



**HYPOLUXO/HAVERHILL
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
MARCH 12, 2024
9:00 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
Special District Services, Inc. Conference Room
2501A Burns Road,
Palm Beach Gardens, FL 33410
REGULAR BOARD MEETING
March 12, 2024
9:00 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. November 7, 2023 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
 - 1. Update on Tree Trimming Policy
- 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

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

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 WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/29/2023

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/29/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$237.93

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1

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HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024

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 10, 2023

November 7, 2023

December 12, 2023

January 9, 2024

February 13, 2024

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

July 9, 2024

August 13, 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 (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 meetings 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
9/29/2023 #9318458

NICOLE JACOBS
Notary Public
State of Wisconsin

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 7, 2023

A. CALL TO ORDER

District Manager Michael McElligott called the November 7, 2023, Regular Board Meeting of the Hypoluxo/Haverhill Community Development District to order at 9:00 a.m. at the conference room of 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 29, 2023, 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 Brett Osinski, and Nick Watson.

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. October 10, 2023, Regular Board Meeting

Mr. McElligott presented the minutes of the October 10, 2023, Regular Board Meeting and asked if there were any changes and/or corrections. Mr. Cochran notes some corrections he sent over via email. A **motion** was then made by Mr. Osinski, seconded by Mr. Messler, and unanimously passed to approve the minutes of the October 10, 2023, Regular Board Meeting, as amended.

G. PUBLIC HEARING

1. Proof of Publication

Mr. McElligott presented proof of publication that notice of the Public Hearing had been published in *The Palm Beach Post* on October 9, 2023, and October 10, 2023, as legally required.

2. Receive Public Comment on Irrigation Permit Policy and Application Process

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 7, 2023

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

3. Consider Resolution No. 2023-06 – Adopting an Irrigation Permit Policy and Application Process

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

RESOLUTION NO. 2023-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
AUTHORIZING THE LIMITED USE OF THE DISTRICT LAKES
FOR IRRIGATION PURPOSES UNDER CERTAIN SPECIFIED
CONDITIONS; ADOPTING POLICIES AND PROCEDURES FOR THE
WITHDRAWAL OF WATER FROM DISTRICT LAKES FOR
IRRIGATION PURPOSES; ESTABLISHING AN APPLICATION
PROCESS AND FORM FOR ISSUANCE OF A PERMIT; PROVIDING FOR
ENFORCEMENT; AND PROVIDING AN EFFECTIVE DATE.**

Mr. McElligott and Mr. Cochran went over the history of getting this irrigation policy in place. If approved, this will give a path for residents to apply for the irrigation changes going forward.

After a brief discussion, a **motion** was made by Mr. Osinski, seconded by Mr. Messler to adopt Resolution No. 2023-06, as presented. The **motion** carried on a vote of 4 to 0.

H. OLD BUSINESS

1. Update on Tree Trimming Policy

Mr. McElligott reminded the Board that they approved at the prior meeting to authorize the engineer to work with Coutlier & Hearing. Mr. McElligott will bring back the policy to a future meeting for review by the Board.

I. NEW BUSINESS

There was no new business.

I. ADMINISTRATIVE MATTERS

Mr. McElligott just let the Board know that we would not need to be meeting again until February or March of next year, unless something comes up.

J. BOARD MEMBER COMMENTS

HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 7, 2023

There were no comments from the Board Members.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Osinski, seconded by Mr. Gatlin and unanimously passed to adjourn the Regular Board Meeting at 9:09 a.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2024-01

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

Section 2. A Public Hearing is hereby scheduled for May 14, 2024 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 2024/2025 Budget.

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

ATTEST:

**HYPOLUXO/HAVERHILL
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Hypoluxo/Haverhill 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
HYPOLUXO/HAVERHILL COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
O & M Assessments	82,598
Debt Assessments	99,827
Other Revenues	0
Interest Income	480
TOTAL REVENUES	\$ 182,905
EXPENDITURES	
Supervisor Fees	5,000
Payroll Taxes (Employer)	400
Engineering	2,500
Management	28,572
Secretarial	4,200
Legal	8,000
Assessment Roll	5,000
Audit Fees	3,800
Insurance	7,200
Legal Advertisements	1,000
Miscellaneous	650
Postage	225
Office Supplies	350
Dues & Subscriptions	175
Trustee Fee	3,200
Website Management	2,000
Lake Maintenance	10,000
TOTAL EXPENDITURES	\$ 82,272
REVENUES LESS EXPENDITURES	\$ 100,633
Bond Payments	(93,837)
BALANCE	\$ 6,796
County Appraiser & Tax Collector Fee	(3,649)
Discounts For Early Payments	(7,297)
EXCESS/ (SHORTFALL)	\$ (4,150)
Carryover From Prior Year	4,150
NET EXCESS/ (SHORTFALL)	\$ -

Note: Estimated Fund Balance As Of 9-30-24 is \$40,000.

DETAILED PROPOSED BUDGET
HYPOLUXO/HAVERHILL 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
O & M Assessments	82,762	82,610	82,598	Expenditures Less Interest & Carryover/.94
Debt Assessments	99,862	99,827	99,827	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	1,660	240	480	Projected At \$40 Per Month
TOTAL REVENUES	\$ 184,284	\$ 182,677	\$ 182,905	
EXPENDITURES				
Supervisor Fees	2,400	5,000	5,000	No Change From 2023/2024 Budget
Payroll Taxes (Employer)	184	400	400	Projected At 8% Of Supervisor Fees
Engineering	2,375	2,500	2,500	No Change From 2023/2024 Budget
Management	26,940	27,744	28,572	CPI Adjustment (Capped At 3%)
Secretarial	4,200	4,200	4,200	No Change From 2023/2024 Budget
Legal	7,588	8,000	8,000	No Change From 2023/2024 Budget
Assessment Roll	5,000	5,000	5,000	As Per Contract
Audit Fees	3,600	3,700	3,800	\$100 Increase From 2023/2024 Budget
Insurance	6,134	6,600	7,200	Fiscal Year 2022/2023 Expenditure Was \$6,594
Legal Advertisements	660	1,000	1,000	No Change From 2023/2024 Budget
Miscellaneous	208	700	650	\$50 Decrease From 2023/2024 Budget
Postage	84	225	225	No Change From 2023/2024 Budget
Office Supplies	265	350	350	No Change From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fee	3,180	3,300	3,200	\$100 Decrease From 2023/2024 Budget
Website Management	2,000	2,000	2,000	No Change From 2023/2024 Budget
Lake Maintenance	6,321	10,000	10,000	No Change From 2023/2024 Budget
TOTAL EXPENDITURES	\$ 71,314	\$ 80,894	\$ 82,272	
REVENUES LESS EXPENDITURES	\$ 112,970	\$ 101,783	\$ 100,633	
Bond Payments	(95,097)	(93,837)	(93,837)	2025 Principal & Interest Payments
BALANCE	\$ 17,873	\$ 7,946	\$ 6,796	
County Appraiser & Tax Collector Fee	(1,401)	(3,649)	(3,649)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(6,963)	(7,297)	(7,297)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 9,509	\$ (3,000)	\$ (4,150)	
Carryover From Prior Year	0	3,000	4,150	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 9,509	\$ -	\$ -	

Note: Estimated Fund Balance As Of 9-30-24 is \$40,000.

DETAILED PROPOSED DEBT SERVICE FUND BUDGET

HYPOLUXO/HAVERHILL 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	2,418	100	400	Projected Interest For 2024/2025
NAV Tax Collection	95,097	93,837	93,837	Yearly Maximum Debt Assessment
Total Revenues	\$ 97,515	\$ 93,937	\$ 94,237	
EXPENDITURES				
Principal Payments	70,000	70,000	75,000	Principal Payment Due In 2025
Interest Payments	20,034	17,388	15,561	Interest Payments Due In 2025
Bond Redemption	0	6,549	3,676	Estimated Excess Debt Collections
Total Expenditures	\$ 90,034	\$ 93,937	\$ 94,237	
Excess/Shortfall	\$ 7,481	\$ -	\$ -	

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 1/1/24 =	\$725,000		

Hypoluxo/Haverhill Community Development District Assessment Comparison

	Fiscal Year 2020/2021 <u>Assessment*</u>	Fiscal Year 2021/2022 <u>Assessment*</u>	Fiscal Year 2022/2023 <u>Assessment*</u>	Fiscal Year 2023/2024 <u>Assessment*</u>	Fiscal Year 2024/2025 <u>Projected Assessment*</u>
O & M	\$ 251.91	\$ 301.64	\$ 301.57	\$ 301.50	\$ 301.46
<u>Debt</u>	<u>\$ 364.33</u>	<u>\$ 364.33</u>	<u>\$ 364.33</u>	<u>\$ 364.33</u>	<u>\$ 364.33</u>
Total	\$ 616.24	\$ 665.97	\$ 665.90	\$ 665.83	\$ 665.79

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units 274

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>.