



Rizzetta & Company

Madeira Community Development District

**Board of Supervisors' Meeting
February 26, 2020**

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

www.madeiracdd.org

MADERIA COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 2806 North Fifth Street, St. Augustine, FL 32084

Board of Supervisors	Sally Hall Bill Lanius Chris Shee Doug Maier John Moore	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Wes Haber	Hopping Green & Sams, P.A.
Interim Engineer	Chris Buttermore	Matthews Design Group

All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the 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 the appeal is to be based.

MADEIRA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 2806 N. FIFTH STREET • UNIT 403 • ST AUGUSTINE, FL 32084 • 904-436-6270

www.madeiracdd.org

February 18, 2020

Board of Supervisors Madeira Community Development District

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of Madeira Community Development District will be held on **Wednesday, February 26, 2020 at 2:00 p.m.** at the St. Johns County Airport Authority, Meeting Room Facility, located at 4730 Casa Cola Way, St. Augustine, Florida 32095. The following is the agenda for this meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held December 3, 2019.....Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for November 2019, December 2019 and January 2020.....Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Maintenance
 - 1.) Yellowstone Landscape Report, February 2020.....Tab 3
 - 2.) Consideration of Landscape Enhancement Proposal.....Tab 4
 - D. District Manager
 - 1.) Charles Aquatics Pond Report, February 3, 2020.....Tab 5
5. **BUSINESS ITEMS**
 - A. Acceptance of Public Facilities Report.....Tab 6
 - B. Consideration of Resolution 2020-06, Conducting the General Election.....Tab 7
 - C. *Consideration of Proposal for Pressure Washing (Under Separate Cover)*
 - D. *Consideration of Easement Agreement with Hotwire for Installation of Internet Infrastructure (Under Separate Cover)*
 - E. *Consideration of Gate House Maintenance and Improvements Proposal (Under Separate Cover)*
 - F. Consideration of Resolution 2020-07, Adopting Internal Controls Policy.....Tab 8
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,
Lesley Gallagher
Lesley Gallagher
District Manager

CALL TO ORDER / ROLL CALL

AUDIENCE COMMENTS ON AGENDA ITEMS

BUSINESS ADMINISTRATION

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

MADEIRA
COMMUNITY DEVELOPMENT DISTRICT

The special meeting of the Board of Supervisors of Madeira Community Development District was held on **Tuesday, December 3, 2019 at 10:00 a.m.** at the St. Johns County Airport Authority, Meeting Room Facility, located at 4730 Casa Cola Way, St. Augustine, Florida 32095. The following was the agenda for the meeting:

Present and constituting a quorum:

Sally Hall	Board Supervisor, Chairman
William Lanius	Board Supervisor, Vice Chairman
John Moore	Board Supervisor, Assistant Secretary
Doug Maier	Board Supervisor, Assistant Secretary
Chris Shee	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Hopping Green & Sams, P.A. (via speaker phone)
Jonathan Johnson	District Counsel, Hopping Green & Sams, P.A. (via speaker phone)
Scott Brizendine	Manager District Financial Services Rizzetta & Company, Inc. (via speaker phone)

Audience members were present.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 10:02 p.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No comments.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the

**Board of Supervisors' Regular
Meeting held October 23, 2019**

On a motion by Mr. Maier, seconded by Ms. Hall, with all in favor, the Board approved the Minutes of the Regular Meeting held October 23, 2019 for Madeira Community Development District.

FOURTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel
Mr. Haber and Mr. Johnson were both available for questions but had no specific report.
- B. District Engineer
Not present.
- C. Landscape Maintenance
Not present.
Ms. Gallagher updated the Board that mulch was completed in November.
- D. District Manager
Ms. Gallagher updated the Board that the ADA Conversion for the website was completed in November, that the landscape lighting had been replaced and LED conversion for decorative lights was underway and that pressure washing had also been completed. She also updated the Board that the electrician located two additional landscape lights that need to be replaced bringing the invoice total to \$5,955.00. She also noted that the next Board of Supervisors' meeting will be February 26, 2020.

FIFTH ORDER OF BUSINESS**Public Hearing on Reallocation
of Assessments**

On a motion by Ms. Hall, seconded by Mr. Lanius, with all in favor, the Board opened the Public Hearing on Reallocation of Assessments for Madeira Community Development District.

1.) Consideration of Resolution 2020-04, Levying Reallocated Assessments

Mr. Johnson reviewed that Resolution 2020-04 included the reallocation of assessments previously considered at the October 23, 2019 meeting. He asked the District Manager to confirm that all required notices for the public hearing had been published and mailed to which she confirmed they had been.

Mr. Johnson noted that there would be no changes for existing residents and turned things over to Scott Brizendine to review the Amended Final Supplemental Special Assessment Allocation Report.

Ms. Brizendine noted that no changes from the report presented at the October meeting and emphasized that there would be no impact on the assessments or current debt on

platted units and that the allocation was based on a new development plan.

An audience member requested a short summary of the change in development plan. Mr. Brizendine then reviewed table 1 in detail which reflected the existing to revised plans as well as the change in number of total units.

On a motion by Mr. Maier, seconded by Mr. Moore, with all in favor, the Board closed the Public Hearing on Reallocation of Assessments for Madeira Community Development District.

On a motion by Mr. Lanius, seconded by Mr. Maier, with all in favor, the Board adopted Resolution 2020-04 Confirming and Reallocating Assessments on certain property for Madeira Community Development District.

SIXTH ORDER OF BUSINESS

Public Hearing on Amended Rules of Procedure

On a motion by Ms. Hall, seconded by Mr. Maier, with all in favor, the Board opened the Public Hearing on Amended Rules of Procedure for Madeira Community Development District.

1.) Consideration of Resolution 2020-05, Adopting Amended Rules of Procedure

Mr. Johnson reviewed that the Amended Rules of Procedure had previously been discussed at the October meeting and was available for any questions.

On a motion by Ms. Hall, seconded by Mr. Maier, with all in favor, the Board closed the Public Hearing on Amended Rules of Procedure for Madeira Community Development District.

On a motion by Ms. Hall, seconded by Mr. Maier, with all in favor, the Board adopted Resolution 2020-05, Amended Rules of Procedure for Madeira Community Development District.

SEVENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Mr. Lanius noted that he had an update that Mastercraft is the builder for Phase 2A and Mr. Shee discussed the products they would be marketing to this phase.

An audience member had a question regarding HOA management.

An audience member had a comment regarding the CDD website.

An audience member had a question regarding the AT&T service.

An audience member asked if there was any anticipation of any new bonds to be issued that would impact existing homeowners or platted lots.

126
127 An audience member had a question regarding bonds on the new phase.
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129 **EIGHTH ORDER OF BUSINESS**

Adjournment

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On a motion by Ms. Hall, seconded by Mr. Maier, with all in favor, the Board adjourned the meeting at 10:29 p.m. for Madeira Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

MADEIRA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operation and Maintenance Expenditures November 2019 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$17,459.60**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Madeira Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Charles Aquatics, Inc.	1595	37258	Monthly Aquatic Management- 6 ponds 11/19	\$ 435.00
City of St. Augustine	1596	37572-00 10/19	12 Pescado Dr Irrigation 10/19	\$ 192.57
City of St. Augustine	1596	37545-00 10/19	21 Portada Dr Irrigation 10/19	\$ 3,710.69
Comcast	1592	8495 74 310 1318970 10/19	Acct# 8495 74 310 1318970 10/19	\$ 107.95
Department of Economic Opportunity	1597	74344	Special District Fee FY 19/20	\$ 175.00
Florida Power & Light Company	1598	FPL Summary 10/19	FPL Summary 10/19	\$ 1,217.61
Hopping Green & Sams	1599	110990	General Legal Services 10/19	\$ 5,192.50
Rizzetta & Company, Inc.	1593	INV0000044488	District Management Fees 11/19	\$ 4,065.25
Rizzetta Technology Services, LLC	1594	INV0000004867	Website Hosting Services 11/19	\$ 100.00
The St. Augustine Record Dept 1261	1600	10292019	Acct #18515 Legal Advertising 10/08, 10/28-29/19	\$ 350.03
Yellowstone Landscape	1601	JAX 65870	Monthly Landscape Maintenance 10/19	<u>\$ 1,913.00</u>

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
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Report Total				<u>\$ 17,459.60</u>
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MADEIRA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operation and Maintenance Expenditures December 2019 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,714.23**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Madeira Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Charles Aquatics, Inc.	001610	37487	Monthly Aquatic Management- 6 ponds 12/19	\$ 435.00
City of St. Augustine	001611	37572-00 11/19	12 Pescado Dr Irrigation 11/19	\$ 217.63
City of St. Augustine	001611	37545-00 11/19	21 Portada Dr Irrigation 11/19	\$ 4,340.66
Comcast	001607	8495 74 310 1318970 11/19	Acct# 8495 74 310 1318970 11/19	\$ 107.95
Envera	001612	685859	Main Entrance Monitoring 01/01/20-01/31/20	\$ 1,228.00
First Coast CMS, LLC	001603	4760	Clean Entrance 11/19	\$ 1,550.00
First Coast CMS, LLC	001603	4761	Holiday Decor for Gate House 11/19	\$ 125.00
First Coast CMS, LLC	001603	4762	Repair Yield Sign 11/19	\$ 55.00
Florida Power & Light Company	001613	FPL Summary 11/19	FPL Summary 11/19	\$ 1,220.14
Innersync Studio, Ltd dba. Campus Suite	001602	17710	Onboarding of ADA Compliant Website 09/19	\$ 2,325.00
Rizzetta & Company, Inc.	001604	INV0000045187	District Management Fees 12/19	\$ 4,065.25

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services, LLC	001605	INV0000004951	Website Hosting Services 12/19	\$ 100.00
Smith Electrical Inc.	001606	14053	Replaced LED Landscape Fixtures 11/19	\$ 5,955.00
Smith Electrical Inc.	001608	14101	Convert Pole lights to LED Laps 12/19	\$ 2,489.00
The Gate Store, Inc.	001609	14364	Monthly Preventative Maintenance 11/19	\$ 240.00
Yellowstone Landscape	001614	JAX 71852	Mulch Installed in Common Area 11/19	<u>\$ 3,260.60</u>
Report Total				<u>\$ 27,714.23</u>

MADEIRA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operation and Maintenance Expenditures January 2020 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$18,606.93**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Madeira Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Charles Aquatics, Inc.	001625	37738	Monthly Aquatic Management- 6 ponds 01/20	\$ 435.00
City of St. Augustine	001623	37545-00 12/19	21 Portada Dr Irrigation 12/19	\$ 2,290.72
City of St. Augustine	001623	37572-00 12/19	12 Pescado Dr Irrigation 12/19	\$ 109.67
Comcast	001630	8495 74 310 1318970 01/20	Acct# 8495 74 310 1318970 01/20	\$ 89.55
Comcast	001615	8495 74 310 1318970 12/19	Acct# 8495 74 310 1318970 12/19	\$ 109.55
Envera	001617	686519	Main Entrance Additional Count 12/01/19- 01/31/20	\$ 32.00
Envera	001624	686881	Main Entrance Monitoring 02/01/20-02/29/20	\$ 1,606.00
Florida Power & Light Company	001626	FPL Summary 12/19	FPL Summary 12/19	\$ 1,175.85
Hopping Green & Sams	001618	111780	General Legal Services 11/19	\$ 1,098.39
Jax Utilities	001619	191220	Repair Pavers 12/19	\$ 350.00
Management, Inc. Rizzetta & Company,	001621	INV0000045851	District Management Fees 01/20	\$ 4,065.25
Inc. Rizzetta & Company,	001627	INV0000046402	Annual Dissemination Agent Fee FY 2019/2020	\$ 3,000.00
Inc. Rizzetta Technology Services, LLC	001628	INV0000005391	Website Hosting Services 01/20	\$ 100.00

Madeira Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Smith Electrical Inc.	001631	14441	Replaced Photo Cells at Front and Rear Entry 01/20	\$ 210.42
The St. Augustine Record Dept 1261	001620	11192019	Acct #18515 Legal Advertising 11/07, 11/14 & 11/19	\$ 1,606.53
Yellowstone Landscape	001629	JAX 64445	Annual Flower Installation 10/19	\$ 415.00
Yellowstone Landscape	001622	JAX 73834	Monthly Landscape Maintenance 12/19	<u>\$ 1,913.00</u>
Report Total				<u>\$ 18,606.93</u>

STAFF REPORTS

District Counsel

District Engineer

Landscape Report

Tab 3



Madeira: Monthly Landscape Report – February 2020

Maintenance: Still looking like Winter as far as the overall turf color and plant vigor. We have added the new color in the annual beds and have started to perform our corrective pruning on Lantana, ornamental grasses, and other plant material in order to prepare for the Spring.

Fungus/Pest/Fertilizer applications: We will be applying our turf and shrub fertilizer within the next month along with post and pre-emergent weed control.

Scott Barnes | *Senior Account Manager*
Best Management Practices Certified
Certified Pest Control Operator – Lawn & Ornamental
Yellowstone Landscape

Tab 4



Proposal #49148

Date: 02/14/2020

From: Scott Barnes

Proposal For

Rizzetta & Company, Inc.

2806 N 5th St
Suite 403
St. Augustine, FL 32084

main:
mobile:

Location

Maralinda Dr & US 1

St. Augustine, FL 32095

Property Name: Madeira CDD (St. Augustine)

Main Entrance Landscape Renovation

Terms: Net 30

The removal and disposal of existing plant material in center island and corner entry beds in order to prepare for newly proposed plants and mulch.

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Labor for Removal, Preparation, & Installation	120.00	\$55.00	\$6,600.00
Podocarpus 7 gal.	52.00	\$47.50	\$2,470.00
"Pringles" Podocarpus 3 gal.	105.00	\$15.00	\$1,575.00
"Sunshine" Ligistrum 3 gal.	112.00	\$12.50	\$1,400.00
Petite Pink Oleander 3 gal.	112.00	\$12.50	\$1,400.00
Designer Brown Mulch	40.00	\$55.00	\$2,200.00
Floritam Sod	2500.00	\$1.38	\$3,437.50
Irrigation Labor	5.00	\$73.48	\$367.38
Misc. Pipe & Fittings	1.00	\$500.00	\$500.00

Client Notes

Signature

x

SUBTOTAL \$19,949.88

SALES TAX \$0.00

TOTAL \$19,949.88

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Scott Barnes

Office:

sbarnes@yellowstonelandscape.com

Madeira Entrance

St. Augustine, FL

February, 2020

Conceptual Rendering-Plants Depicted At Mature Stage



Existing

Landscape Design Suggestions

- Sunshine Ligustrum (S.L.)
- Sod (S.D.)

S.L.

S.D.



Potential

Dwarf Oleander



Madeira Entrance

St. Augustine, FL

Conceptual Rendering-Plants Depicted At Mature Stage



Existing

Landscape Design Suggestions

- Sunshine Ligustrum (S.L.)
- Podocarpus (P.D.)
- Dwarf Oleander (D.O.)
- Sod (S.D.)

P.D.

D.O.

S.L.

S.D.



Potential

District Manager

Tab 5



6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: February 3, 2020

Biologist: Clayton Wilford

Client: Madeira

Waterways: Six storm water ponds

Pond 1: The previous treatment was effective. Picked up minor trash blown in from the road.



Pond 2: I picked up minor shoreline trash.



Pond 3: Cleared the outflow of debris.



Pond 4: Pond looks great at this time and needed no treatment.



Pond 5: The pond was in good condition with a good water level and needed no treatment at this time.



Pond 6: The pond was in good condition, no invasive species at this time.



BUSINESS ITEMS

Tab 6

Public Facilities Report

For the:

**MADEIRA COMMUNITY DEVELOPMENT
DISTRICT**

ST. JOHNS COUNTY, FLORIDA

May 31, 2019

Prepared by: DM Ponce & Associates May 31, 2019

Purpose and Scope

This report has been prepared at the request of the Madeira Community Development District (the “District”) to comply with the requirement of 189.08, Florida Statutes, regarding the Special District Public Facilities Report. This report provides general descriptions of the public facilities owned and operated by the District. The Community is partially completed therefore this report is limited to existing infrastructure.

General Project Information

Madeira is a mixed-use Planned Unit Development (“PUD”) which was annexed into the City of St. Augustine in June, 2001. (Master Site Plan approval was awarded March 15, 2004, for 749 residential units consisting of 473 single-family lots, 166 townhome units and 110 condominium units in addition to 170,000 square feet of commercial, retail and service facilities). The property encompasses 1,010 acres including over 600 acres of marsh, wetlands, a tidal creek, numerous lakes and preserved natural areas under Conservation Easement.

The District was established in December of 2006 and granted the ability to issue Special Assessment Revenue Bonds for infrastructure needs of the District. In May of 2007 Special Assessment Revenue Bonds were sold to partially fund the costs of acquisition, construction, installation and equipping of a portion of the infrastructure and improvements. The District currently owns and operates the storm water management system, roadways, common area landscape, entry features and hardscape.

To date approximately 131 acres of the site has been developed with 249 single-family lots consisting of 71 - 55’ lots, 83 – 65’ lots, 74 – 75’ lots and 21 – 85’ lots of the 473 approved. To date, 249 lots have been closed or are under contract. Currently there are four builders in the community - Riverside Homes (65’ 75’ & 85’ Lots), Mastercraft Homes (65’ 75’ & 85’ Lots), Elacora/Dream Finders Homes, (55’ & 65’ Lots) and Poseidon Builders (75” Lots).

Public Facilities

The District improvements are constructed in accordance with all applicable federal, state, local, administrative, regulatory and environmental laws, rules, regulations, policies, procedures, guidelines, standards and permits including, without limitation, those of the St. Johns River Water Management District, Florida Department of Environmental Protection, Environmental Protection Agency, Department of Health, Army Corps of Engineers, United States Coast Guard, Florida Department of Transportation, the City of St. Augustine and St. Johns County for the development of the completed 249 single-family residential lots, related infrastructure and hardscape.

The District currently owns and operated the following public facilities: roadways, storm water retention facilities, common area landscaping, hardscapes and entrance features.

Retention Facilities

Storm Water retention facilities are functioning as designed, over the past number of years there have been significant storm events to test the facilities which have proven to meet or exceed the

engineering design standards. The storm water facilities are inspected annually. During the 1st quarter of 2109, 4 inlets and structures associated with the developed lots were cleaned and inspected. Additionally, the facilities receive aquatic treatment as necessary to keep the pond in compliance with permit criteria.

Common area Landscape

Common area landscape is maintained by the District. Specifically, the District has retained a landscape maintenance company that has maintenance crews assigned to the project on a weekly basis and consistently address the maintenance requirements i.e. mowing, trimming, edging, irrigation etc.

Hardscapes

Hardscapes consist of pavers, trellises and benches which receive periodic inspection and deficiencies, if any, are addressed as needed.

Entry Feature

Entrance features consist of structures and access control gates, these facilities receive a higher degree of maintenance due to the type of usage. The District manager is involved in the daily maintenance as needed. The gate system operation incorporates the latest control software by ENVERA and is managed by ENVERA'S local staff.

Potable Water

The District is supplied potable water and fire protection from the City of St. Augustine Public Works Department ("PWD"). The treatment plant is located on West King Street and the potable water is served from the Woodlawn Road facility. The future improvements intend on looping the interior water system with a 10" water main.

All waterlines in Phase 1 have been accepted by the PWD which currently operates and maintains the system. The future lines will be dedicated upon completion as required.

Waste Water Facilities

Wastewater collection facilities are also located throughout the District. Generally, this consists of a network of underground sewer pipes and manholes which collect the individual household wastewater. The wastewater then flows through the system by gravity to an intermediate location, known as a master lift station. From the lift station the wastewater is mechanically lifted through the use of pumps. The discharge (effluent) from each lift station is manifold into a PWD force main to the Woodlawn facility.

Like the potable water system, all wastewater facilities are owned and operated by the PWD. The Phase I system is accepted and currently is operated and maintained by the PWD. The addition of future lines will be dedicated upon completion as necessary.

Re-use Water Facilities

Re-use water is not available from the City of St. Augustine Public Works Department.

Irrigation Facilities

City of St Augustine Public Works Department prohibits the use of irrigation meters for irrigation. Furthermore, the St. Johns River Water Management (SJRWMD) regulates the use of aquifer wells. Therefore, the District utilizes potable water from the City of St. Augustine to irrigate common areas.

Phase I residences can obtain shallow irrigation wells, by applying for permits through the St. Johns County Health Department and the FDEP.

Phase I common areas are completed and are maintained by the District.

Storm Water Management Facilities

The District wide storm drain system consists of wet detention ponds to capture and treat the stormwater run-off from developed areas. There are control structures, weirs and bleed-down orifices sized to allow ponds to recover at their normal design elevations. Additionally, the control structures are designed to regulate the volume of water detained. The orifices allow ponds to recover back to the normal water level in 72-hour period. All storm water ponds (top of bank and weirs) are set to meet the 25-year storm event guidance.

The stormwater system is engineered to meet pre and post conditions, i.e. post development flows must equal flows from the pre-development state. Madeira drainage flows are directed to the wetland tributaries surrounding Robinson Creek and the Intracoastal Waterway.

In general, the stormwater ponds will provide treatment to the water where by allowing the sediments and chemicals to float to the bottom prior to conveyance to the wetlands bodies.

The wetlands located adjacent to Robinson Creek have a tidal influence, with a mean high water level at 2.43' above sea level. During storm events there is tidal effect on the flows in either direction (increasing or decreasing). There is an increased flow with the outgoing tide which accelerates the discharge.

The roadway and drainage system is designed for 25-year storm events in that the design elevation for the lowest inlet is set at or above the 25-year elevation.

The finish floor designed elevations are set at the 100-year storm event plus one foot (above). Note the 100-year event relates to the recording of 11.5 inches of rain in a 24-hour period.

There are no Madeira building foundations within the FEMA flood zone, all constructed lots in Phase I have been elevated to the engineered design elevations. Additionally, the developer has formally received an approved conditional letter of map revision (CLOMR) from FEMA.

Lots adjacent to wetlands are designed to have rear yard swales, these swales are for the purpose of removing chemicals and other pollutants before discharging into the wetland system and waterbodies. The typical bottom elevations are set at 5.0' EL. and the tops set at 6.5' EL. This design allows water to pool and filter through the natural soils for specific periods of time; this is by design and is a permit criteria set-forth by the St. Johns River Water Management District ("SJRWMD").

The Phase I stormwater system meets all regulatory requirements and has been accepted by SJRWMD and the City of St. Augustine PWD. The operations and maintenance are performed by the District.

Future Development

The District does not presently have any plans to build, improve, expand or replace any public facilities. The developer for the Madeira project may construct additional improvements similar to the ones described in this report and such improvements may be conveyed to the District for ownership and operation. The District will supplement this report to the extent it accepts any additional improvements from the developer

Per the Florida Legislature, Chapter 252.363, Florida Statutes, the developer is granted "development order extension" for the Madeira PUD due to the following emergency orders:

Executive Order	Date Issued	Notification Deadline	Tolling Period	Extension Period	Orig. Expiration Date	New Expiration Date
Tropical Storm Colin	6/6/2016	11/3/2016	179-days	6 months	1/1/2027	12/29/2027
Zika Virus	6/23/2016	5/14/2017	Not Req.	7 months	12/29/2027	6/29/2028
Hurricane Hermine	8/31/2016	1/28/2017	Not Req.	8 months	6/29/2028	12/29/2028
Hurricane Mathew	11/3/2016	6/26/2017	Not Req.	9 months	12/29/2028	6/29/2029

Phase Development

For purposes of understanding the capacity and demands of the District's facilities, please note the following:

The following phases are approved by the governing agencies: 1C, 2-A and 3 and consists of 362 single family lots (50, 65, 75' & 85' Lots).

Phase 2A Unit I & II consisting of 131-Lots is fully permitted for site development, construction will commence 3rd quarter of 2019. The builders have under contract: Mastercraft Builder's 66-Lots and Riverside Home's 65-Lots.

As part of the phase 2A Unit I infrastructure the FDOT drainage easement will be relocated from an open ditch to a new location adjacent to Ponce Island Drive into a master pipe facility.

Phases 1C, 2-A & 3 earthwork and remediation is 95% complete.

Tab 7

RESOLUTION 2020-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MADEIRA COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(c), FLORIDA STATUTES AND INSTRUCTING THE ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS TO BEGIN CONDUCTING THE DISTRICT'S GENERAL ELECTIONS

WHEREAS, the Madeira Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of St. Augustine, Florida; and

WHEREAS, the Board of Supervisors of Madeira Community Development District (hereinafter the "Board") seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the St. Johns County Supervisor of Elections (the "Supervisor") to conduct the District's General Elections.

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

Section 1. The Board is currently made up of the following individuals: William Lanius, John Moore, Sally Hall, Chris Shee and Doug Maier.

Section 2. The term of office for each member of the Board is as follows:

<u>Seat Number</u>	<u>Board Member</u>	<u>Term Expiration Date</u>
1	William Lanius	2022
2	John Moore	2022
3	Sally Hall	2020
4	Chris Shee	2020
5	Doug Maier	2020

Section 3. Seat 4, currently held by Chris Shee, and Seat 5, currently held by Doug Maier are scheduled for the General Election in November 2020.

Section 4. Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals to be elected to the Board in the November 2020 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to conduct the District's General Elections on the ballot of the 2020 General Election. The District understands that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 26st DAY OF FEBRUARY, 2020.

**MADEIRA COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRPERSON / VICE CHAIRPERSON

ATTEST:

SECRETARY/ASSISTANT SECRETARY

*Consideration of Proposal for
Pressure Washing
(Under Separate Cover)*

*Consideration of Easement Agreement with
Hotwire for Installation of Internet
Infrastructure
(Under Separate Cover)*

*Consideration of Gate House
Maintenance and Improvements
Proposal (s)
(Under Separate Cover)*

Tab 8

RESOLUTION 2020-07

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE
MADEIRA COMMUNITY DEVELOPMENT DISTRICT
ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT
WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the Madeira Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of St. Augustine, Florida; and

WHEREAS, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

WHEREAS, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

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

SECTION 1. The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 26th DAY OF FEBRUARY, 2020.

ATTEST:

**MADEIRA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

EXHIBIT “A”

MADEIRA COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Madeira Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
 - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
 - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
 - 1.2.3. Support economical and efficient operations.
 - 1.2.4. Ensure reliability of financial records and reports.
 - 1.2.5. Safeguard Assets (as hereinafter defined).

2. Definitions.

- 2.1. “Abuse” means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. “Assets” means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. “Auditor” means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. “Board” means the Board of Supervisors for the District.
- 2.5. “District Management” means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery, or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.
- 2.7. “Internal Controls” means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. “Risk” means anything that could negatively impact the District’s ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. “Waste” means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

3. Control Environment.

3.1. Ethical and Honest Behavior.

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

4. Risk Assessment.

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management’s Risk assessments shall include, but not be limited to:
 - 4.1.1. Identifying potential hazards.
 - 4.1.2. Evaluating the likelihood and extent of harm.
 - 4.1.3. Identifying cost-justified precautions and implementing those precautions.

5. Control Activities.

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.

5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).

5.1.1.5. Maintaining a schedule of the District's material fixed Assets.

5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).

5.1.1.7. Retaining and restricting access to sensitive documents.

5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.

5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.

5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.

5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.

5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.

5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

6. Information and Communication.

6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.

6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

7. Monitoring Activities.

7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:

7.1.1.1. Review its operational processes.

7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.

7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.

7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.

7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.

7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.

7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

Specific Authority: §§ 190.011(5), 218.33(3), *Florida Statutes*

Effective date: [REDACTED], 2020

**Audience Comments
And
Supervisor Requests**

ADJOURNMENT