



**TWO LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
OCTOBER 18, 2017
9:45 A.M.**

**Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014**

**305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile**

AGENDA
TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
730 N.W. 107th Avenue,
Third Floor, Suite 300 Meeting Room
Miami, Florida 33172
REGULAR BOARD MEETING
October 18, 2017
9:45 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. June 21, 2017 Recessed Regular Board Meeting and Public Hearing.....Page 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2017-07 Adopting a Fiscal Year 2016/2017 Amended Budget.....Page 6
- I. Administrative & Operational Matters
 - 1. Appointment of Audit Committee
 - (a) Audit Committee Meeting
 - (b) Selection of Criteria to Evaluate Audit Services.....Page 11
 - (c) Announcement for Request for Proposals (“RFP”) to Perform Annual Audit(s) and Authorize the District Manager to Advertise for Proposals
 - 2. Update Regarding the Stormwater Management Project
 - 3. Discussion Regarding Lake Ownership and Plat Signing/Recording
 - 4. Staff Report as Required
- J. Board Member & Staff Closing Comments
- K. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT - FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper in the issues of

09/28/2017

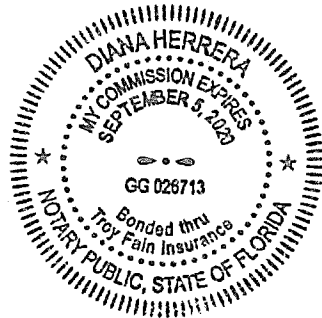
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this
28 day of SEPTEMBER, A.D. 2017

Diana Herrera

(SEAL)

MARIA MESA personally known to me



**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Two Lakes Community Development District (the "District") will hold Regular Meetings at Lennar Homes, LLC located at 730 NW 107th Avenue, 3rd Floor, Suite 300 Meeting Room, Miami, Florida 33172 at 9:45 a.m. on the following dates:

- October 18, 2017
- November 15, 2017
- January 17, 2018
- February 21, 2018
- March 21, 2018
- April 18, 2018
- May 16, 2018
- June 20, 2018
- July 18, 2018
- August 15, 2018
- September 19, 2018

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said 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 305-777-0761 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT

www.twolakescdd.org
9/28

17:34/0000281348M

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 21, 2017

A. CALL TO ORDER

District Manager Neil Kalin called the June 21, 2017, Regular Board Meeting of the Two Lakes Community Development District to order at 10:03 a.m. in the Suite 300 Meeting Room of 730 NW 107th Avenue, Miami, Florida 33172.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 7, 2016, June 1, 2017 and June 8, 2017, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Chairperson Carolina Herrera and Supervisors Raisa Krause and Yadira Monzon.

Staff in attendance included: District Managers Neil Kalin and Armando Silva of Special District Services, Inc.; and District Counsel Gerald Knight of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also in attendance was Omar del Rio, Miami, Florida.

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 17, 2017, Regular Board Meeting

Mr. Kalin presented the May 17, 2017, Regular Board Meeting minutes and asked if there were any comments and/or changes. There being no changes, a **motion** was made by Ms. Monzon, seconded by Ms. Krause and unanimously passed to approve the May 17, 2017, Regular Board Meeting minutes, as presented.

Note: At approximately 10:06 a.m., Mr. Kalin recessed the Regular Board Meeting and simultaneously opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 21, 2017

Mr. Kalin presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on June 1, 2017, and June 8, 2017, as legally required.

2. Receive Public Comment on the Fiscal Year 2017/2018 Final Budget & Assessments

Mr. Kalin opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2017/2018 budget and non-ad valorem special assessments. There being no public comments, Mr. Kalin closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2017/2018 Final Budget

Mr. Kalin presented Resolution No. 2017-05, entitled:

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2017/2018 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin read the title of the resolution into the record and stated that it provides for the adoption of the fiscal year 2017/2018 final budget and non-ad valorem special assessment tax roll. A copy of the tax roll was provided at the meeting. A discussion ensued after which:

A **motion** was made by Ms. Herrera, seconded by Ms. Krause and unanimously passed to approve and adopt Resolution No. 2017-05, *as presented*, thereby setting the Two Lakes Community Development District fiscal year 2017/2018 final budget and approving the non-ad valorem special assessment tax roll.

Note: At approximately 10:08 a.m., Mr. Kalin closed the Public Hearing and simultaneously reconvened the Regular Board Meeting.

H. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Consider Resolution No. 2017-06 – Adopting a Fiscal Year 2017/2018 Regular Meeting Schedule

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 21, 2017

Mr. Kalin presented Resolution No. 2017-06, entitled:

RESOLUTION NO. 2017-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2017/2018 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDE AN EFFECTIVE DATE.

Mr. Kalin provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Ms. Krause, seconded by Ms. Monzon and unanimously passed to approve and adopt Resolution No. 2017-06, *as presented*, thereby setting the Two Lakes Community Development District fiscal year 2017/2018 regular meeting schedule and authorizing the publication of said schedule, as required by law.

J. ADMINISTRATIVE & OPERATIONAL MATTERS
1. Staff Report as Required

Mr. Kalin stated that the Two Lakes CDD (the “District”) Special Assessment, Series 2017 Bond Pre-Closing (“Bond Pre-Closing”) has been scheduled for Monday, June 26, 2017, at 11:00 a.m. in the offices of Lennar Homes, LLC. Staff recommended, in the event District business matters related to the Bond Pre-Closing were to arise, that it would be in order to recess this meeting and reconvene to a time specified on the record. A discussion ensued after which;

A **motion** was made by Ms. Krause, seconded by Ms. Monzon and unanimously passed to *recess* the Two Lakes Community Development District Regular Board Meeting at approximately 10:12 a.m. and to *reconvene* the Regular Board Meeting at 11:00 a.m. on June 26, 2017, at Lennar Homes, LLC in the Suite 300 Meeting Room located at 730 NW 107th Avenue, 3rd Floor, Miami, Florida 33172.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no closing comments.

L. ADJOURNMENT

SEE ABOVE ACTION

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 21, 2017

Note: The scheduled reconvened Two Lakes Community Development District Regular Board Meeting recessed on June 21, 2017 was not required and therefore was not held. For the record the recessed meeting has been officially closed.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2017-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Two Lakes 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 TWO LAKES COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Amended Budget for Fiscal Year 2016/2017 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 18th day of October, 2017.

ATTEST:

**TWO LAKES COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Two Lakes
Community Development District

**Amended Final Budget For
Fiscal Year 2016/2017
October 1, 2016 - September 30, 2017**

CONTENTS

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

AMENDED FINAL BUDGET
TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2016/2017
OCTOBER 1, 2016 - SEPTEMBER 30, 2017

	FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17	AMENDED FINAL BUDGET 10/1/16 - 9/30/17	YEAR TO DATE ACTUAL 10/1/16 - 9/29/17
REVENUES			
O & M Assessments	0	0	0
Developer Contribution - O&M	150,375	91,589	91,589
Capital Funding - Stormwater Management	0	18,000,000	18,000,000
Debt Assessments	0	0	0
Interest Income - O&M	0	120	119
Interest Income - Stormwater Management	0	4,000	3,937
TOTAL REVENUES	\$ 150,375	\$ 18,095,709	\$ 18,095,645
EXPENDITURES			
Supervisor Fees	0	0	0
Management	34,200	34,200	34,200
Legal	15,000	17,000	14,894
Assessment Roll	8,750	0	0
Audit Fees	0	0	0
Arbitrage Rebate Fee	0	0	0
Insurance	6,800	5,000	5,000
Legal Advertisements	3,000	2,500	2,141
Miscellaneous	1,500	500	343
Postage	500	475	469
Office Supplies	500	1,100	1,079
Dues & Subscriptions	175	0	0
Trustee Fees	0	0	0
Appraisal Fee	0	5,950	5,950
Continuing Disclosure Fee	1,000	0	0
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 71,425	\$ 66,725	\$ 64,076
MAINTENANCE EXPENDITURES			
Annual Engineer's Report/Inspections/Field Ops Mgt	750	10,000	8,949
Engineering - Extraordinary	0	17,000	15,694
Field Operations Management	0	0	0
Lawn & Landscape Services - Entrance Roads & Interior Tracts	9,000	0	0
Perimeter Berm - Lawn & Landscape Services	18,000	0	0
Entrance Roads & Entry Features	3,600	0	0
Irrigation Systems(s) - Interior/Exterior	5,000	0	0
Roadway/Street Drainage System	1,800	0	0
Street Lighting - Entry Roads	7,200	0	0
FP&L Power/Utility Services - Irrigation & Street Lighting	14,400	0	0
Lact Tract(s) & Preserve Area	7,200	0	0
Miscellaneous Maintenance	6,000	0	0
Maintenance Contingencies	6,000	0	0
Capital Outlay - Stormwater Management Project (Quarry Shot Rock)	0	18,000,000	14,936,564
TOTAL MAINTENANCE EXPENDITURES	\$ 78,950	\$ 18,027,000	\$ 14,961,207
TOTAL EXPENDITURES	\$ 150,375	\$ 18,093,725	\$ 15,025,283
REVENUES LESS EXPENDITURES	\$ -	\$ 1,984	\$ 3,070,362
Bond Payments	0	0	0
BALANCE	\$ -	\$ 1,984	\$ 3,070,362
County Appraiser & Tax Collector Fee	0	0	0
Discounts For Early Payments	0	0	0
EXCESS/ (SHORTFALL)	\$ -	\$ 1,984	\$ 3,070,362
Carryover From Prior Year	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 1,984	\$ 3,070,362

O & M FUND BALANCE AS OF 9/30/16	\$2,729
FY 2016/2017 O & M ACTIVITY	(\$2,016)
O & M FUND BALANCE AS OF 9/30/17	\$713

	\$2,729
	(\$2,016)
	\$713

STORMWATER FUND BALANCE AS OF 9/30/16	\$0
FY 2016/2017 STORMWATER ACTIVITY	\$4,000
STORMWATER FUND BALANCE AS OF 9/30/17	\$4,000

	\$0
	\$4,000
	\$4,000

AMENDED FINAL BUDGET
TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2016/2017
OCTOBER 1, 2016 - SEPTEMBER 30, 2017

	FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17	AMENDED FINAL BUDGET 10/1/16 - 9/30/17	YEAR TO DATE ACTUAL 10/1/16 - 9/29/17
REVENUES			
Interest Income	0	935	930
NAV Assessment Collection	0	0	0
Bond Proceeds (Debt Service)	0	1,170,467	1,170,467
Total Revenues	\$ -	\$ 1,171,402	\$ 1,171,397
EXPENDITURES			
Principal Payments	0	0	0
Interest Payments	0	0	0
		0	
Total Expenditures	\$ -	\$ -	\$ -
Excess/ (Shortfall)	\$ -	\$ 1,171,402	\$ 1,171,397

FUND BALANCE AS OF 9/30/16	\$0
FY 2016/2017 ACTIVITY	\$1,171,402
FUND BALANCE AS OF 9/30/17	\$1,171,402

Notes

Capital Projects Debt Proceeds = \$20,514,533. Total Debt Proceeds = \$21,685,000

Reserve Fund Balance = \$697,529*.

Capitalized Interest Fund Balance = \$473,868*.

Capitalized Interest Fund Balance To Be Used To Make 12/15/2017 Interest Payment Of \$473,491.

FY 2016/2017 Capital Outlays = \$13,255,528.

* Approximate Amounts

Series 2017 Bond Information

Original Par Amount =	\$21,685,000	Annual Principal Payments Due:
Interest Rate =	3.25% - 5.0%	November 1st
Issue Date =	June 2017	Annual Interest Payments Due:
Maturity Date =	November 2047	May 1st & November 1st

Par Amount As Of 9/30/17 = \$21,685,000

**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2016/2017
Miami-Dade County, Florida**

**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than November 30, 2017 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. REJECTION OF PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit five (5) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Two Lakes Community Development District" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

SECTION 15. REJECTION OF ALL PROPOSALS. The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.

**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel (10 Points).*

(E.g., geographic locations of the firm’s headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer’s Experience (10 Points).*

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work (10 Points).*

Extent to which the proposal demonstrates an understanding of the District’s needs for the services requested.

4. *Ability to Furnish the Required Services (10 Points).*

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer’s financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price (10 Points).*

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.