



**WYNDAM PARK
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
APRIL 1, 2024
7:00 P.M.**

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

www.wyndamparkedd.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
6301 Summit Boulevard
West Palm Beach, Florida 33415
REGULAR BOARD MEETING
April 1, 2024
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 6, 2023 Regular Board Meeting Minutes.....Page 2
- G. Old Business
- H. New Business
 - 1. Review of District Boundaries.....Page 4
 - 2. Review of Budget Line Items.....Page 5
 - 3. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 6
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Wyndam Park Comm Dev Dist
Wyndam Park Comm Dev Dist
2501 BURNS RD
STE A

PALM BEACH GARDENS FL 334105207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/25/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/25/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$237.93
Order No: 9301380 # of Copies:
Customer No: 730563 1
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Please do not use this form for payment remittance.

NICOLE JACOBS
Notary Public
State of Wisconsin

WYNDAM PARK COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
REGULAR MEETING SCHEDULE
NOTICE IS HEREBY GIVEN that
the Board of Supervisors of the
Wyndam Park Community Develop-
ment District will hold Regular
Meetings in a classroom at the
FAU/Pine Jog Environmen-
tal Education Center located at 6301
Summit Boulevard, West Palm
Beach, Florida 33415, at 7:00 p.m. on
the following dates:

- October 2, 2023
- November 6, 2023
- December 4, 2023
- January 8, 2024
- February 5, 2024
- March 4, 2024
- April 1, 2024
- May 6, 2024
- June 3, 2024
- July 1, 2024
- August 5, 2024

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 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 ensure that a verbatim record of the proceedings is made of 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.wyndamparkcdd.org
September 25, 2023 9301380

**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 6, 2023**

A. CALL TO ORDER

District Manager Jason Pierman called the November 6, 2023, Regular Board Meeting of the Wyndam Park Community Development District (the “District”) to order at 7:03 p.m. at the FAU/Pine Jog Environmental Education Center 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 25, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman then determined that the attendance of Chairperson Ronel Blaise and Supervisors Karel Pollard, Courtney Campbell and Evonce Barrett 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 Scott Cochran 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. August 7, 2023, Regular Board Meeting

Mr. Pierman presented the minutes of the August 7, 2023, Regular Board Meeting.

A **motion** was made by Mr. Pollard, seconded by Mr. Blaise and passed unanimously approving the minutes of the August 7, 2023, Regular Board Meeting, as presented.

G. OLD BUSINESS

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

H. NEW BUSINESS

1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2022/2023 Amended Budget

Resolution No. 2023-05 was presented, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Pollard, seconded by Mr. Campbell and passed unanimously adopting Resolution No. 2023-05, as presented.

I. ADMINISTRATIVE MATTERS

Mr. Pierman noted that the next meeting would be held on February 5th and would include the consideration of the proposed budget. Mr. Cochran noted that we should have information regarding the mandatory ethics training for the February meeting.

J. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

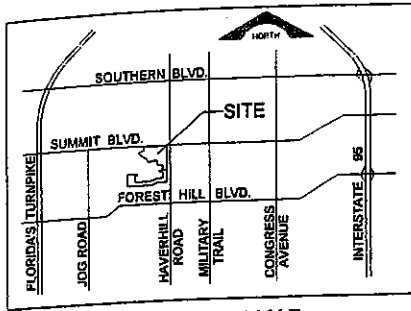
K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Pollard, seconded by Mr. Campbell and unanimously passed adjourning the Regular Board Meeting at 7:07 p.m.

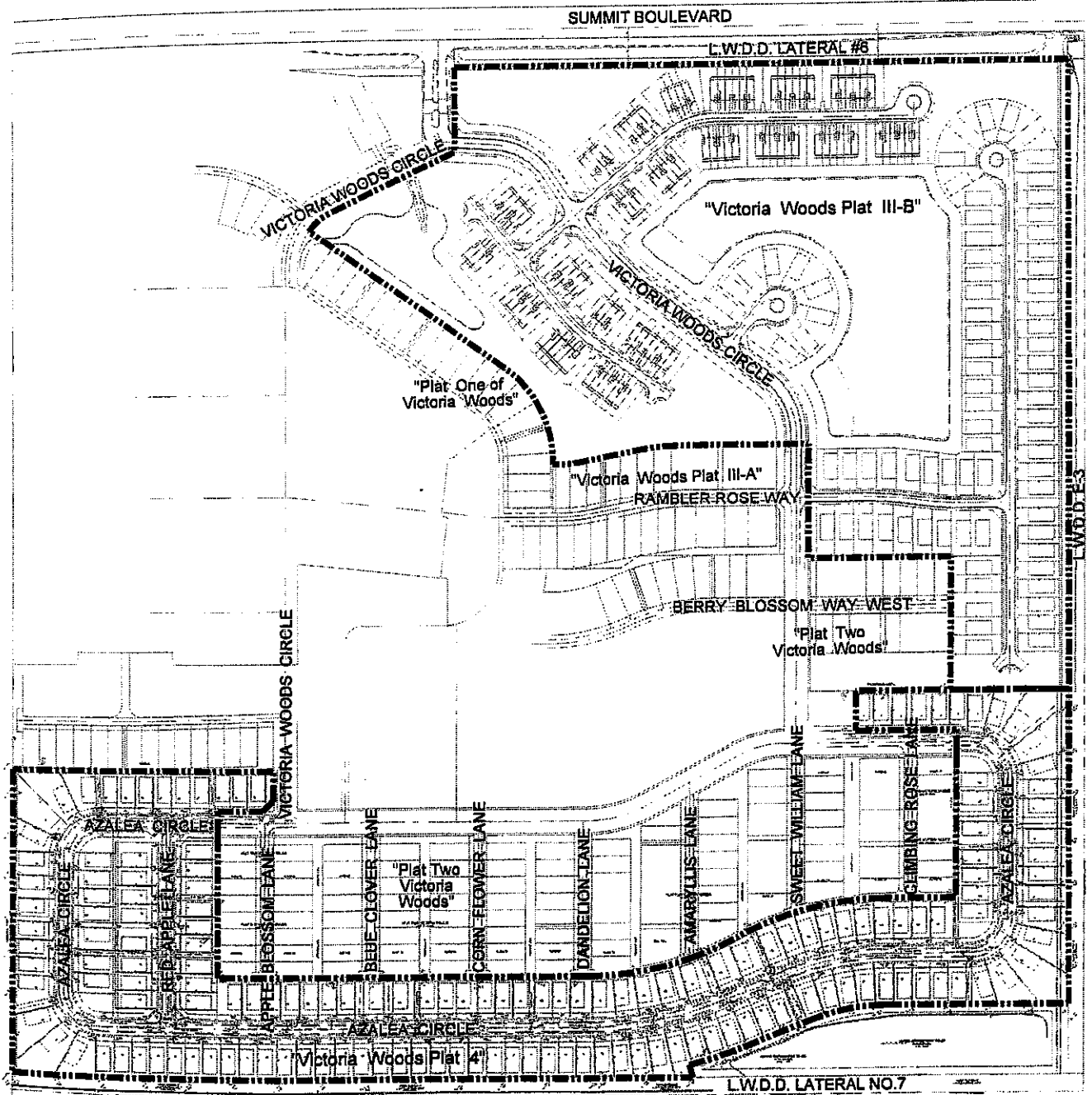
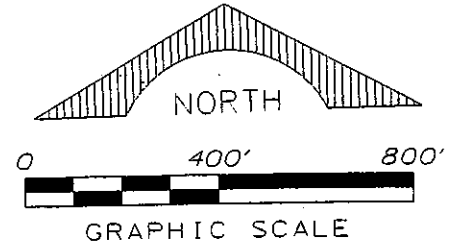
Secretary/Assistant Secretary

Chairperson/Vice Chairperson

WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT SITE PLAN



LOCATION MAP
N.T.S.



Budget Glossary

| Line Item | Description |
|--------------------------------------|--|
| REVENUES | |
| O & M Assessments | Total of O&M Assessments placed on the tax roll for Operations & Maintenance. |
| Debt Assessments | Total of Debt Assessments collected via the property tax roll for Bond Debt |
| Other Revenues | This is sometimes carryover funds from a prior year, or any other miscellaneous revenue.. |
| Interest Income | Any interest earned on the general fund balance. |
| | |
| TOTAL REVENUES | Total amount expected to be collected. |
| | |
| EXPENDITURES | |
| Supervisor Fees | Fees paid to supervisors for their service to the District. Not to exceed \$4,800/supervisor/year. |
| Payroll Taxes (Employer) | Employment taxes associated with the payroll to supervisors. |
| Engineering/Inspections | State statute requires the District to have an engineer and pay for their services. Includes annual engineer report. Billed hourly or by project. |
| Management | State statute requires the District to have a manager and pay for their services. Flat annual contracted fee, adjusts with CPI. |
| Legal | State statute requires the District to have an attorney and pay for their services. Billed hourly. |
| Assessment Roll | The cost to prepare the assessment roll and submit it to the county tax collector. Contracted annual fee. |
| Audit Fees | State statute requires the District to have financial statements audited annually. |
| Insurance | The District has a liability insurance policy that protects the District, and supervisors and staff acting on the district's behalf. |
| Legal Advertisements | State statute requires the District to advertise an annual meetings schedule, as well as any public hearings. |
| Miscellaneous | Any item that does not fit into a category already established. |
| Postage | Any packages/letters sent on behalf of the District. Proposals, certified mail, etc. are charged to this category. |
| Office Supplies | This is mainly paper and ink cost related to any printed documents for the District. |
| Dues & Subscriptions | Each District is required to pay an annual fee to the state. |
| Trustee Fee | Fees paid to the Bank Trustee responsible for the Bond bank accounts. |
| Continuing Disclosure Fee | Fee for creating and submitting required reports to the SEC related to any bonds. |
| Website Management | State statute requires the District to have a public website. This is the cost to run and host the website. |
| Reserve | Any amount that the District wishes to raise for reserves, which can be used for projects or any other applicable expenditure. |
| | |
| TOTAL EXPENDITURES | Total amount expected to be spent on O&M. |
| | |
| REVENUES LESS EXPENDITURES | Total amount left after O&M amount is spent. |
| | |
| Bond Payments | Total Interest and Principal Payment for the year for the District's bonds. Interest payments are made in May and November, Principal payment is made in May. |
| | |
| BALANCE | Total balance after O&M and bond payments are made. |
| | |
| County Appraiser & Tax Collector Fee | 2% fee paid to the County for collecting assessments on the tax roll. |
| Discounts For Early Payments | 4% buffer to cover for all homeowners who pay early and receive a discount on their property tax bill, which can be up to 4%. The budget assumes all owners receive the full discount, but not all do. |
| | |
| EXCESS/ (SHORTFALL) | |
| | |
| Carryover From Prior Year | Any funds that are carried over from the previous year's fund balance, used to offset assessment amounts. |
| | |
| NET EXCESS/(SHORTFALL) | Total projected balance at the end of the fiscal year. |

RESOLUTION NO. 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.

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 2024/2025 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 2024/2025 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2024 at 7:00 p.m. 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 2024/2025 Budget.

PASSED, ADOPTED and EFFECTIVE this 1st day of April, 2024.

ATTEST:

**WYNDAM PARK
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Wyndam Park
Community Development District

**Proposed Budget For
Fiscal Year 2024/2025
October 1, 2024 - September 30, 2025**

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PROPOSED BUDGET
WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

| | FISCAL YEAR 2024/2025 BUDGET | |
|--------------------------------------|---|----------------|
| REVENUES | | |
| O & M Assessments | | 72,491 |
| Debt Assessments | | 179,847 |
| Other Revenues | | 0 |
| Interest Income | | 600 |
| TOTAL REVENUES | \$ | 252,938 |
| EXPENDITURES | | |
| Supervisor Fees | | 6,000 |
| Payroll Taxes (Employer) | | 480 |
| Engineering/Inspections | | 2,000 |
| Management | | 28,824 |
| Legal | | 8,000 |
| Assessment Roll | | 6,000 |
| Audit Fees | | 3,500 |
| Insurance | | 7,000 |
| Legal Advertisements | | 1,375 |
| Miscellaneous | | 612 |
| Postage | | 100 |
| Office Supplies | | 325 |
| Dues & Subscriptions | | 175 |
| Trustee Fee | | 3,800 |
| Continuing Disclosure Fee | | 350 |
| Website Management | | 200 |
| Reserve | | 0 |
| TOTAL EXPENDITURES | \$ | 68,741 |
| REVENUES LESS EXPENDITURES | \$ | 184,197 |
| Bond Payments | | (169,056) |
| 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 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

| | FISCAL YEAR 2022/2023 ACTUAL | FISCAL YEAR 2023/2024 BUDGET | FISCAL YEAR 2024/2025 BUDGET | COMMENTS |
|--------------------------------------|------------------------------------|------------------------------------|------------------------------------|--|
| REVENUES | | | | |
| O & M Assessments | 74,402 | 72,970 | 72,491 | Expenditures Less Interest & Carryover/.94 |
| Debt Assessments | 178,991 | 179,368 | 179,847 | Bond Payments/.94 |
| Other Revenues | 0 | 0 | 0 | |
| Interest Income | 6,198 | 300 | 600 | Interest Projected At \$50 Per Month |
| TOTAL REVENUES | \$ 259,591 | \$ 252,638 | \$ 252,938 | |
| EXPENDITURES | | | | |
| Supervisor Fees | 5,000 | 4,000 | 6,000 | \$2,000 Increase From 2023/2024 Budget |
| Payroll Taxes (Employer) | 383 | 320 | 480 | Projected At 8% Of Supervisor Fees |
| Engineering/Inspections | 189 | 2,000 | 2,000 | No Change From 2023/2024 Budget |
| Management | 27,192 | 27,996 | 28,824 | CPI Adjustment (Capped At 3%) |
| Legal | 7,260 | 7,000 | 8,000 | \$1,000 Increase From 2023/2024 Budget |
| Assessment Roll | 6,000 | 6,000 | 6,000 | As Per Contract |
| Audit Fees | 3,600 | 3,700 | 3,500 | Accepted Amount For 2023/2024 Audit |
| Insurance | 6,134 | 6,500 | 7,000 | FY 2023/2024 Expenditure Was \$6,594 |
| Legal Advertisements | 899 | 1,400 | 1,375 | \$25 Decrease From 2023/2024 Budget |
| Miscellaneous | 395 | 625 | 612 | \$13 Decrease From 2023/2024 Budget |
| Postage | 75 | 150 | 100 | \$50 Decrease From 2023/2024 Budget |
| Office Supplies | 323 | 325 | 325 | No Change From 2023/2024 Budget |
| Dues & Subscriptions | 175 | 175 | 175 | No Change From 2023/2024 Budget |
| Trustee Fee | 3,548 | 3,800 | 3,800 | No Change From 2023/2024 Budget |
| Continuing Disclosure Fee | 350 | 350 | 350 | No Change From 2023/2024 Budget |
| Website Management | 200 | 200 | 200 | No Change From 2023/2024 Budget |
| Reserve | 0 | 4,350 | 0 | Reserve |
| TOTAL EXPENDITURES | \$ 61,723 | \$ 68,891 | \$ 68,741 | |
| REVENUES LESS EXPENDITURES | \$ 197,868 | \$ 183,747 | \$ 184,197 | |
| Bond Payments | (170,456) | (168,606) | (169,056) | 2025 P & I Payments Less Earned Interest |
| BALANCE | \$ 27,412 | \$ 15,141 | \$ 15,141 | |
| County Appraiser & Tax Collector Fee | (1,720) | (5,047) | (5,047) | Two Percent Of Total Assessment Roll |
| Discounts For Early Payments | (9,661) | (10,094) | (10,094) | Four Percent Of Total Assessment Roll |
| EXCESS/ (SHORTFALL) | \$ 16,031 | \$ - | \$ - | |
| Carryover From Prior Year | 0 | 0 | 0 | Carryover Balance From Prior Years |
| NET EXCESS/ (SHORTFALL) | \$ 16,031 | \$ - | \$ - | |

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

| | FISCAL YEAR 2022/2023 ACTUAL | FISCAL YEAR 2023/2024 BUDGET | FISCAL YEAR 2024/2025 BUDGET | COMMENTS |
|----------------------------|------------------------------------|------------------------------------|------------------------------------|--|
| REVENUES | | | | |
| Interest Income | 7,307 | 200 | 600 | Projected Interest For FY 2024/2025 |
| NAV Tax Collection | 170,456 | 168,606 | 169,056 | 2025 P & I Payments Less Earned Interest |
| Total Revenues | \$ 177,763 | \$ 168,806 | \$ 169,656 | |
| | | | | |
| EXPENDITURES | | | | |
| Principal Payments | 105,000 | 110,000 | 115,000 | Principal Payment Due In 2025 |
| Interest Payments | 64,475 | 58,806 | 54,656 | Interest Payments Due In 2025 |
| Total Expenditures | \$ 169,475 | \$ 168,806 | \$ 169,656 | |
| | | | | |
| Excess/ (Shortfall) | \$ 8,288 | \$ - | \$ - | |
| | | | | |

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 | | |

Par Amount As Of 1/1/24 = \$1,505,000

Wyndam Park Community Development District Assessment Comparison

| | Original Projected Assessment | Fiscal Year 2021/2022 Assessment | Fiscal Year 2022/2023 Assessment | Fiscal Year 2023/2024 Assessment | Fiscal Year 2024/2025 Projected Assessment |
|--------------|-------------------------------------|--|--|--|--|
| O & M | \$ 171.58 | \$ 205.83 | \$ 217.04 | \$ 213.99 | \$ 212.59 |
| <u>Debt</u> | <u>\$ 659.90</u> | <u>\$ 534.17</u> | <u>\$ 522.96</u> | <u>\$ 526.01</u> | <u>\$ 527.41</u> |
| Total | \$ 831.48 | \$ 740.00 | \$ 740.00 | \$ 740.00 | \$ 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.