



**RIVERSIDE PARK
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
NOVEMBER 16, 2020
6:30 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.riversideparkcdd.org

786.347.2711 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
RIVERSIDE PARK
COMMUNITY DEVELOPMENT DISTRICT
Meeting Room at Mercedes Benz of Cutler Bay
10701 SW 211th Street
Cutler Bay, Florida 33189
REGULAR BOARD MEETING
November 16, 2020
6:30 p.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. July 20, 2020 Regular Board Meeting & Public Hearing.....Page 2
- G.** Old Business
 - 1. Update on the Miami-Dade Request for Trimming of Trees along Old Cutler Road
- H.** New Business
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 - 2. Consider Resolution No. 2020-05 – Ratifying Actions Taken Pursuant to EO No. 20-69.....Page 12
 - 3. Consider Approval of Proposal for Painting of the Monument Signs at Riverside Park.....Page 16
- I.** Administrative Matters
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- J.** Board Members/Staff: Additional Comments/Requests
- K.** Adjourn

Miami Daily Business Review

Nov. 6, 2020

Miscellaneous Notices

RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2020/2021 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Riverside Park Community Development District will hold Regular Meetings for the Fiscal Year 2020/2021 at 6:30 p.m. in a Meeting Room at the Mercedes Benz of Cutler Bay, located at 10701 SW 211th Street, Cutler Bay, Florida 33189, on the following dates:

November 16, 2020

March 15, 2021

May 17, 2021

August 16, 2021

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 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 786-347-2711 Ext. 2011 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT

www.riversideparkcdd.org

11/6 20-25/0000496326M

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
TO JOIN BY URL FOR VIDEO ACCESS AT:
<https://us02web.zoom.us/j/86014016984>
MEETING ID: 860 1401 6984
OR TO JOIN BY PHONE FOR TELEPHONIC ACCESS AT:
DIAL: 929 436 2866
JULY 20, 2020**

A. CALL TO ORDER

The July 20, 2020, Regular Board Meeting of the Riverside Park Community Development District was called to order at 6:33 p.m. via Zoom <https://us02web.zoom.us/j/86014016984>, **MEETING ID: 860 1401 6984, OR TO JOIN BY PHONE FOR TELEPHONIC ACCESS DIAL: 929 436 2866.**

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on July 2, 2020, and July 9, 2020, as legally required.

Pursuant to and as reported by the Centers for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. It is thereby recommended that we, as a community, practice social distancing.

In consideration of the safety of all and under the Governor's Executive Order 20-69, and as extended by Executive Order 20-112, there is a temporary suspension of the statutory requirement that a quorum be present in person at a specific public place, and authorizing the use of media technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes. The Executive Order does not waive any other requirement of Florida's Constitution or Florida's Government-in-the-Sunshine Laws.

As such to join said meeting the following information was advertised and posted on the District Website;

Due to the COVID-19 public health emergency, the July 20, 2020, meeting is being held utilizing communications media technology.

Join by URL for VIDEO ACCESS at:

<https://us02web.zoom.us/j/86014016984>

Meeting ID: 860 1401 6984

Call In Number: 929 436 2866 EST

C. ESTABLISH A QUORUM

It was determined that the virtual attendance of Chairperson Lorraine Torres, Vice Chairman Lariel Torres and Supervisor Ingrid Ojeda constituted a quorum and it was in order to proceed with the meeting.

Staff also in virtual attendance included: District Manager Gloria Perez of Special District Services, Inc.; and General Counsel Vanessa Steinerts 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. May 18, 2020, Regular Board Meeting

The minutes of the May 18, 2020, Regular Board Meeting were presented for approval.

A **MOTION** was made by Supervisor Ingrid Ojeda, seconded by Supervisor Lorraine Torres and unanimously passed approving the minutes of May 18, 2020, Regular Board Meeting, as presented.

Mrs. Perez then recessed the Regular Board Meeting and opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

Proof of publication was presented that notice of the Public Hearing had been published in the *Miami Daily Business Review* on July 2, 2020, and July 9, 2020, as legally required.

2. Receive Public Comment on the Fiscal Year 2020/2021 Final Budget

There was no public comment on the Fiscal Year 2020/2021 Final Budget.

Mrs. Perez then closed the Public Hearing and reconvened the Regular Board Meeting.

3. Consider Resolution No. 2020-02 – Adopting a Fiscal Year 2020/2021 Final Budget

Mrs. Perez presented Resolution No. 2020-02, entitled:

RESOLUTION NO. 2020-02

A RESOLUTION OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2020/2021 BUDGET.

Mrs. Perez read the title of the resolution into the record and stated that it provides for approving and adopting the fiscal year 2020/2021 Final Budget and the non-ad valorem special assessments.

A **MOTION** was made by Supervisor Ingrid Ojeda, seconded by Supervisor Lorraine Torres and unanimously passed to adopt Resolution No. 2020-02, approving the Fiscal Year 2020/2021 Final Budget, as presented and setting the fiscal year 2020/2021 Final Budget and non-ad valorem special assessment tax roll (Assessment Levy).

H. OLD BUSINESS

1. Update on Miami-Dade County Request for Trimming of Trees along Old Cutler Road

Multiple requests have been made for a start date. The Board will be advised appropriately.

I. NEW BUSINESS

1. Consider Resolution No. 2020-03 – Adopting a Fiscal Year 2020/2021 Meeting Schedule

Mrs. Perez presented Resolution No. 2020-03, entitled:

RESOLUTION NO. 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Perez read the title of the Resolution into the record and noted that meetings would remain at the same location of the meeting room on the second floor of Mercedes Benz of Cutler Bay located at 10701 SW 211th St, Cutler Bay, Florida 33189, with the start time of 6:30 p.m. on the following dates:

November 16, 2020

March 15, 2021

May 17, 2021

August 16, 2021

A **MOTION** was made by Supervisor Ingrid Ojeda, seconded by Supervisor Lorraine Torres and unanimously passed to adopt Resolution No. 2020-03, approving the Regular Meeting Schedule for Fiscal Year 2020-2021 by holding meetings in the second floor meeting room of Mercedes Benz of Cutler Bay located at 10701 SW 211th St, Cutler Bay, Florida 33189, with the start time of 6:30 p.m.; and further authorizes the advertisement of same, as required by law.

2. Consider Ratification of Exempt Information Agreement between the District and the Miami-Dade County Property Appraiser

Mrs. Perez advised the Board of actions taken with regard to the deadline for an agreement between the District and Miami-Dade County Property Appraiser to be finalized. At the recommendation of District Counsel and pursuant to the Florida public record laws, Chapter 119, Florida Statutes was recently amended to clarify that certain information pertaining to an exempt individual's home address is exempt from public records. Home addresses are now defined as "the dwelling location at which an individual resides and includes the physical address, mailing address, street address, parcel identification number, plot identification number, legal property description, neighborhood name and lot number, GPS coordinates, and any other descriptive property information that may reveal the home address" (s.119.071(4), Florida Statutes). Because the statute exempts parcel identification numbers for certain individuals, the Miami-Dade County Property Appraiser will begin requiring that all governmental entities, including special districts, who receive this exempt information from the property appraiser must enter into an agreement with the property appraiser before receiving the exempt information.

Mrs. Perez is seeking Board approval of the Agreement, which has been reviewed and approved by District Counsel.

A **MOTION** was made by Supervisor Lariel Torres, seconded by Supervisor Lorraine Torres and unanimously passed ratifying the Agreement between the District and Miami-Dade County Property Appraiser for Access to Certain Exempt Information Maintained by the Miami-Dade County Property Appraiser, as presented.

3. Miami-Dade County Supervisor of Elections’ 2020 Qualified Candidate Results

Mrs. Perez advised, pursuant to the Miami-Dade County Supervisor of Elections’ website, the following incumbents did not qualify nor does it appear that anyone else had qualified for the following seats currently held by:

CHR	Seat 3 Lorraine Torres	Expires 2020
AS	Seat 4 Ingrid Ojeda	Expires 2020
AS	Seat 5 Daniel Alvarez	Expires 2020

Since **no one qualified** for Seats 3, 4 and 5, vacancies will be declared and current Seat holders must serve for up to 90 days from November 20th. Within that period a qualified elector of the District should be appointed to the vacant seats. Current incumbents can be re-appointed.

4. 2019 Form 1 – Statement of Financial Interests

Mrs. Perez noted that all of the Board Members had submitted their 2019 Form 1 – Statement of Financial Interests by the July 1st deadline.

J. ADMINISTRATIVE MATTERS
1. Financial Update

Mrs. Perez presented the financials in the meeting book and briefly reviewed them with the Board, pointing out that available funds as of June 30, 2020, were \$227,663.18.

K. BOARD MEMBER/STAFF CLOSING COMMENTS

After a brief discussion, the Board asked District management to look into the possibility of refinancing the bond since interest rates were so low.

L. ADJOURNMENT

There being no further business to come before the Board, a **MOTION** was made by Supervisor Lorraine Torres, seconded by Supervisor Lariel Torres and passed unanimously to adjourn the Regular Board Meeting at 6:48 p.m.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

RESOLUTION NO. 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2019/2020 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Amended Budget for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is hereby approved and adopted.

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

PASSED, ADOPTED and EFFECTIVE this 16th day of November, 2020.

ATTEST:

**RIVERSIDE PARK
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Riverside Park
Community Development District

**Amended Final Budget For
Fiscal Year 2019/2020
October 1, 2019 - September 30, 2020**

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

AMENDED FINAL BUDGET
RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET 10/1/19 - 9/30/20	AMENDED FINAL BUDGET 10/1/19 - 9/30/20	YEAR TO DATE ACTUAL 10/1/19 - 9/29/20
REVENUES			
Administrative Assessments	61,122	61,378	61,378
Maintenance Assessments	40,221	40,221	40,221
Debt Assessments	120,339	120,339	120,339
Other Income	0	0	0
Interest Income	180	264	264
TOTAL REVENUES	\$ 221,862	\$ 222,202	\$ 222,202
EXPENDITURES			
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	6,000	2,200	2,200
Employer Taxes - Payroll	480	168	168
Management	18,480	18,480	18,480
Secretarial	2,700	2,700	2,700
Legal	8,000	4,920	4,920
Assessment Roll	3,500	3,500	3,500
Audit Fees	3,600	3,600	3,600
Insurance	6,250	5,251	5,251
Legal Advertisements	550	900	615
Miscellaneous	950	600	397
Postage	250	55	47
Office Supplies	600	225	195
Dues & Subscriptions	175	175	175
Trustee Fee	4,100	4,080	4,080
Continuing Disclosure Fee	250	250	250
Website Management	1,750	1,750	1,750
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 57,635	\$ 48,854	\$ 48,328
MAINTENANCE EXPENDITURES			
Lawn/Landscape Maintenance	16,500	8,250	8,250
Entrance Features	1,000	2,140	2,140
Miscellaneous Maintenance/Improvements	7,032	1,000	0
Border Hedge/Monument/Fence	8,275	1,000	0
Nutritional Control/Mulch	3,500	1,000	0
Engineering/Inspections	1,500	2,025	2,025
TOTAL MAINTENANCE EXPENDITURES	\$ 37,807	\$ 15,415	\$ 12,415
TOTAL EXPENDITURES	\$ 95,442	\$ 64,269	\$ 60,743
REVENUES LESS EXPENDITURES	\$ 126,420	\$ 157,933	\$ 161,459
Bond Payments	(113,119)	(114,586)	(114,586)
BALANCE	\$ 13,301	\$ 43,347	\$ 46,873
County Appraiser & Tax Collector Fee	(4,434)	(2,134)	(2,134)
Discounts For Early Payments	(8,867)	(8,450)	(8,450)
EXCESS/ (SHORTFALL)	\$ -	\$ 32,763	\$ 36,289
Carryover From Prior Year		0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 32,763	\$ 36,289

Notes

Contingency/Reserve Funds (\$16,270) To Be Used In Future Years.
Original Contingency/Reserve Funds Amount Was \$36,680
Contingency/Reserve Funds are included in Fund Balance As Of 9/30/20

FUND BALANCE AS OF 9/30/19	
FY 2019/2020 ACTIVITY	
FUND BALANCE AS OF 9/30/20	

\$188,064
\$32,763
\$220,827

AMENDED FINAL BUDGET
RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET	AMENDED FINAL BUDGET	YEAR TO DATE ACTUAL
REVENUES	10/1/19 - 9/30/20	10/1/19 - 9/30/20	10/1/19 - 9/29/20
Interest Income	25	87	87
NAV Tax Collection	113,119	114,586	114,586
Total Revenues	\$ 113,144	\$ 114,673	\$ 114,673
EXPENDITURES			
Principal Payments	70,000	70,000	70,000
Interest Payments	40,138	41,275	41,275
Bond Redemption	3,006	0	0
Total Expenditures	\$ 113,144	\$ 111,275	\$ 111,275
Excess/ (Shortfall)	\$ -	\$ 3,398	\$ 3,398

FUND BALANCE AS OF 9/30/19	\$99,843
FY 2019/2020 ACTIVITY	\$3,398
FUND BALANCE AS OF 9/30/20	\$103,241

Notes

Reserve Fund Balance = \$57,053*. Revenue Fund Balance = \$46,188*.
Revenue Fund Balance To Be Used To Make 11/1/2020 Interest Payment Of \$19,500.
* Approximate Amounts

Series 2014 Bond Refunding Information

Original Par Amount =	\$1,630,000	Annual Principal Payments Due:
Interest Rate =	3.25% - 8.25%	May 1st
Issue Date =	May 2014	Annual Interest Payments Due:
Maturity Date =	May 2034	May 1st & November 1st

Par Amount As Of 9/30/20 = \$1,200,000

RESOLUTION NO. 2021-05

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT RATIFYING AND APPROVING ACTIONS TAKEN BY THE BOARD OF SUPERVISORS AT MEETINGS HELD VIA MEDIA COMMUNICATIONS TECHNOLOGY PURSUANT TO EXECUTIVE ORDER NO. 20-69, AS AMENDED AND EXTENDED, AS A RESULT OF THE COVID-19 PANDEMIC

WHEREAS, the COVID-19 pandemic has significantly impacted the Riverside Park Community Development District (the “District”) and those residing and owning property within the boundaries of the District; and

WHEREAS, on March 1, 2020, Governor Ron DeSantis (the “Governor”) issued Executive Order No. 20-51, directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, the Governor issued Executive Order No. 20-52, declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, in a series of actions in March 2020, President Donald Trump, the Centers for Disease Control and Prevention (the “CDC”), and the White House Coronavirus Task Force have issued guidance advising individuals to adopt far-reaching social distancing measures recommending restrictions on mass gatherings and congregations, including public meetings; and

WHEREAS, on March 20, 2020, the Governor issued Executive Order No. 20-69 temporarily suspending the statutory requirement that a quorum be present in person at a specific

public place, authorizing the use of media communications technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes; and

WHEREAS, Executive Order No. 20-69 was amended and extended by subsequent Executive Orders of Governor Ron DeSantis, including Executive Order No. 20-112, Executive Order No. 20-123, Executive Order No. 20-139, Executive Order No. 20-150, Executive Order No. 20-179, and Executive Order No. 20-246 which extended the temporary suspension of the statutory requirement that a quorum be present at a specific place and authorizing the use of media communications technology, until October 30, 2020; and

WHEREAS, on March 24, 2020, the Governor issued Executive Order No. 20-83, directing the State of Florida Surgeon General and State Health Officer to issue a public health advisory urging the public to avoid all social and recreational gatherings of ten or more people and urging those can work remotely to do so; and

WHEREAS, the Governor, on April 3, 2020, issued Executive Order No. 20-91 (later amended by Executive Order 20-92), directing that all persons in Florida shall limit their movements and personal interactions outside their home to those necessary to obtain or provide essential services or to conduct essential activities; and

WHEREAS, on May 18, 2020 and July 20, 2020, the District Board of Supervisors met, pursuant to and under the authority of Executive Order No. 20-69, as amended and extended, utilizing media communications technology; and

WHEREAS, the District Board of Supervisors intends to ratify and approve those actions taken by the District Board of Supervisors at its meetings held via media communications technology on May 18, 2020 and July 20, 2020; and

WHEREAS, due to the COVID-19 pandemic and the health concerns associated with securing signatures on certain instruments necessary for the District to conduct business, including, but not limited to, agreements, proposals, resolutions, and approved meeting minutes, in accordance with the authority granted in Chapter 668, Florida Statutes, the District may have utilized DocuSign or other acceptable electronic signature software to secure signatures the proper District officials; and

WHEREAS, the Board hereby finds and determines that the use of DocuSign or other acceptable electronic signature software pursuant to Chapter 668, Florida Statutes, if any, between March 1, 2020 and October 30, 2020, was necessary to properly conduct the business of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The above recitals are true and correct and incorporated herein as if set forth in full herein. The Executive Orders referenced herein are incorporated herein by reference.

Section 2. Those actions taken by District staff and members of the Board of Supervisors since March 1, 2020, are hereby ratified and approved.

Section 3. Those actions taken by the District Board of Supervisors at its meetings held pursuant to the authority of the Governor's Executive Order No. 20-69, as amended and extended, via media communications technology on May 18, 2020 and July 20, 2020, are hereby ratified and approved.

Section 4. Any use by the District between March 1, 2020 and October 30, 2020 of DocuSign or other acceptable electronic signature software pursuant to Chapter 668, Florida

Statutes, in order to secure the signature(s) of the proper District officials on those instruments necessary for the District to conduct business, including, but not limited to, agreements, proposals, resolutions, and approved meeting minutes, is hereby ratified and approved.

Section 5. All sections, or parts thereof, which conflict herewith, are, to the extent of such conflict, superseded and repealed. In the event that any portion of this Resolution is found to be unconstitutional or improper, it shall be severed herein and shall not affect the validity of the remaining portions of this Resolution.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 16th day of November, 2020, by the Board of Supervisors of the Riverside Park Community Development District.

**RIVERSIDE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/Assistant Secretary

Print Name: _____
Chair/Vice Chair

Elite Property Service & Painting Corp.

Proposal submitted to:

**Riverside Park CDD
C/o Special District Services, Inc.
2501A Burns Road
Palm Beach Gardens, FL 33410**

Att.: Julian Romero

EXTERIOR PAINTING OF FIVE MONUMENT SIGNS AND 48 AT RIVERSIDE PARK COMMUNITY. LOCATED AT 22575 SW 102 Court, MIAMI

Scope of Work:

1. Bleach wash all mildew areas.
2. Completely pressure clean all exterior masonry surfaces.
3. Apply one coat of Masonry Conditioner Clear Sealer to all exterior masonry surfaces.
4. Patch and repair static & dynamic cracks, loose or broken stucco with Elastomeric Patching Compound, brush grade.
5. Finish coat for all exterior masonry surfaces shall be Satin Exterior 100% Acrylic latex Sherwin Williams paint to a smooth and uniform finish.
6. Paint Letters on Monument Signs Letters with DTM Satin Finish

PROPOSAL SUMS:

5 Monument Signs	\$ 2,900.00
48 columns	\$ 2,900.00

WHEN DULY SIGNED AND DATED, THIS PROPOSAL SHALL BE A BINDING CONTRACT BETWEEN THE PARTIES INVOLVED.

District
Title & Date: _____

Elite Property Service
Title & Date: _____

Elite Property Service & Painting Corp. mgamero@elitepropertysp.com (954) 588-0253

Riverside Park
Community Development District

**Financial Report For
September 2020**

Riverside Park Community Development District
Budget vs. Actual
October 2019 through September 2020

	<u>Oct '19 - Sept 20</u>	<u>19/20 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
363.100 · Admin Assessments	61,377.93	61,122.00	255.93	100.42%
363.101 · Maintenance Assessments	40,221.10	40,221.00	0.10	100.0%
363.810 · Debt Assessments	120,339.20	120,339.00	0.20	100.0%
363.820 · Debt Assessment-Paid To Trustee	-114,585.70	-113,119.00	-1,466.70	101.3%
363.830 · County Tax Collector Fee	-2,133.63	-4,434.00	2,300.37	48.12%
363.831 · Discounts For Early Payments	-8,449.76	-8,867.00	417.24	95.29%
369.401 · Interest Income	263.82	180.00	83.82	146.57%
Total Income	<u>97,032.96</u>	<u>95,442.00</u>	<u>1,590.96</u>	<u>101.67%</u>
Expense				
511.122 · PR Tax Expense	168.30	480.00	-311.70	35.06%
511.131 · Supervisors Fees	2,200.00	6,000.00	-3,800.00	36.67%
511.302 · Border Hedge/Monument/Fence	0.00	8,275.00	-8,275.00	0.0%
511.303 · Nutritional Control/Mulch	0.00	3,500.00	-3,500.00	0.0%
511.307 · Lawn/Landscape Maintenance	8,250.00	16,500.00	-8,250.00	50.0%
511.308 · Miscellaneous Maintenance	0.00	7,032.00	-7,032.00	0.0%
511.309 · Entrance Features	2,140.00	1,000.00	1,140.00	214.0%
511.310 · Engineering	2,025.00	1,500.00	525.00	135.0%
511.311 · Management Fees	18,480.00	18,480.00	0.00	100.0%
511.312 · Secretarial Fees	2,700.00	2,700.00	0.00	100.0%
511.315 · Legal Fees	4,920.00	8,000.00	-3,080.00	61.5%
511.318 · Assessment/Tax Roll	3,500.00	3,500.00	0.00	100.0%
511.320 · Audit Fees	3,600.00	3,600.00	0.00	100.0%
511.450 · Insurance	5,251.00	6,250.00	-999.00	84.02%
511.480 · Legal Advertisements	615.66	550.00	65.66	111.94%
511.512 · Miscellaneous	397.37	950.00	-552.63	41.83%
511.513 · Postage and Delivery	46.68	250.00	-203.32	18.67%
511.514 · Office Supplies	195.65	600.00	-404.35	32.61%
511.516 · Website Management Fee	1,749.96	1,750.00	-0.04	100.0%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.733 · Trustee Fees	4,079.63	4,100.00	-20.37	99.5%
511.734 · Continuing Disclosure Fee	250.00	250.00	0.00	100.0%
Total Expense	<u>60,744.25</u>	<u>95,442.00</u>	<u>-34,697.75</u>	<u>63.65%</u>
Net Income	<u><u>36,288.71</u></u>	<u><u>0.00</u></u>	<u><u>36,288.71</u></u>	<u><u>100.0%</u></u>

**RIVERSIDE PARK COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
SEPTEMBER 2020**

	Annual Budget 10/1/19 - 9/30/20	Actual Sep-20	Year To Date Actual 10/1/19 - 9/30/20
REVENUES			
Administrative Assessments	61,122	0	61,378
Maintenance Assessments	40,221	0	40,221
Debt Assessments	120,339	0	120,339
Other Revenue	0	0	0
Interest Income	180	19	264
Total Revenues	\$ 221,862	\$ 19	\$ 222,202
EXPENDITURES			
MAINTENANCE EXPENDITURES			
Lawn/Landscape Maintenance	16,500	750	8,250
Entrance Features	1,000	0	2,140
Miscellaneous Maintenance/Improvements	7,032	0	0
Border Hedge/Monument/Fence	8,275	0	0
Nutritional Control/Mulch	3,500	0	0
Engineering/Inspections	1,500	0	2,025
Contingency/Reserve (\$16,270 Available)*	0	0	0
TOTAL MAINTENANCE EXPENDITURES	\$ 37,807	\$ 750	\$ 12,415
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	6,000	0	2,200
Payroll Taxes - Employer	480	0	168
Management	18,480	1,540	18,480
Secretarial	2,700	225	2,700
Legal	8,000	400	4,920
Assessment Roll	3,500	3,500	3,500
Audit Fees	3,600	0	3,600
Insurance	6,250	0	5,251
Legal Advertisements	550	0	615
Miscellaneous	950	18	397
Postage	250	8	47
Office Supplies	600	2	195
Dues & Subscriptions	175	0	175
Trustee Fee	4,100	0	4,080
Continuing Disclosure Fee	250	250	250
Website Management	1,750	146	1,750
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 57,635	\$ 6,089	\$ 48,328
Total Expenditures	\$ 95,442	\$ 6,839	\$ 60,743
Revenues Less Expenditures	\$ 126,420	\$ (6,820)	\$ 161,459
Bond Payments	(113,119)	0	(114,586)
Balance	\$ 13,301	\$ (6,820)	\$ 46,873
County Appraiser & Tax Collector Fee	(4,434)	0	(2,134)
Discounts For Early Payments	(8,867)	0	(8,450)
Excess/ (Shortfall)	\$ -	\$ (6,820)	\$ 36,289
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ -	\$ (6,820)	\$ 36,289

* Contingency/Reserve Funds Can Be Used In Fiscal Year 19/20 or in Future Fiscal Years.
Original Balance = \$36,680. Current Balance = \$16,270.

Bank Balance As Of 8/31/20	\$ 234,779.25
Funds Received: 9/1/20 - 9/30/20	\$ 19.10
Disbursements: 9/1/20 - 9/30/20	\$ 3,206.28
Bank Balance As Of 9/30/20	\$ 231,592.07
Accounts Payable As Of 9/30/20	\$ 7,239.18
Accounts Receivable As Of 9/30/20	\$ -
Reserve Funds As Of 9/30/20	\$ 16,270.00
Available Funds As Of 9/30/20	\$ 208,082.89

**RIVERSIDE PARK CDD
TAX COLLECTIONS
2019-2020**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Fees	Discount	Net From Tax Collector	Admin Assessment Income (Before Discounts & Fees)	Maint Assessment Income (Before Discounts & Fees)	Debt Assessment Income (Before Discounts & Fees)	Admin Assessment Income (After Discounts & Fees)	Maint Assessment Income (After Discounts & Fees)	Debt Assessment Income (After Discounts & Fees)	Debt Assessment Paid to Trustee
									\$ 221,682	\$ 61,122	\$ 40,221	\$ 120,339	\$ 61,122	\$ 40,221	\$ 120,339	
									\$ 208,381	\$ 57,455	\$ 37,807	\$ 113,119	\$ 57,455	\$ 37,807	\$ 113,119	\$ 113,119
1	493	Miami-Dade Tax Collector	11/22/19	NAV Taxes	\$ 4,785.98		\$ (45.82)	\$ (204.33)	\$ 4,535.83	\$ 1,312.58	\$ 863.75	\$ 2,609.65	\$ 1,243.93	\$ 818.60	\$ 2,473.30	\$ 2,473.30
2	317	Miami-Dade Tax Collector	12/03/19	NAV Taxes	\$ 3,261.48		\$ (31.31)	\$ (130.47)	\$ 3,099.70	\$ 894.48	\$ 588.60	\$ 1,778.40	\$ 850.05	\$ 559.40	\$ 1,690.25	\$ 1,690.25
3	979	Miami-Dade Tax Collector	12/10/19	NAV Taxes	\$ 185,311.56		\$ (1,778.98)	\$ (7,412.87)	\$ 176,119.71	\$ 50,985.36	\$ 33,550.20	\$ 100,776.00	\$ 48,456.06	\$ 31,886.10	\$ 95,777.55	\$ 95,777.55
4	292	Miami-Dade Tax Collector	12/23/19	NAV Taxes	\$ 16,307.40		\$ (156.77)	\$ (630.58)	\$ 15,520.05	\$ 4,472.40	\$ 2,943.00	\$ 8,892.00	\$ 4,256.45	\$ 2,800.90	\$ 8,462.70	\$ 8,462.70
5	969	Miami-Dade Tax Collector	01/10/20	NAV Taxes	\$ 572.09		\$ (5.55)	\$ (17.16)	\$ 549.38	\$ 156.89	\$ 103.25	\$ 311.95	\$ 150.63	\$ 99.15	\$ 299.60	\$ 299.60
6	850	Miami-Dade Tax Collector	01/30/20	Interest		\$ 115.11			\$ 115.11	\$ 115.11			\$ 115.11			\$ -
7	457	Miami-Dade Tax Collector	03/09/20	NAV Taxes	\$ 5,435.80		\$ (54.35)	\$ (53.81)	\$ 5,327.64	\$ 1,490.80	\$ 981.00	\$ 2,964.00	\$ 1,461.14	\$ 961.40	\$ 2,905.10	\$ 2,905.10
8	692	Miami-Dade Tax Collector	04/10/20	NAV Taxes	\$ 2,746.41		\$ (27.47)		\$ 2,718.94	\$ 753.21	\$ 495.65	\$ 1,497.55	\$ 745.64	\$ 490.70	\$ 1,482.60	\$ 1,482.60
9	776	Miami-Dade Tax Collector	04/24/20	Interest		\$ 7.85			\$ 7.85	\$ 7.85			\$ 7.85			\$ -
10	890	Miami-Dade Tax Collector	05/11/20	NAV Taxes/Interest	\$ 1,087.16	\$ 32.62	\$ (11.20)		\$ 1,108.58	\$ 330.78	\$ 196.20	\$ 592.80	\$ 327.43	\$ 194.25	\$ 586.90	\$ 586.90
11	852	Miami-Dade Tax Collector	07/06/20	NAV Taxes/Interest (TC)	\$ 2,174.32	\$ 97.84	\$ (22.72)		\$ 2,249.44	\$ 855.86	\$ 499.45	\$ 916.85	\$ 847.29	\$ 494.45	\$ 907.70	\$ 907.70
12	376	Miami-Dade Tax Collector	07/24/20	Interest		\$ 2.61			\$ 2.61	\$ 2.61			\$ 2.61			\$ -
13									\$ -							\$ -
14									\$ -							\$ -
15									\$ -							\$ -
16									\$ -							\$ -
17									\$ -							\$ -
18									\$ -							\$ -
					\$ 221,682.20	\$ 256.03	\$ (2,134.17)	\$ (8,449.22)	\$ 211,354.84	\$ 61,377.93	\$ 40,221.10	\$ 120,339.20	\$ 58,464.19	\$ 38,304.95	\$ 114,585.70	\$ 114,585.70

Assessment Roll = \$221,682.20

Note: \$221,682, \$61,122, \$40,221 and \$120,339 are 2019/2020 Budgeted assessments before discounts and fees.

Note: \$208,381, \$57,455, \$37,807 and \$113,119 are 2019/2020 Budgeted assessments after discounts and fees.

\$	221,682.20		
\$	256.03		
\$	(61,377.93)	\$	211,354.84
\$	(40,221.10)	\$	(58,464.19)
\$	(120,339.20)	\$	(38,304.95)
\$	-	\$	(114,585.70)
\$	-	\$	-

**Riverside Park Community Development District
Contingency/Reserve Expenditures
October 2015 - September 2020**

Contingency/Reserve	Date	Invoice #	Vendor	Description	Amount
	10/15/2015	Inv# 10152015863	Jag Painting Contractors Inc.	Deposit for invoice 10152015863 (Cleaning & Painting)	2,450.00
	11/01/2015	Inv# 10152015863A	Jag Painting Contractors Inc.	Final Payment for invoice 10152015863 (Cleaning & Painting)	2,450.00
	12/07/2015	Inv# 8624	Crespo Lawn Service, Inc.	Installation Of 16 Solar Power Lights	1,210.00
	02/22/2018	Inv #1304	Royal Plastering Corp.	Fence Repairs & Replacement	14,300.00
					0.00
Total					20,410.00

Original Funds Available For Contingency/Reserve	\$ 36,680.00
Contingency/Reserve Expenditures As Of 9/30/20	\$ 20,410.00
Contingency/Reserve Funds Balance As Of 9/30/20	\$ 16,270.00

FINANCIAL RISK MANAGEMENT POLICY

Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of good management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

- a. Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and
- b. Each expenditure from the District’s operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and
- c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and
- d. A designated member of the Board (by an electronic approval procedure) has an opportunity to review the District’s expenditure(s) prior to the payment(s) being released; and
- e. The District engages an independent firm, pursuant to Chapter 218.391, Florida Statutes, to audit the prior year’s financial activities (October 1st through September 30th) from which an independent fiscal year annual audit is prepared; and
- f. Within sixty (60) days of the end of each fiscal year (September 30th) the District’s Board of Supervisors reviews, pursuant to Chapter 189.418(5), Florida Statutes, the prior year’s budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.