



**WYNDAM PARK
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
MARCH 6, 2017
7:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.wyndamparkcdd.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
FAU/Pine Jog Environmental Education Center, Classroom 103
6301 Summit Boulevard
West Palm Beach, Florida 33415
REGULAR BOARD MEETING
March 6, 2017
7:00 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. November 7, 2016 Regular Board Meeting Minutes.....Page 2
- G. Old Business
- H. New Business
 - 1. Ratification of District Operating Account Change
 - 2. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget..... Page 6
 - 3. Consider Resolution No. 2017-02 – Electronic Approval Process and Authorized Signatories.Page 13
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

The Palm Beach Post

Palm Beach Daily News



WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Wyndam Park Community Development District will hold Regular Meetings in a classroom at the FAU/Pine Jog Environmental Education Center located at 6301 Summit Boulevard, West Palm Beach, Florida 33415, at 7:00 p.m. on the following dates:

October 3, 2016
November 7, 2016
December 5, 2016
February 6, 2017
March 6, 2017
April 3, 2017
May 1, 2017
June 5, 2017
July 3, 2017
August 7, 2017

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made 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 (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

WYNDAM PARK COMMUNITY
DEVELOPMENT DISTRICT
www.wyndamparkedd.org

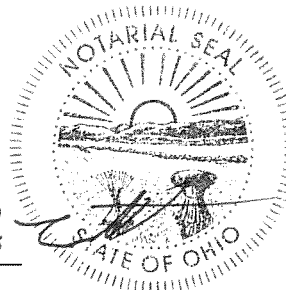
PUB: The Palm Beach Post
9-19/2016 # 651207

Signed

Sworn to and subscribed before 09/22/2016.

Who is personally known to me.

WYNDAM PARK COMM DEV DIST PROOF OF PUBLICATION STATE OF FLORIDA COUNTY OF PALM BEACH Before the undersigned authority personally appeared Tiffani Everett, who on oath says that she is Call Center Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertising for a Notice was published in said newspaper on First date of Publication 09/19/2016 and last date of Publication 09/19/2016 Affiant further says that the said The Post is a newspaper published at West Palm Beach, in said Palm Beach County, Florida, and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she/he 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. Also published in Martin and St. Lucie Counties. MEETING SCHEDULE Ad ID: 1266208 Ad Cost: 271.76



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October 01, 2018

WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 7, 2016

A. CALL TO ORDER

District Manager Jason Pierman called the November 7, 2016, Regular Board Meeting of the Wyndam Park Community Development District to order at 7:02 p.m. at the FAU/Pine Jog Environmental Education Center located at 6301 Summit Boulevard, West Palm Beach, Florida 33415.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 19, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

C. CONSIDER RESIGNATIONS AND APPOINTMENTS TO VACANCIES

Mr. Pierman presented Fred Baum's resignation from Seat 4. He further noted that Seat 3, held by Mr. George, expires tomorrow, and that the Board would appoint to that seat at their next meeting.

A **motion** was made by Mr. Ramsamujh, seconded by Mr. Morrow and passed unanimously to accept Mr. Baum's resignation.

D. ESTABLISH A QUORUM

Mr. Pierman then determined that the attendance of Chairman Steve Morrow, Vice Chairman Rampersaud Ramsamujh and Supervisor Audric George constituted a quorum and it was in order to proceed with the meeting

Also in attendance were District Manager Jason Pierman of Special District Services, Inc.; and District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

E. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

F. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

G. APPROVAL OF MINUTES

1. June 6, 2016, Public Hearing & Regular Board Meeting

Mr. Pierman presented the minutes of the June 6, 2016, Public Hearing & Regular Board Meeting. A **motion** was made by Mr. Ramsamujh, seconded by Mr. Morrow and passed

WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 7, 2016

unanimously approving the minutes of the June 6, 2016, Public Hearing & Regular Board Meeting, as presented.

H. OLD BUSINESS

There were no Old Business items to come before the Board.

I. NEW BUSINESS

1. Consider Resolution No. 2016-04 – Adopting a Fiscal Year 2016/2017 Final Budget

Mr. Pierman presented Resolution No. 2016-04, entitled:

RESOLUTION NO. 2016-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2015/2016 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. George, seconded by Mr. Ramsamujh and passed unanimously to adopt Resolution No. 2016-04, as presented.

2. Consider Resolution No. 2016-05 – Electronic Approval Process & Authorized Signatories

Mr. Pierman presented Resolution No. 2016-05, entitled:

RESOLUTION NO. 2016-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

Mr. Pierman explained that, due to a recent retirement at SDS, payment approvers needed to be updated. He also noted that SDS is testing electronic payments, and that the resolution

WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 7, 2016

would allow for electronic payments in the future. The Board noted that Mr. Morrow, as Chair, would be the additional signer.

A **motion** was made by Mr. Ramsamujh, seconded by Mr. George and passed unanimously to adopt Resolution No. 2016-05, as presented, naming Mr. Morrow as the additional signer.

3. Consider Approval of Maintenance Agreement

Mr. Pierman explained that the District does not currently have a maintenance agreement with the HOA, but that the HOA has been maintaining District assets since the District's inception. Discussion ensued regarding the need for the HOA to add the District as an additional insured, as stipulated in the District's bond documents. The agreement was presented in substantial form and presented for approval, subject to final legal review.

A **motion** was made by Mr. George, seconded by Mr. Ramsamujh and passed unanimously approving the maintenance agreement with the HOA.

J. ADMINISTRATIVE MATTERS

Mr. Pierman noted that Mr. Morrow had requested to discuss the SDS management contract. Mr. Pierman then presented the amended fees, suggested by SDS. The secretarial and website line items were deleted, and the management fee is reset to \$25,000, as of November 2016.

Mr. Pierman also noted that the next meeting would take place in March or April, to consider the proposed budget.

K. BOARD MEMBER COMMENTS

There were no comments from Members of the Board.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Ramsamujh, seconded by Mr. George and unanimously passed to adjourn the Regular Board Meeting at 7:45 p.m.

WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 7, 2016

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

Center, 6301 Summit Bo

WHEREAS, the Board of Supervisors (“Board”) of the Wyndam Park Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2017/2018 has been prepared and considered by the Board.

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

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2017 at 7:00 p.m. in the Classroom at FAU/Pine Jog Environmental Education Center, 6301 Summit Boulevard, Palm Beach, FL 33415 for the purpose of receiving public comments on the Proposed Fiscal Year 2017/2018 Budget.

PASSED, ADOPTED and EFFECTIVE this 1st day of March, 2017.

ATTEST:

**WYNDAM PARK
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Wyndam Park
Community Development District

**Proposed Budget For
Fiscal Year 2017/2018
October 1, 2017 - September 30, 2018**

CONTENTS

- I PROPOSED BUDGET**
- II DETAILED PROPOSED BUDGET**
- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET**
- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET
REVENUES	
O & M Assessments	68,116
Debt Assessments	184,222
Other Revenues	0
Interest Income	60
TOTAL REVENUES	\$ 252,398
EXPENDITURES	
Supervisor Fees	4,000
Payroll Taxes (Employer)	320
Engineering/Inspections	2,000
Management	25,000
Secretarial	0
Legal	7,000
Assessment Roll	6,000
Audit Fees	3,400
Insurance	6,356
Legal Advertisements	1,400
Miscellaneous	700
Postage	250
Office Supplies	450
Dues & Subscriptions	175
Trustee Fee	3,600
Continuing Disclosure Fee	500
Website Management	0
Reserve	5,912
TOTAL EXPENDITURES	\$ 67,063
REVENUES LESS EXPENDITURES	\$ 185,335
Bond Payments	(170,194)
BALANCE	\$ 15,141
County Appraiser & Tax Collector Fee	(5,047)
Discounts For Early Payments	(10,094)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
O & M Assessments	72,792	74,691	68,116	Expenditures Less Interest & Carryover/.94
Debt Assessments	183,101	181,057	184,222	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	47	60	60	Interest Projected At \$5 Per Month
TOTAL REVENUES	\$ 255,940	\$ 255,808	\$ 252,398	
EXPENDITURES				
Supervisor Fees	2,200	4,000	4,000	No Change From 2016/2017 Budget
Payroll Taxes (Employer)	168	320	320	Projected At 8% Of Supervisor Fees
Engineering/Inspections	1,514	2,000	2,000	No Change From 2016/2017 Budget
Management	26,304	26,304	25,000	\$2,083.33 Per Month
Secretarial	4,200	4,200	0	Line Item Has Been Eliminated
Legal	6,251	7,000	7,000	No Change From 2016/2017 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,400	3,400	3,400	Accepted Amount For 2016/2017 Audit
Insurance	5,665	6,000	6,356	Insurance Company Estimate
Legal Advertisements	925	1,500	1,400	\$100 Decrease From 2016/2017 Budget
Miscellaneous	295	800	700	\$100 Decrease From 2016/2017 Budget
Postage	59	275	250	\$25 Decrease From 2016/2017 Budget
Office Supplies	397	450	450	No Change From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fee	3,225	3,800	3,600	\$200 Decrease From 2016/2017 Budget
Continuing Disclosure Fee	500	500	500	No Change From 2016/2017 Budget
Website Management	1,000	1,000	0	Line Item Has Been Eliminated
Reserve	0	2,545	5,912	Reserve
TOTAL EXPENDITURES	\$ 62,278	\$ 70,269	\$ 67,063	
REVENUES LESS EXPENDITURES	\$ 193,662	\$ 185,539	\$ 185,335	
Bond Payments	(174,025)	(170,194)	(170,194)	2018 P & I Payments Less Earned Interest
BALANCE	\$ 19,637	\$ 15,345	\$ 15,141	
County Appraiser & Tax Collector Fee	(1,205)	(5,115)	(5,047)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(9,403)	(10,230)	(10,094)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 9,029	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 9,029	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Interest Income	10	25	25	Projected Interest For FY 2017/2018
NAV Tax Collection	174,025	170,194	173,169	2018 P & I Payments Less Earned Interest
Total Revenues	\$ 174,035	\$ 170,219	\$ 173,194	
EXPENDITURES				
Principal Payments	90,000	90,000	95,000	Principal Payment Due In 2018
Interest Payments	82,975	80,219	78,194	Interest Payments Due In 2018
Total Expenditures	\$ 172,975	\$ 170,219	\$ 173,194	
Excess/ (Shortfall)	\$ 1,060	\$ -	\$ -	

Series 2013 Bond Refunding Information

Original Par Amount =	\$2,455,000	Annual Principal Payments Due =	May 1st
Interest Rate =	1.25% - 4.125%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	April 2013		
Maturity Date =	May 2034		

Wyndam Park Community Development District Assessment Comparison

	Original Projected Assessment	Fiscal Year 2014/2015 Assessment	Fiscal Year 2015/2016 Assessment	Fiscal Year 2016/2017 Assessment	Fiscal Year 2017/2018 Projected Assessment
O & M	\$ 171.58	\$ 223.80	\$ 213.33	\$ 219.04	\$ 199.75
<u>Debt</u>	<u>\$ 659.90</u>	<u>\$ 526.20</u>	<u>\$ 536.67</u>	<u>\$ 530.96</u>	<u>\$ 540.25</u>
Total	\$ 831.48	\$ 750.00	\$ 750.00	\$ 750.00	\$ 740.00

Adjusted for 1% County Tax Collector Fee, a 1% County Property Appraiser Fee and a 4% discount for early payment of taxes.

Notes: There are 341 units in the Wyndam Park Community Development District.

RESOLUTION NO. 2017-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Wyndam Park Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl and _____ to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 6th day of March, 2017.

ATTEST:

**WYNDAM PARK
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson