
- I. Auditor Committee
 - 1. Consider Selection of an Auditor.....Page 11
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

PROOF OF PUBLICATION STATE OF FLORIDA

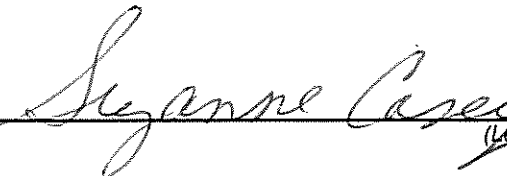
PUBLIC NOTICE

Before the undersigned authority, personally appeared Suzanne Casey, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - PublicNotice was published in said newspaper on: first date of Publication 09/28/2018 and last date of Publication 09/28/2018. Affiant further says that the said The Palm Beach Post is a newspaper published in West Palm Beach, in said Palm Beach County, Florida and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

HYPOLUXO HAVERHILL COMM DEV
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number:	0000426204
Ad Cost:	\$275.20
Paid:	\$0.00
Balance Due:	\$275.20

Signed



(Legal Advertising Agent)

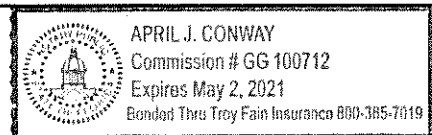
Sworn or affirmed to, and subscribed before me, this 28th day of September, 2018 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



(Notary)

Please see Ad on following page(s).



Invoice/Order Number: 0000426204
Ad Cost: \$275.20
Paid: \$0.00
Balance Due: \$275.20

**HYPOLUXO/HAVERHILL
COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Hypoluxo/Haverhill Community Development District will hold Regular Meetings in the Conference Room of Billing, Cochran, Lyles, Mauro & Ramsey, P.A. located at Centurion Tower 1601 Forum Place, Suite 400, West Palm Beach, Florida 33401 at 8:30 a.m. on the following dates:

October 10, 2018
November 14, 2018
December 12, 2018
January 9, 2019
February 13, 2019
March 13, 2019
April 10, 2019
May 8, 2019
June 12, 2019
July 10, 2019
August 14, 2019
September 11, 2019

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 (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings 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 meeting should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

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

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT

www.hypoluxohaverhillcdd.org
9-28/2018

0000426204-01

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 12, 2019

A. CALL TO ORDER

District Manager Michael McElligott called the June 12, 2019, Regular Board Meeting of the Hypoluxo/Haverhill Community Development District to order at 8:31 a.m. in the Conference Room of Billing, Cochran, Lyles, Mauro & Ramsey, P.A., Centurion Tower, 1601 Forum Place, Suite 400, West Palm Beach, Florida 33401.

B. PROOF OF PUBLICATION

Mr. McElligott presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 28, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. McElligott determined that the attendance of the following Supervisors constituted a quorum and it was in order to proceed with the meeting: Chairman Tom Messler, Vice Chairman Bernard Gatlin and Supervisors Paul Patton and Brett Osinski.

Staff in attendance were District Manager Michael McElligott of Special District Services, Inc.; and District Counsel Scott Cochran 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. April 10, 2019, Regular Board Meeting

Mr. McElligott presented the minutes of the April 10, 2019, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Patton, seconded by Mr. Messler and unanimously passed to approve the minutes of the April 10, 2019, Regular Board Meeting, as presented.

Mr. McElligott then recessed the Regular Board Meeting and opened the Public Hearing at 8:32am.

G. PUBLIC HEARING

1. Proof of Publication

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 12, 2019

Mr. McElligott presented proof of publication that notice of the Public Hearing had been published in *The Palm Beach Post* on May 23, 2019, and May 30, 2019, as legally required.

2. Receive Public Comment on the Fiscal Year 2019/2020 Final Budget

Mr. McElligott noted that no members of the public were present.

3. Consider Resolution No. 2019-02 – Adopting a Fiscal Year 2019/2020 Final Budget

Mr. McElligott presented Resolution No. 2019-02, entitled:

RESOLUTION NO. 2019-02

A RESOLUTION OF THE HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2019/2020 BUDGET.

Mr. McElligott gave a brief overview of the final Budget, which has no changes from the previously approved Proposed Budget.

After a brief discussion, a **motion** was made by Mr. Patton, seconded by Mr. Messler to adopt Resolution No. 2019-02, as presented. The **motion** carried on a vote of 4 to 0.

Mr. McElligott then closed the Public Hearing and reconvened the Regular Board Meeting at 8:33pm.

H. OLD BUSINESS

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

I. NEW BUSINESS

1. Consider Resolution No. 2019-03 – Adopting a Fiscal Year 2019/2020 Meeting Schedule

Mr. McElligott presented Resolution No. 2019-03, entitled:

RESOLUTION NO. 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 12, 2019

A **motion** was made by Mr. Patton, seconded by Mr. Messler and passed unanimously to adopt Resolution No. 2019-03, as presented.

2. Consider Appointment of the Audit Committee & Approval of Evaluation Criteria

Mr. McElligott explained that the current auditor contract is expiring and that it was time to begin the process to hire a new one. As part of the process the Board must appoint an Audit Committee, review the Evaluation Criteria, and authorize staff to put out an RFP for audit services.

A **motion** was made by Mr. Patton, seconded by Mr. Messler to appoint the current District Board to serve as the Audit Committee, to approve the Evaluation Criteria as presented, and to direct staff to proceed with the RFP process for audit services. That **motion** passed unanimously

J. ADMINISTRATIVE MATTERS

Mr. McElligott reminded the Board to submit their Form 1, Statement of Financial Interests, before the July 1st deadline.

K. BOARD MEMBER COMMENTS

There were no Board Member comments.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Patton, seconded by Mr. Messler and unanimously passed to adjourn the Regular Board Meeting at 8:45 a.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Hypoluxo/Haverhill Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Amended Budget for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 11th day of September, 2019.

ATTEST:

**HYPOLUXO/HAVERHILL
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Hypoluxo/Haverhill
Community Development District

**Amended Final Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

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

AMENDED FINAL BUDGET
HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 8/31/19
REVENUES			
O & M Assessments	69,061	69,141	69,141
Debt Assessments	99,827	99,892	99,892
Other Revenues	0	0	0
Interest Income	120	120	114
TOTAL REVENUES	\$ 169,008	\$ 169,153	\$ 169,147
EXPENDITURES			
Supervisor Fees	5,000	4,200	3,200
Payroll Taxes - Employer	400	325	245
Engineering/Inspections	1,500	10,000	7,338
Management	24,756	24,756	22,693
Secretarial	4,200	4,200	3,850
Legal	7,000	7,000	5,284
Assessment Roll	5,000	5,000	0
Audit Fees	3,500	3,500	3,500
Insurance	6,356	5,000	5,000
Legal Advertisements	1,100	1,100	743
Miscellaneous	800	800	300
Postage	250	100	73
Office Supplies	400	425	373
Dues & Subscriptions	175	175	175
Trustee Fee	3,700	3,180	3,180
Continuing Disclosure Fee	1,000	0	0
Website Management	1,500	1,500	1,375
TOTAL EXPENDITURES	\$ 66,637	\$ 71,261	\$ 57,329
REVENUES LESS EXPENDITURES	\$ 102,371	\$ 97,892	\$ 111,818
Bond Payments	(93,837)	(95,197)	(95,197)
BALANCE	\$ 8,534	\$ 2,695	\$ 16,621
County Appraiser & Tax Collector Fee	(3,378)	(2,171)	(2,171)
Discounts For Early Payments	(6,756)	(6,344)	(6,344)
EXCESS/ (SHORTFALL)	\$ (1,600)	\$ (5,820)	\$ 8,106
Carryover From Prior Year	1,600	1,600	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ (4,220)	\$ 8,106

FUND BALANCE AS OF 9/30/18	
FY 2018/2019 ACTIVITY	
FUND BALANCE AS OF 9/30/19	

\$46,978
(\$5,820)
\$41,158

Notes

Carryover From Prior Year Of \$1,600 was used to reduce Fiscal Year 2018/2019 Assessments.
\$1,600 Of Fund Balance To Be Used To Reduce 2019/2020 Assessments.

AMENDED FINAL BUDGET

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2017/2018 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 8/31/19
REVENUES			
Interest Income	0	155	146
NAV Tax Collection	93,837	95,197	93,696
Total Revenues	\$ 93,837	\$ 95,352	\$ 93,842
EXPENDITURES			
Principal Payments (2017)	65,000	65,000	65,000
Interest Payments (2017)	26,019	26,838	26,838
Bond Redemption	2,818	0	0
Total Expenditures	\$ 93,837	\$ 91,838	\$ 91,838
Excess/ (Shortfall)	\$ -	\$ 3,514	\$ 2,004

FUND BALANCE AS OF 9/30/18	\$51,775
FY 2018/2019 ACTIVITY	\$3,514
FUND BALANCE AS OF 9/30/19	\$55,289

Notes

Reserve Fund Balance = \$10,000*. Revenue Fund Balance = \$45,289*.

Revenue Fund Balance To Be Used To Make 11/1/2019 Interest Payment Of \$12,600.

* Approximate Amounts

Series 2017 Bond Refunding Information

Original Par Amount =	\$1,195,000	Annual Principal Payments Due =
Interest Rate =	2.52% - 6.75%	May 1st
Issue Date =	January 2017	Annual Interest Payments Due =
Maturity Date =	May 2033	May 1st & November 1st
Par Amount As Of 9/30/19 =	\$1,000,000	

September 11, 2019

RE: Hypoluxo/Haverhill Community Development District

The Hypoluxo/Haverhill Community Development District is required to select an auditor to perform the audit for the district for the years ending September 30, 2019, September 30, 2020 and September 30, 2021; with an option for an additional two year renewal.

In accordance with the Auditor Selection procedures as outlined by Florida Statute 218.391, the District has established the auditor selection criteria and has placed a legal advertisement requesting proposals from qualified audit firms.

The current auditor for the Hypoluxo/Haverhill Community Development District is the firm of Grau & Associates.

Grau & Associates was the only firm to respond to the legal advertisement requesting proposals to perform the fiscal year ending September 30, 2019, September 30, 2020 and September 30, 2021 audits. The proposed fee for the audit for fiscal year ending September 30, 2019 is \$3,300.00. The proposed fee for the audit for fiscal year ending September 30, 2020 is \$3,400.00. The proposed fee for the audit for fiscal year ending September 30, 2021 audit is \$3,500.00. The proposed fee for the audit for fiscal year ending September 30, 2022 (option year) is \$3,600.00. And the proposed fee for the audit for fiscal year ending September 30, 2023 (option year) is \$3,700.00. The approved fee for the fiscal year ending September 30, 2018 audit, which Grau & Associates has completed, was \$3,500.00. The proposed Audit Fee budget for Fiscal Year 2019/2020 is \$3,600.00.

Management would like to report that it is pleased with the professionalism and the competence of the Grau and Associates, partners and supporting staff.

It is recommended at this time that Grau & Associates be hired to perform the September 30, 2019, September 30, 2020 and September 30, 2021 annual government audits and also be selected, subject to fee adjustments for inflation, to perform the fiscal year end audits for the following two years (FYE 9/30/22 and 9/30/23).

Special District Services, Inc.