

**MAPLE RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

OCTOBER 8, 2018

AGENDA PACKAGE

Maple Ridge Community Development District

Inframark, Infrastructure Management Services

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October 1, 2018

Board of Supervisors
Maple Ridge
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Maple Ridge Community Development District will be held **Monday, October 8, 2018 at 12:30 p.m.** at the Minyan Building, 2974 Griffin Road, Dania Beach, Florida. The following is the advance agenda for the meeting:

1. Call to Order and Roll Call
2. Public Comment
3. Approval of the Minutes of the August 13, 2018 Meeting
4. District Manager's Report
 - A. Discussion of Insurance
 - B. Update on Wetland Preserves
5. Attorney's Report
6. Supervisor Requests
7. Approval of the Financial Statements and Check Registers
8. Adjournment

Any supporting documents not included in the agenda will be distributed at the meeting. If you have any questions prior to the meeting, please contact me.

Sincerely,

George Miller

George Z. Miller/ab
District Manager

cc: Gerald Knight
Dennis Lyles
Ginger Wald

Third Order of Business

**MINUTES OF MEETING
MAPLE RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Maple Ridge Community Development District was held Monday, August 13, 2018 at 12:00 p.m. at the Minyan Building, 2974 Griffin Road, Dania Beach, Florida 33312.

Present and constituting a quorum were:

Meyer Minyan	Chairman
David Botton	Vice Chairman
Carla Minyan	Assistant Secretary
Aviva Sela	Assistant Secretary

Also present were:

George Miller	District Manager
Ginger Wald	District Counsel

The following is a summary of the minutes and actions taken at the August 13, 2018 meeting of the Maple Ridge Community Development District Board of Supervisors.

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Mr. Miller called the meeting to order and the roll was called.

SECOND ORDER OF BUSINESS **Public Comment**

- There being no public comment, the next agenda item followed.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the June 11, 2018 Meeting**

- Mr. Minyan presented the minutes of the June 11, 2018 meeting and requested any additions, corrections or changes.
- There being none,

On MOTION by Ms. Carla Minyan seconded by Ms. Aviva Sela with all in favor the minutes of the June 11, 2018 meeting were approved.
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FOURTH ORDER OF BUSINESS

District Manager's Report

A. Consideration of Resolution 2018-05, Statewide Mutual Aid Agreement

- Mr. Miller presented resolution 2018-05 to the Board.

Let the record reflect, Mr. David Botton joined the meeting.

- Up to 2007, the Community Development Districts were not contained in this agreement. Changes were made in 2017 and all the Community Development Districts were asked to be a part of this program.
- If cities needed a bulldozer and their neighbor had one, this sets in place that city A can rent the bulldozer from city B and the rates are set by FEMA.
- This District does not have anything which would be lent to anyone but there is always the possibility that something might occur in which we would have to borrow a piece of equipment.
- Mr. Miller stated they are recommending to all of their Districts to be a part of the program because there is no charge for being a part of this. It is simply a form of affixing a dollar amount for insurance if you wanted to rent something.

On MOTION by Mr. David Botton seconded by Ms. Carla Minyan with all in favor resolution 2018-05, statewide mutual aid agreement was adopted.

B. Consideration of Proposal to Clean the Preserves

- They have been working with the South Florida Water Management who has the responsibility to oversee preserve areas.
- There are some problems in this Districts' preserve area and on inspection they found all kinds of junk such as golf carts, garbage.
- Mr. Miller stated the District does not wish to be written up on these violations and did not want to have any issues with South Florida Water Management.
- Mr. Miller walked the preserve with the Cutters' Edge contractor who has been hired to maintain this area from the ECO side. He has chain sawed a path through so they can get through to remove these items.

- The proposal Mr. Miller presented to the Board is for \$7,500 to have three contractors in there for a week. He is uncertain if that will be enough, but this will provide a buffer of about 10 feet.
- Mr. Miller has an order of signs which was previously approved by the Board and it was suggested to place the sign on the fence. However, after further discussion it was suggested if it is placed on the fence they will end up being removed.
- Mr. Miller is requesting some steel post at about 3 feet inside the fence mounted in the ground to place the signs on and the signs will be on behind the pond of each of the residents home and one at the easement entrance.

On MOTION by Mr. David Botton, seconded by Ms. Aviva Sela with all in favor, the proposal from Cutters Edge in the amount of \$7,500 to clean the preserves was approved.

- Mr. Miller indicated seven letters have been drafted stating they have 21 days to clean up the area. He will have Ms. Wald review the letters from a legal standpoint prior to sending it out to the residents.

On MOTION by Mr. David Botton, seconded by Ms. Carla Minyan with all in favor, authorizing in the amount to not to exceed \$50 for the signs and installation around the preserve as previously approved on June 11, 2018 for \$500 was approved.

C. Discussion of Web Compliance

- Mr. Miller indicated they had discussed this briefly in the past. Most Districts are working with a company which has come highly recommended to do an analysis of each website. The cost is \$199 per year and the way this is being handled is they are doing a bulk bid.
- They have some sophisticated software which goes through and highlights probably between 60% and 70% of the possible errors. However, there are people who have been trained to sit there and go through and see that the website is correct.
- One of the things which has been suggested and most of the other Districts are doing, anything that is on the website has to be ADA compliant. Most of the

Districts have been keeping what is minimally required to have by law and anything older can be obtained via a records request. Some documents need to be on the website for a year some documents for two years.

- Mr. Miller requested a motion to pay \$199 per year and the authority to sign the agreement.
- Ms. Wald provided an overview of what has been occurring with regards to the lawsuits and being ADA compliant. She continued to state that what all the Community Development District Managers are attempting to do whether they are in the lawsuit or not to bring every single one of the websites into compliance with ADA.
- Ms. Wald stated the recommendation being made for each one of the Community Development Districts is to engage the services of an expert and what they will do is go onto the website to make sure the websites are meeting the ADA requirements and any website that is not, they will advise and the webmaster can go ahead and remove it. It is recommended to just have the minimum necessary because that will save money in the long run.

On MOTION by Mr. David Botton seconded by Ms. Aviva Sela with all in favor authorization of payment of \$199 to analyze the website and executing of the agreement was approved.

D. Discussion of Seat #2, Leslie Ann Botton

- Discussion ensued regarding the seats which will be vacant after the November election.
- Ms. Wald stated after the election the Board will be able to declare the seats vacant for those who did not qualify. At this time, the Board can go ahead and appoint another person or persons to those vacant seats.

FIFTH ORDER OF BUSINESS

Attorney’s Report

- Ms. Wald had no report for presentation today.

SIXTH ORDER OF BUSINESS

Supervisor Requests

- Discussion ensued regarding looking at extending the fences to reduce the number of individuals from Dania Beach and other areas from jumping over easily into the neighborhood and robbing them.
- Mr. Miller indicated they previously discussed previously locking the big double gate at the back, at the end of the easement and park area. He informed the Board that this gate was chained and locked and within a few days it was removed. He suggested, and wondered if the Board had any interest in changing the way the fencing is designed so it would be a pedestrian gate used with a key fob and there will be no lock to be removed.
- On consensus of the Board, they felt this would be extremely expensive to do and opted to have a chain and key and see what happens from there.

SEVENTH ORDER OF BUSINESS

Approval of Financial Statements and Check Registers

On MOTION by Ms. Carla Minyan seconded by Ms. Aviva Sela with all in favor the financial statements were accepted and check registers were approved.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. David Botton seconded by Ms. Aviva Sela with all in favor the meeting was adjourned at 1:05 p.m.

Secretary/Assistant Secretary

Meyer Minyan, Chairman

Seventh Order of Business

MEMORANDUM

TO: Board of Supervisors, Maple Ridge CDD
FROM: Keisha Young, District Accountant
CC: George Miller, District Manager
DATE: September 25, 2018
SUBJECT: August Financial Report

Please find enclosed the August 2018 financials for Maple Ridge CDD. Below is some information on the District's current financial position. Should you have any other questions or require additional information, please do not hesitate to contact me at Keisha.Young@Inframark.com.

General Fund

- Total revenues through August are favorable at approximately 103% of the annual budget.
- Total expenditures through August are favorable at approximately 66% of the annual budget indicating an excess of revenue over expenditures of \$51,776.
 - R&M – General. Cutters Edge Lawn, landscape clean up, \$7,500.
 - Misc.- Internet Services. Comcast to-date.
 - Capital Outlay. Tirone Electric, light poles head replacement with new led, \$12,528. Video recorder/software, \$1,925.

Debt Service Fund

- Total revenues through August are favorable at approximately 101% of the annual budget.
- Total expenditures through August are approximately 100% of the annual budget.
- Promissory note is with Bank of America. Interest payments were made on 11/1/17 & 5/1/18 and principal payment was made 5/1/18, per amortization schedule.

**Maple Ridge
Community Development District**

Financial Report

August 31, 2018

Prepared by



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**Maple Ridge
Community Development District**

Financial Statements

(Unaudited)

August 31, 2018

Balance Sheet
August 31, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2010 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash - Checking Account	\$ 45,332	\$ -	\$ 45,332
Due From Other Funds	-	101,013	101,013
Investments:			
Money Market Account	612,856	-	612,856
Reserve Fund	-	63,673	63,673
Prepaid Items	4,691	-	4,691
TOTAL ASSETS	\$ 662,879	\$ 164,686	\$ 827,565
<u>LIABILITIES</u>			
Accounts Payable	\$ 2,830	\$ -	\$ 2,830
Due To Other Funds	101,013	-	101,013
TOTAL LIABILITIES	103,843	-	103,843
<u>FUND BALANCES</u>			
<u>Nonspendable:</u>			
Prepaid Items	4,691	-	4,691
<u>Restricted for:</u>			
Debt Service	-	164,686	164,686
<u>Assigned to:</u>			
Operating Reserves	32,799	-	32,799
Reserves - Streetlights	5,930	-	5,930
Unassigned:	515,616	-	515,616
TOTAL FUND BALANCES	\$ 559,036	\$ 164,686	\$ 723,722
TOTAL LIABILITIES & FUND BALANCES	\$ 662,879	\$ 164,686	\$ 827,565

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
REVENUES					
Interest - Investments	\$ 1,500	\$ 1,375	\$ 4,906	\$ 3,531	327.07%
Interest - Tax Collector	-	-	118	118	0.00%
Special Assmnts- Tax Collector	143,999	143,999	143,573	(426)	99.70%
Special Assmnts- Discounts	(5,760)	(5,760)	(4,417)	1,343	76.68%
TOTAL REVENUES	139,739	139,614	144,180	4,566	103.18%
EXPENDITURES					
<u>Administration</u>					
P/R-Board of Supervisors	8,000	7,000	5,200	1,800	65.00%
FICA Taxes	612	536	398	138	65.03%
ProfServ-Engineering	4,950	-	-	-	0.00%
ProfServ-Legal Services	8,000	7,000	5,981	1,019	74.76%
ProfServ-Mgmt Consulting Serv	17,878	16,388	16,388	-	91.67%
ProfServ-Property Appraiser	750	750	750	-	100.00%
ProfServ-Special Assessment	932	932	932	-	100.00%
Auditing Services	4,500	4,500	4,500	-	100.00%
Postage and Freight	600	550	522	28	87.00%
Insurance - General Liability	5,315	5,315	4,699	616	88.41%
Printing and Binding	721	661	298	363	41.33%
Legal Advertising	880	-	434	(434)	49.32%
Misc-Assessmnt Collection Cost	2,880	2,880	2,783	97	96.63%
Misc-Contingency	441	-	-	-	0.00%
Misc-Web Hosting	1,030	944	944	-	91.65%
Office Supplies	200	183	138	45	69.00%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	57,864	47,814	44,142	3,672	76.29%
<u>Field</u>					
ProfServ-Field Management	7,867	7,211	7,211	-	91.66%
ProfServ-Police	13,535	100	1,640	(1,540)	12.12%
Contracts-Landscape	6,300	5,775	5,775	-	91.67%
Contracts-Lakes	4,092	3,751	3,751	-	91.67%
Electricity - General	700	642	465	177	66.43%
R&M-General	5,430	100	10,005	(9,905)	184.25%
R&M-Fence	4,000	700	4,000	(3,300)	100.00%
R&M-Lake	3,950	-	-	-	0.00%
R&M-Rights of Way	4,000	-	-	-	0.00%
R&M-Streetlights	16,850	-	-	-	0.00%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
R&M-Wetland	8,000	-	-	-	0.00%
Misc-Internet Services	-	-	962	(962)	0.00%
Capital Outlay	8,441	2,400	14,453	(12,053)	171.22%
Total Field	83,165	20,679	48,262	(27,583)	58.03%
TOTAL EXPENDITURES	141,029	68,493	92,404	(23,911)	65.52%
Excess (deficiency) of revenues Over (under) expenditures	(1,290)	71,121	51,776	(19,345)	n/a
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	(1,290)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(1,290)	-	-	-	0.00%
Net change in fund balance	\$ (1,290)	\$ 71,121	\$ 51,776	\$ (19,345)	n/a
FUND BALANCE, BEGINNING (OCT 1, 2017)	507,260	507,260	507,260		
FUND BALANCE, ENDING	\$ 505,970	\$ 578,381	\$ 559,036		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2018

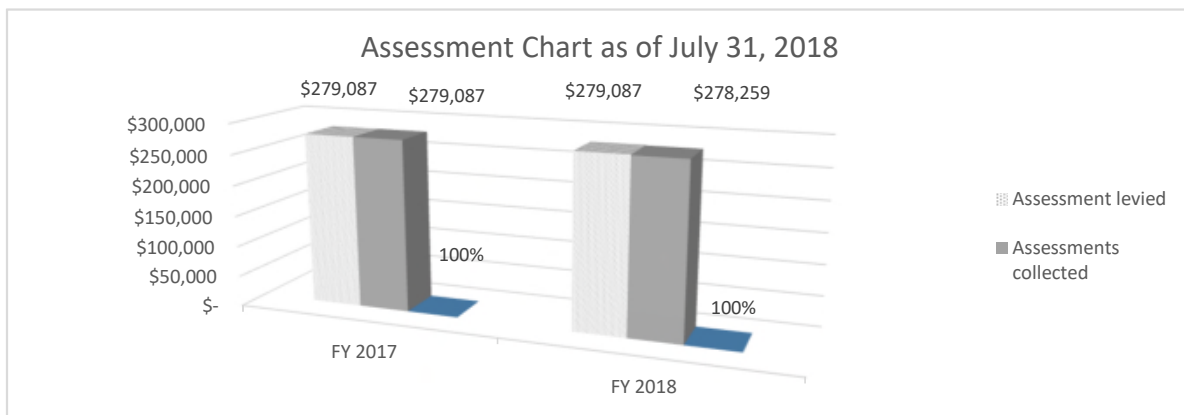
<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 11	\$ 11	0.00%
Special Assmnts- Tax Collector	135,086	135,086	134,686	(400)	99.70%
Special Assmnts- Discounts	(5,403)	(5,403)	(4,143)	1,260	76.68%
TOTAL REVENUES	129,683	129,683	130,554	871	100.67%
EXPENDITURES					
Administration					
Misc-Assessmnt Collection Cost	2,702	2,702	2,611	91	96.63%
Total Administration	2,702	2,702	2,611	91	96.63%
Debt Service					
Principal Debt Retirement	65,000	65,000	65,000	-	100.00%
Interest Expense	62,499	62,499	62,499	-	100.00%
Total Debt Service	127,499	127,499	127,499	-	100.00%
TOTAL EXPENDITURES	130,201	130,201	130,110	91	99.93%
Excess (deficiency) of revenues Over (under) expenditures	(518)	(518)	444	962	-85.71%
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	(518)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(518)	-	-	-	0.00%
Net change in fund balance	\$ (518)	\$ (518)	\$ 444	\$ 962	-85.71%
FUND BALANCE, BEGINNING (OCT 1, 2017)	164,242	164,242	164,242		
FUND BALANCE, ENDING	\$ 163,724	\$ 163,724	\$ 164,686		

**Non-Ad Valorem Special Assessments
(Broward County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2018**

Date Received	Net Amount Received	Discounts / (Penalties) Amount	Property Appraiser Costs (1)	Collection Costs	Gross Amount Received	ALLOCATION BY FUND	
						General Fund	Debt Service Fund
Assessments Levied					\$ 279,087	\$ 144,000	\$ 135,087
Allocation %					100%	51.60%	48.40%
11/21/17	\$ 43,245	\$ 1,009	\$ -	\$ 883	\$ 45,137	\$ 23,289	\$ 21,848
12/08/17	147,033	6,234	-	3,001	156,268	80,629	75,638
12/12/17	6,922	287	-	141	7,350	3,792	3,558
12/29/17	23,600	882	-	482	24,963	12,880	12,083
12/31/17	-	-	750	-	-	-	-
01/12/18	7,455	235	-	152	7,843	4,047	3,796
02/15/18	6,750	160	-	138	7,048	3,637	3,412
03/15/18	5,175	61	-	106	5,341	2,756	2,585
04/13/18	13,781	-	-	281	14,062	7,256	6,807
05/15/18	2,204	(66)	-	45	2,184	1,127	1,057
06/15/18	1,441	(43)	-	29	1,427	736	691
07/13/18	6,699	(199)	-	137	6,637	3,424	3,212
TOTAL	\$ 264,305	\$ 8,560	\$ 750	\$ 5,394	\$ 278,259	\$ 143,573	\$ 134,686
% COLLECTED					99.70%	99.70%	99.70%
TOTAL OUTSTANDING					\$ 828	\$ 427	\$ 401

Notes

(1) Broward County Property Appraiser, annual fixed fee for 375 lots @ \$2/lot.



**Cash & Investment Report
August 31, 2018**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
OPERATING FUND			
Public Funds Business Checking	CenterState Bank	0.00%	\$ 45,332
Money Market Account	BankUnited	1.00%	612,856
		Subtotal	<u>\$ 658,188</u>
INVESTMENT FUND			
Reserve Fund Account	Bank of America	0.02%	\$ 63,673
		Subtotal	<u>\$ 63,673</u>
		Total	<u><u>\$ 721,861</u></u>

Maple Ridge CDD

Bank Reconciliation

Bank Account No. 9606 CenterState Bank - GF
 Statement No. 08-18
 Statement Date 8/31/2018

G/L Balance (LCY)	45,331.92	Statement Balance	53,007.32
G/L Balance	45,331.92	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	53,007.32
Subtotal	45,331.92	Outstanding Checks	7,675.40
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	45,331.92	Ending Balance	45,331.92
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
8/22/2018	Payment	01103	CUTTERS EDGE LAWN	7,500.00	0.00	7,500.00
8/27/2018	Payment	01105	FEDEX	69.60	0.00	69.60
8/30/2018	Payment	01107	COMCAST	105.80	0.00	105.80
Total Outstanding Checks.....				7,675.40		7,675.40

**Maple Ridge
Community Development District**

Supporting Schedules

August 31, 2018

MAPLE RIDGE Community Development District

Payment Register by Bank Account

For the Period from 8/01/2018 to 8/31/2018

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<u>CENTERSTATE BANK - GF - (ACCT# XXXXX9606)</u>									
Check	01097	08/02/18	Vendor	COMCAST	65696-072118	8495 75 2710265696 7/25-8/24	Misc-Internet Services	001-549031-53901	\$105.80
Check	01098	08/15/18	Employee	MEYER MINYAN	PAYROLL	August 15, 2018 Payroll Posting			\$184.70
Check	01099	08/15/18	Employee	CARLA L. MINYAN	PAYROLL	August 15, 2018 Payroll Posting			\$184.70
Check	01100	08/15/18	Employee	DAVID L. BOTTON	PAYROLL	August 15, 2018 Payroll Posting			\$184.70
Check	01101	08/15/18	Employee	AVIVA SELA	PAYROLL	August 15, 2018 Payroll Posting			\$184.70
Check	01102	08/15/18	Vendor	CUTTERS EDGE LAWN	35639	LANDSCAPING AUGUST 2018	Contracts-Landscape	001-534050-53901	\$525.00
Check	01103	08/22/18	Vendor	CUTTERS EDGE LAWN	35765	LANDSCAPE CLEAN UP	R&M-General	001-546001-53901	\$7,500.00
Check	01104	08/22/18	Vendor	DIAMOND DOLPHIN AQUATIC	7387	LAKE MANAGEMENT SERVICE AUG	Contracts-Lakes	001-534084-53901	\$341.00
Check	01105	08/27/18	Vendor	FEDEX	6-275-55922	SERVICE FOR 8/6/18	Postage and Freight	001-541006-51301	\$69.60
Check	01106	08/27/18	Vendor	FLORIDA MUNICIPAL INSURANCE TR	0936-081518	ANNUAL BILLING FY 18/19	Prepaid Items	155000	\$4,691.00
Check	01107	08/30/18	Vendor	COMCAST	65696-082118	SERVICE FOR 8/25-9/24/18	Misc-Internet Services	001-549031-53901	\$105.80
ACH	DD116	08/21/18	Vendor	FPL-ACH	46177-080118-ACH	08529-46177 7/2-8/1/18	Electricity - General	001-543006-53901	\$44.73
Account Total									\$14,121.73

Total Amount Paid	\$14,121.73
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	14,121.73
Total	14,121.73