



**HYPOLUXO/HAVERHILL  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
APRIL 11, 2023  
9:00 A.M.**

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

[www.hypoluxohaverhillcdd.org](http://www.hypoluxohaverhillcdd.org)

561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**HYPOLUXO/HAVERHILL**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Special District Services, Inc. Conference Room  
2501A Burns Road,  
Palm Beach Gardens, FL 33410  
**REGULAR BOARD MEETING**  
April 11, 2023  
9:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Seat Mr. Osinski to Seat 4 and Administer Oath of Office and Review Responsibilities
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
  - 1. February 14, 2023 Regular Board Meeting.....Page 2
- H. Old Business
  - 1. Update on Tree Trimming Policy
- I. New Business
  - 1. Consider Resolution No. 2023-01 – Adopting Fiscal Year 2023/2024 Proposed Budget.....Page 5
  - 2. Consider Resolution No. 2023-02 – Adopting an Irrigation Permit Policy.....Page 12
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

# LOCALiQ

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PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Hypoluxo Haverhill Comm Dev  
Hypoluxo Haverhill Comm Dev  
2501 BURNS RD  
STE A

PALM BEACH GARDENS FL 334105207

STATE OF FLORIDA, COUNTY OF PALM BEACH

The Palm Beach Post, a daily newspaper printed and published in the city of West Palm Beach and of general circulation in Palm Beach, Martin, Okeechobee and St Lucie Counties, Florida; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

09/30/2022

and that the fees charged are legal.  
Sworn to and subscribed before on 09/30/2022

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HYPOLUXO/HAVERHILL  
COMMUNITY DEVELOPMENT  
DISTRICT  
FISCAL YEAR 2022/2023  
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 Special District Services, Inc. located at 2501A Burns Road, Palm Beach Gardens, Florida 33410 at 9:00 a.m. on the following dates:

October 11, 2022  
November 8, 2022  
December 13, 2022  
January 10, 2023  
February 14, 2023  
March 14, 2023  
April 11, 2023  
May 9, 2023  
June 13, 2023  
July 11, 2023  
August 8, 2023  
September 12, 2023

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 of 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  
September 30, 2022 7814568

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 14, 2023

**A. CALL TO ORDER**

District Manager Michael McElligott called the February 14, 2023, Regular Board Meeting of the Hypoluxo/Haverhill Community Development District to order at 9:03 a.m. at the Conference Room at Special District Services, Inc, located at 2501 A Burns Road, Palm Beach Gardens, Florida, 33410.

**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 30, 2022, 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 Supervisor Ashkan Deghani.

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. DECLARE VACANCIES AND CONSIDER NOMINATIONS**

Mr. McElligott explained that no one qualified for Seats 3 & 4 at the election in November.

There was a **motion** by Mr. Dhegihan, with a second by Mr. Messler to declare seat 3 & 4 vacant. That **motion** passed **3-0**.

There was a **motion** by Mr. Gatlin, with a second by Mr. Messler, to appoint Mr. Brett Osinski to Seat 3 for a 4 year term. That **motion** passes **3-0**.

Seat 4 remains vacant at this time.

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

There were no additions or deletions to the agenda.

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

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

**G. APPROVAL OF MINUTES**

**1. November 8, 2022, Regular Board Meeting**

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 14, 2023

Mr. McElligott presented the minutes of the November 8, 2022, Regular Board Meeting and asked if there were any changes and/or corrections. There were no corrections noted. A **motion** was then made by Mr. Gatlin, seconded by Mr. Messler, and unanimously passed to approve the minutes of the November 8, 2022, Regular Board Meeting, as presented.

**H. OLD BUSINESS**

**1. Update Regarding Tree Trimming Policy**

Mr. McElligott informed the Board that he was able to get a hold of Mr. Roth and he is working on this policy with the landscape architect firm the District used when doing the big tree trimming last year. Mr. McElligott will bring the policy to the Board to approve as soon as it is ready.

**2. Discussion Regarding Irrigation Permit Policy**

Mr. McElligott presented the Permit form that District Engineer, Mr. Roth sent. Mr. McElligott explained that we received the permit information right before the meeting so Mr. Cochran has not had a chance to review. Mr. Cochran said he would need to review and bring back a resolution to the next meeting to begin the policy making process.

A **motion** was made by Mr. Dehghani, seconded by Mr. Messler, to direct Mr. Cochran to review the irrigation permit language and bring back a policy resolution to the next meeting. The **motion** passed **3-0**.

**I. NEW BUSINESS**

**1. Consider Approval of Adjustment to District Council Fee Structure**

Mr. Cochran reviewed the rate fee increase letter passed out by Mr. McElligott. Mr. Cochran highlighted that the district council has not raised their fee since 2002. Mr. Cochran stated that if passed, the new rates would be effective April 1<sup>st</sup>, 2023.

After some discussion among the Board, a **motion** was made by Mr. Dhegihan, with a second by Mr. Gatlin, to approve the District Council Rate Fee structure increase as presented. That **motion** passed **3-0**.

**J. ADMINISTRATIVE MATTERS**

Mr. McElligott noted that the next meeting would likely be in April.

**K. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 14, 2023

**L. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Messler, seconded by Mr. Dhegihan and unanimously passed to adjourn the Regular Board Meeting at 9:21 a.m.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HYPOLUXO/HAVERHILL 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 Hypoluxo/Haverhill 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 HYPOLUXO/HAVERHILL 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 9:00 a.m. in the Special District Services, Inc. Conference Room, 2501A Burns Road, Palm Beach Gardens, Florida 33410, 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:**

**HYPOLUXO/HAVERHILL  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Hypoluxo/Haverhill  
Community Development District

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



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

	<b>FISCAL YEAR</b>
	<b>2023/2024</b>
	<b>BUDGET</b>
<b>REVENUES</b>	
O & M Assessments	82,610
Debt Assessments	99,827
Other Revenues	0
Interest Income	240
<b>TOTAL REVENUES</b>	<b>\$ 182,677</b>
<b>EXPENDITURES</b>	
Supervisor Fees	5,000
Payroll Taxes (Employer)	400
Engineering	2,500
Management	27,744
Secretarial	4,200
Legal	8,000
Assessment Roll	5,000
Audit Fees	3,700
Insurance	6,600
Legal Advertisements	1,000
Miscellaneous	700
Postage	225
Office Supplies	350
Dues & Subscriptions	175
Trustee Fee	3,300
Website Management	2,000
Lake Maintenance	10,000
Miscellaneous Maintenance (Tree Work)	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 80,894</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 101,783</b>
Bond Payments	(93,837)
<b>BALANCE</b>	<b>\$ 7,946</b>
County Appraiser & Tax Collector Fee	(3,649)
Discounts For Early Payments	(7,297)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (3,000)</b>
Carryover From Prior Year	3,000
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

Note: Estimated Fund Balance As Of 9-30-23 is \$35,000.

**DETAILED PROPOSED BUDGET**  
**HYPOLUXO/HAVERHILL 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	82,670	82,627	82,610	Expenditures Less Interest & Carryover/.94
Debt Assessments	99,837	99,827	99,827	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	7	120	240	Projected At \$20 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 182,514</b>	<b>\$ 182,574</b>	<b>\$ 182,677</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	4,000	5,000	5,000	No Change From 2022/2023 Budget
Payroll Taxes (Employer)	306	400	400	Projected At 8% Of Supervisor Fees
Engineering	5,225	2,500	2,500	No Change From 2022/2023 Budget
Management	26,160	26,940	27,744	CPI Adjustment (Capped At 3%)
Secretarial	4,200	4,200	4,200	No Change From 2022/2023 Budget
Legal	7,570	7,000	8,000	\$1,000 Decrease From 2022/2023 Budget
Assessment Roll	5,000	5,000	5,000	As Per Contract
Audit Fees	3,500	3,600	3,700	Accepted Amount For 2022/2023 Audit
Insurance	5,706	6,000	6,600	Fiscal Year 2022/2023 Expenditure Was \$6,134
Legal Advertisements	1,658	1,000	1,000	No Change From 2022/2023 Budget
Miscellaneous	403	700	700	No Change From 2022/2023 Budget
Postage	70	225	225	No Change From 2022/2023 Budget
Office Supplies	347	350	350	No Change From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	3,180	3,400	3,300	\$100 Decrease From 2022/2023 Budget
Website Management	2,000	2,000	2,000	No Change From 2022/2023 Budget
Lake Maintenance	7,501	10,000	10,000	No Change From 2022/2023 Budget
Miscellaneous Maintenance (Tree Work)	7,585	0	0	Fiscal Year 2021/2022 Expenditure
<b>TOTAL EXPENDITURES</b>	<b>\$ 84,586</b>	<b>\$ 78,490</b>	<b>\$ 80,894</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 97,928</b>	<b>\$ 104,084</b>	<b>\$ 101,783</b>	
Bond Payments	(95,059)	(93,837)	(93,837)	2024 Principal & Interest Payments
<b>BALANCE</b>	<b>\$ 2,869</b>	<b>\$ 10,247</b>	<b>\$ 7,946</b>	
County Appraiser & Tax Collector Fee	(1,301)	(3,649)	(3,649)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(6,989)	(7,298)	(7,297)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (5,421)</b>	<b>\$ (700)</b>	<b>\$ (3,000)</b>	
Carryover From Prior Year	0	700	3,000	Carryover Balance From Prior Years
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ (5,421)</b>	<b>\$ -</b>	<b>\$ -</b>	

Note: Estimated Fund Balance As Of 9-30-23 is \$35,000.

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**

HYPOLUXO/HAVERHILL 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>				
Interest Income	4	25	100	Projected Interest For 2023/2024
NAV Tax Collection	95,059	93,837	93,837	Yearly Maximum Debt Assessment
<b>Total Revenues</b>	<b>\$ 95,063</b>	<b>\$ 93,862</b>	<b>\$ 93,937</b>	
<b>EXPENDITURES</b>				
Principal Payments	70,000	70,000	70,000	Principal Payment Due In 2024
Interest Payments	21,798	19,152	17,388	Interest Payments Due In 2024
Bond Redemption	0	4,710	6,549	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 91,798</b>	<b>\$ 93,862</b>	<b>\$ 93,937</b>	
<b>Excess/Shortfall</b>	<b>\$ 3,265</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2017 Bond Refunding Information**

Original Par Amount =	\$1,195,000	Annual Principal Payments Due =	May 1st
Interest Rate =	2.52% - 6.75%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	January 2017		
Maturity Date =	May 2033		
Par Amount As Of 1/1/23 =	\$795,000		

## Hypoluxo/Haverhill Community Development District Assessment Comparison

	Original Projected Assessment*	Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Projected Assessment*
O & M	\$ 188.30	\$ 251.91	\$ 301.64	\$ 301.57	\$ 301.50
<u>Debt</u>	<u>\$ 457.71</u>	<u>\$ 364.33</u>	<u>\$ 364.33</u>	<u>\$ 364.33</u>	<u>\$ 364.33</u>
<b>Total</b>	<b>\$ 646.01</b>	<b>\$ 616.24</b>	<b>\$ 665.97</b>	<b>\$ 665.90</b>	<b>\$ 665.83</b>

\* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units 274

**CONSIDER RESOLUTION NO. 2023-02  
ADOPTING AN IRRIGATION  
PERMIT POLICY**

**TO BE DISTRIBUTED  
UNDER SEPARATE COVER**