

PBR Community Development District

12051 Corporate Boulevard Orlando, FL 32817

Phone 407-723-5900; Fax 407-723-5901

www.pbr added cdd.com

The following is the proposed agenda for the Board of Supervisors' Meeting for the PBR Community Development District, scheduled to be held **Friday, May 22, 2020 at 11:00 a.m. via conference call due to the Executive Order 20-112 extending COVID-19 Executive Order 20-69**. Attached to this Agenda is a copy of the Executive Order 20-69. The attendance of three Board Members is required to constitute a quorum.

To attend the meeting, please use the below conference call information:

Phone: **1-844-621-3956**
Access Code: **790 393 986 #**

BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

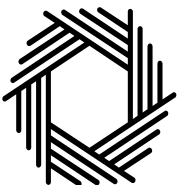
- Call to order
- Roll call to confirm a quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition coming before the Board]*
- 1. **Consideration of the Minutes of the August 23, 2019 Auditor Selection Committee and Board of Supervisors' Meetings**
- 2. **Consideration of Letter from Supervisor of Election Regarding Qualified Electors**
- 3. **Consideration of Resolution 2020-01, Designating Date, Time, and Location for a Landowners Meeting and Election** *[suggested date: 11/13/20]*

Business Matters

4. **Review of Public Infrastructure Fee Collections** *[for the Board's information only – no action needs to be taken]*
5. **Consideration of Resolution 2020-02, Approving a Proposed Budget for Fiscal Year 2020-2021 and Setting a Public Hearing Date Thereon** *[The District is required to approve a budget for its upcoming fiscal year, which begins on October 1st in a two-step process. First, the Board must approve a preliminary budget and select a date for a public hearing on the adoption of a final budget, which is the purpose of this resolution. Second, at a future Board Meeting, the Board must hold an advertised public hearing on their consideration of the preliminary budget and, thereafter, finally adopt an annual budget. The District's budgeted operations and maintenance expenses are currently funded by the developer on an as-incurred basis pursuant to a developer funding agreement.]* *[suggested date: August 28, 2020]*
6. **Consideration of Proposal for Annual Engineering Inspection**
7. **Ratification of Funding Request Numbers 128-134**
8. **Review of District's Financial Position**

Other Business

Staff Reports



pfm

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

WHEREAS, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; 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, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

WHEREAS, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

WHEREAS, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and

WHEREAS, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure;

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby suspend any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.

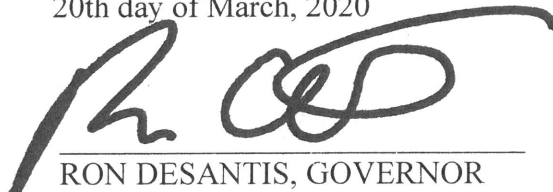
Section 2. Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and "Florida's Government in the Sunshine Laws," including Chapter 286, Florida Statutes.

Section 4. This Executive Order shall expire at the expiration of Executive Order 20-52, including any extension.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 20th day of March, 2020



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

TALLAHASSEE, FLORIDA

2020 MAR 20 AM 9:38

FILED

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

Minutes

PBR Community Development District
Minutes of Meeting

The Auditor Selection Committee Meeting for the PBR Community Development District, was called to order 11:00 a.m. on Friday, August 23, 2019 at 3615 Lionel Rd, Mims, Florida 32754.

Renee Milza	Committee Member	
Kristina Circelli	Committee Member	
Vincent Lacerenza	Committee Member	
Brian Fredley	Committee Member	(via phone)

Also present were:

Jane Gaarlandt	PFM	
Sonali Patil	PFM	
Rachel Greshes	PFM	(via phone)
Mark Watts	Cobb Cole, P.A.	
Zach Chalifour	James Moore	

FIRST ORDER OF BUSINESS

Roll Call

The Auditor Selection Committee meeting for the PBR Community Development District was called to order at approximately 11:00 a.m. Those in attendance are listed above.

SECOND ORDER OF BUSINESS

Review of Auditing Services Proposals

- a) Carr Riggs & Ingram**
- b) Grau & Associates**
- c) James Moore**

Ms. Patil presented the Auditing Services Proposals to the Board. The District received proposals from CRI, Grau & Associates, and James Moore.

THIRD ORDER OF BUSINESS

Ranking of Auditing Services Proposals

Ms. Patil provided a ranking sheet that was drafted by District staff. The Board discussed and adjusted the recommended rankings.

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Committee accepted the proposal from James Moore Ranking them as No.1 with 98 points. Grau as No. 2 with 98 points. CRI as No. 3 with 97 points.

FOURTH ORDER OF BUSINESS

Adjournment

The Auditor Selection Committee was adjourned.

Secretary/Assistant Secretary

Chairman/Vice-Chairman

PBR Community Development District
Minutes of Meeting

The Board of Supervisors Meeting for the PBR Community Development District, was called to order 11:03 a.m. on Friday, August 23, 2019 at 3615 Lionel Rd, Mims, Florida 32754.

Renee Milza	Board Member	
Kristina Circelli	Board Member	
Vincent Lacerenza	Board Member	
Brian Fredley	Board Member	(via phone)

Also present were:

Jane Gaarlandt	PFM	
Sonali Patil	PFM	
Rachel Greshes	PFM	(via phone)
Mark Watts	Cobb Cole, P.A.	
Zach Chalifour	James Moore	

FIRST ORDER OF BUSINESS

Roll Call

The Board of Supervisors meeting for the PBR Community Development District was called to order at approximately 11:03 a.m. Those in attendance are listed above.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Patil noted for the record that there were no members of the public present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes
from the May 24, 2019 Board
of Supervisors' Meeting**

The Board reviewed the Minutes from the May 24, 2019 Board of Supervisors' Meeting.

ON MOTION by Ms. Milza, seconded by Mr. Lacerenza, with all in favor, the Board approved the Minutes from the May 24, 2019 Board of Supervisors Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Fiscal Year
2019-2020 Meeting Schedule**

District staff recommended the District continue the meeting schedule on the fourth Friday of the month for the required Budget meetings as follows:

1. May 22, 2020 at 11:00 a.m.
2. August 28, 2020 at 11:00 a.m.

ON MOTION by Ms. Milza, seconded by Mr. Lacerenza, with all in favor, Board of Supervisors for the PBR Community Development District approved the Annual Meeting Schedule for Fiscal Year 2019-2020 on a fourth Friday of the month for the Budget meetings at 11:00 a.m. at this location.

FIFTH ORDER OF BUSINESS

**Consideration of the
Recommendation of the
Auditor Selection Committee**

The Board reviewed the recommendation of the Auditor Selection Committee.

ON MOTION by Ms. Circelli, seconded by Ms. Milza, with all in favor, the Board accepted the recommendation of the Auditor Selection Committee to rank James Moore as No. 1 and selecting James Moor as the District's Auditor for Fiscal Year 2019, 2020, and 2021.

SIXTH ORDER OF BUSINESS

**Review of Public
Infrastructure Fee Collections**

The Board reviewed the Public Infrastructure Fee Collections.

ON MOTION by Ms. Milza, seconded by Mr. Lacerenza, with all in favor, the Board accepted the Public Infrastructure Fee Collections.

SEVENTH ORDER OF BUSINESS

**Public Hearing on the
Adoption of an Annual
Budget; Consideration of
Resolution 2019-05, Adopting**

**a Budget and Appropriating
Funds for the Fiscal Year
2019-2020**

Ms. Patil noted that the public hearing was noticed per statutory requirement. She requested a motion to open the public hearing.

ON MOTION by Mr. Lacerenza, seconded by Ms. Milza, with all in favor, the Board opened the Public Hearing.

Ms. Patil noted for the record that there are no members of the public present and requested a motion to close the public hearing.

ON MOTION by Ms. Circelli, seconded by Mr. Lacerenza, with all in favor, the Board closed the Public Hearing.

The Board reviewed the Fiscal Year 2019-2020 Budget. Ms. Greshes noted that this budget is the same as the Budget that was approved by the Board in preliminary form at the last meeting. There have been more changes made. The total budget is \$87,615.00. There were no questions or comments. Ms. Patil requested a motion to approve Resolution 2019-05.

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Board approved Resolution 2019-05, Adopting a Budget and Appropriating Funds for the Fiscal Year 2019-2020.

EIGHTH ORDER OF BUSINESS

**Consideration of Fiscal Year
2019-2020 General Fund
Funding Agreement**

This is an agreement whereby the Developer agrees to fund the Budget. Expenses are paid on an as incurred basis.

ON MOTION by Ms. Milza, seconded by Mr. Lacerenza, with all in favor, the Board accepted the Fiscal Year 2019-2020 General Fund Funding Agreement

NINTH ORDER OF BUSINESS

Consideration of FY 2017-2018 (October 1, 2017-September 30, 2018) Annual Financial Report

This was previously sent to the State as required per statute. Ms. Greshes stated that Auditor noted that the District complied with all requirements. Ms. Patil requested a motion to accept the FY 2017-2018 (October 1, 2017- September 30, 2018) Annual Financial Report.

ON MOTION by Ms. Circelli, seconded by Ms. Milza, with all in favor, the Board accepted the FY 2017-2018 (October 1, 2017- September 30, 2018) Annual Financial Report.

TENTH ORDER OF BUSINESS

Consideration of Engineering Inspection Report

Ms. Patil briefly reviewed the report and noted that it did not seem like there were any recommendations to do any maintenance. The Engineer scheduled to do both the works of the lateral shelves. She requested a motion to accept the Engineering Inspection Report.

ON MOTION by Mr. Lacerenza, seconded by Ms. Circelli, with all in favor, the Board accepted the Engineering Inspection Report.

ELEVENTH ORDER OF BUSINESS

Ratification of Funding Request Numbers 126 - 127

The Board reviewed funding requests 126-127 that were previously approved by the Chair and funded. Ms. Patil requested the Board's ratification.

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Board ratified Funding Request Numbers 126– 127.

TWELFTH ORDER OF BUSINESS

**Review of District's
Financial Position**

The Board reviewed the statements of the District's Financial Position. There was no action required by the Board.

THIRTEENTH ORDER OF BUSINESS

**Staff Reports
Audience Comments
Supervisor Requests
Adjournment**

District Attorney - No Report

District Manager - Ms. Patil stated that the District was provided a proposal from Egis for insurance services. They are comparable in price. The District is currently paying a premium of \$4,912.00 and Egis's proposal is in the amount of \$5,000.00. Ms. Gaarlandt stated that this proposal was solicited in case the District's current insurance provider changed the language in their policies regarding ADA claim coverage. For the time being there are no changes with the current provider.

There was no further business to discuss. A motion to adjourn was requested.

ON MOTION by Ms. Milza, seconded by Mr. Lacerenza, with all in favor the August 23, 2019 Board of Supervisors' meeting for the PBR Community Development District was adjourned.

Secretary/Assistant Secretary

Chairman/Vice-Chairman

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

Letter from Supervisor of Election



Reply To:

Government Center North
400 South Street 1F
Post Office Box 1119
Titusville, FL 32781-1119
Telephone 321 264-6740
Fax 321 264-6741

Viera Government Center
2725 Judge Fran Jamieson Way
Building C, Level 1
Post Office Box 410819
Melbourne, FL 32941-0819
Telep LLC
hone 321 633-2124
Fax 321 633-2130

**South Brevard
Service Complex**
1515 Sarno Road
Melbourne, FL 32935
Telephone 321 255-4455
Fax 321 255-4401

**Palm Bay
Service Complex**
450 Cogan Drive, SE
Palm Bay, FL 32909
Telephone 321 952-6328
Fax 321 952-6332

TDD
321-454-6608

VOTER FRAUD HOTLINE
1-877-868-3737

April 15, 2020

Ms. Christina Hanna
Assistant District Manager
PFM Group Consulting, LLC
12051 Corporate Boulevard
Orlando, Florida 32817

RE: PBR Community Development District

Dear Ms. Hanna:

I am writing in response to your letter of April 9, 2020 requesting the number of registered voters within the afore-mentioned community.

Please be advised our records indicate there are 0 registered voters as of April 15, 2020.

If you need any additional information, or have any questions, please feel free to contact me at 321/690-6833.

Kind regards,

Lori Scott

Lori Scott

LS/jem

Cc: Jennifer Walden
Sr. District Manager

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2020-01

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PBR COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, PBR Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the Brevard County, Florida; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District’s Board of Supervisors (“**Board**”) “shall exercise the powers granted to the district pursuant to Chapter 190, *Florida Statutes*,” and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PBR COMMUNITY DEVELOPMENT DISTRICT:

1. EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.

The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Renee Milza	November 2020
2	Kristina Circelli	November 2022
3	Vincent Lacerenza	November 2022
4	Robert (Sans) Lassiter	November 2020
5	Brian Fredley	November 2020

This year, Seat 1, currently held by Renee Milza, Seat 4, currently held by Robert (Sans) Lassiter, and Seat 5, currently held by Brian Fredley are subject to election by landowners in November 2020. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

2. LANDOWNER’S ELECTION. In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the _____ day of November, 2020, at _____ a.m., and located at _____.

3. PUBLICATION. The District’s Secretary is hereby directed to publish notice of the landowners’ meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. FORMS. Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners’ meeting and election have been announced by the Board at its May 22, 2020 meeting. A sample

notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, PFM Group Consulting LLC, located at 12051 Corporate Boulevard, Orlando, Florida 32817.

5. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS 22ND DAY OF MAY, 2020.

**PBR COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE PBR COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within the PBR Community Development District (the "District") located in Brevard County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: _____
TIME: _____
PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 12051 Corporate Blvd., Orlando, Florida 32817. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from 12051 Corporate Blvd., Orlando, Florida 32817 or by calling (407) 723-5900. There may be an occasion where one or more supervisors or staff will participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Jane Gaarlandt
District Manager
Run Date(s): _____ & _____

[PUBLISH FOR 2 CONSECUTIVE WEEKS, THE LAST PUBLICATION MUST BE AT LEAST 14 DAYS BEFORE THE ELECTION DATE]

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
PBR COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: ____ November, 2020

TIME: _____

LOCATION:

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District (“**District**”) has been established and the landowners have held their initial election, there shall be a subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors (“**Board**”) every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners’ meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners’ meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**PBR COMMUNITY DEVELOPMENT DISTRICT
BREVARD COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER ____, 2020**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“**Proxy Holder**”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the SWI Community Development District to be held on the ____ day of November, 2020, at _____ a.m., and located at _____ and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2018), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
PBR COMMUNITY DEVELOPMENT DISTRICT
BREVARD COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER __, 2020

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the PBR Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES

Date: _____

Signed: _____

Printed Name: _____

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

Public Infrastructure Fee Collections

PBR CDD FY20 User Fee Collections

Account : 6712167601 / Revenue

<u>Month</u>	<u>Year</u>	<u>Amount</u>	<u>Collected In</u>
October	2019	92,659.63	Nov-19
November	2019	84,833.11	Dec-19
December	2019	108,821.40	Jan-20
January	2020	166,120.93	Feb-20
February	2020	96,893.81	Mar-20
March	2020	107,156.31	Apr-20
April	2020		May-20
May	2020		Jun-20
June	2020		Jul-20
July	2020		Aug-20
August	2020		Sep-20
September	2020		Oct-20
		<hr/>	
		\$656,485.19	

PBR
COMMUNITY DEVELOPMENT DISTRICT

Resolution 2020-02

RESOLUTION 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PBR COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the PBR Community Development District (“**District**”) prior to June 15, 2020, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PBR COMMUNITY DEVELOPMENT DISTRICT:

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. SETTING A PUBLIC HEARING. A public hearing on said approved Proposed Budget is hereby declared and set for **August 28, 2020 at 11:00 a.m.** The hearing may be conducted remotely, pursuant to WebEx communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020 and April 29, 2020, as such orders may be extended or supplemented, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: Mims/Scottsmoor Public Library
3615 Lionel Rd, Mims
Florida 32754

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of West Melbourne at least 60 days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 22ND DAY OF MAY, 2020.

ATTEST:

**PBR COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

**PBR Community Development District
Fiscal Year 2020-2021 Proposed O&M Budget**

	Actuals Through 03/31/20	Anticipated 04/2020 - 09/2020	Anticipated FY 2020 Totals
<u>Revenues</u>			
Developer Contributions	\$ 20,863.96	\$ 21,637.88	\$ 42,442.66
Net Revenues	\$ 20,863.96	\$ 21,637.88	\$ 42,442.66
<u>CDD General & Administrative</u>			
Supervisor Fees	\$ -	\$ 1,200.00	\$ 1,200.00
Trustee Services	2,208.33	-	2,208.33
Management	12,500.00	5,000.00	17,500.00
Engineering	-	916.67	916.67
District Counsel	54.00	4,166.67	4,220.67
Audit	-	5,500.00	5,500.00
Travel and Per Diem	-	25.00	25.00
Telephone	-	25.00	25.00
Postage & Shipping	11.00	89.00	100.00
Copies	-	265.00	265.00
Legal Advertising	199.45	2,300.55	2,500.00
Contingency	-	250.00	250.00
Web Site Maintenance	500.00	1,900.00	2,400.00
Dues, Licenses, and Fees	175.00	-	175.00
Stormwater Management	-	-	-
General Insurance	5,157.00	-	5,157.00
Total General & Administrative	\$ 20,804.78	\$ 21,637.88	\$ 42,442.66

	FY 2020 Adopted Budget	FY 2021 Proposed Budget
	\$ 87,615.00	\$ 88,200.00
	\$ 87,615.00	\$ 88,200.00
	\$ 2,400.00	\$ 2,400.00
	3,600.00	3,600.00
	30,000.00	30,000.00
	5,500.00	5,500.00
	25,000.00	25,000.00
	5,500.00	5,500.00
	50.00	50.00
	25.00	25.00
	100.00	100.00
	265.00	100.00
	2,500.00	2,500.00
	250.00	250.00
	2,400.00	2,700.00
	175.00	175.00
	4,800.00	4,800.00
	5,050.00	5,500.00
	\$ 87,615.00	\$ 88,200.00

**PBR Community Development District
Fiscal Year 2020-2021 Proposed Debt Service Budget**

	FY2021 Proposed Series 2016A Budget	FY2021 Proposed Series 2016B Budget
REVENUES:		
Special Assessments	\$ 1,021,125.00	\$ 414,000.00
TOTAL REVENUES	<u>\$ 1,021,125.00</u>	<u>\$ 414,000.00</u>
EXPENDITURES:		
Interest 11/01/2020	\$ 278,625.00	\$ 121,750.00
Principal 05/01/2021	190,000.00	50,000.00
Interest 05/01/2021	278,625.00	121,750.00
TOTAL EXPENDITURES	<u>\$ 747,250.00</u>	<u>\$ 293,500.00</u>
EXCESS REVENUES	<u>\$ 273,875.00</u>	<u>\$ 120,500.00</u>
Interest 11/01/2021	\$ 273,875.00	\$ 120,500.00

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

**Proposal for Annual Engineering
Inspection**

Robert H. Pierro, PE
1585 Virginia Ave.
Palm Harbor, FL 34683

January 24, 2020

PBR Community Development District

c/o **Fishkind & Associates, Inc.**
12051 Corporate Boulevard
Orlando, FL 32817
Atten: Jane Gaarlandt

Re: **Hammock Landing – PBR CDD Inspection Services**
City of West Melbourne, Brevard County, Florida

Dear Ms. Gaarlandt :

I am pleased to present this proposal for professional engineering services for the above referenced project,

A. Engineering Site Inspection

- I will make an on-site inspection of the site improvements owned by the CDD. These improvements generally consist of the following;
Two stormwater ponds
- I will identify items that are not being properly maintained.
- I will prepare a written report summarizing my findings.
- I will coordinate my site visit with CBL.

B. Costs to Repair Improvements that are not being Properly Maintained

- If there are items that are not being properly maintained, I will provide recommendations for proper maintenance and repair.

C. Professional Fee

The Fee for Task A. Engineering Site Inspection, is a Lump Sum of \$3,000.00. This fee includes expenses for mileage and travel.

The fee for Task B. Costs to Repair Improvements that are not being Properly Maintained, will be Hourly at a rate of \$150.00 per hour if required.

D. Deliverables

My inspection report will be delivered in an electronic format.

Sincerely,



Robert H. Pierro, PE

**PBR
COMMUNITY DEVELOPMENT DISTRICT**


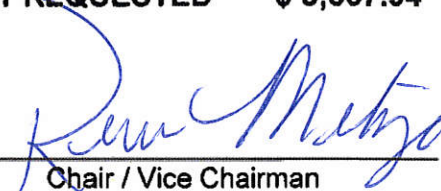
Funding Request Nos. 128-134

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

**Funding Request 128
07/31/19**

Payee	Invoice #	General Fund FY19
Cobb Cole		
Legal Svcs thru 06/30/19	155763	\$189.00
Florida Today		
Ad #0003701091	0002703482	\$303.56
Ad #0003701894	0002703482	\$296.38
PFM Group Consulting		
Jul. 2019: Mgmt Fee	DM-07-2019-0053	\$ 2,500.00
Jul. 2019: Website Fee	DM-07-2019-0054	\$ 75.00
Mar. 2019: Postage	OE-EXP-00075	\$ 1.50
Apr. 2019: Postage	OE-EXP-00076	\$ 1.50
May 2019: Postage	OE-EXP-00077	\$ 0.50
Jun. 2019: Postage	OE-EXP-00266	\$ 0.50
	TOTAL	\$ 3,367.94

CHECK AMOUNT REQUESTED \$ 3,367.94

 Secretary / Asst. Secretary	 Chair / Vice Chairman
--	---



Please make check payable to:
PBR CDD
12051 Corporate Blvd.
Orlando, FL 32817

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

**Funding Request 129
08/31/19**

Payee	Invoice #	General Fund FY19	General Fund FY20
FMIT			
FY20 General Liability Coverage	FY20-1235		\$5,157.00
PFM Group Consulting			
Aug. 2019: Mgmt Fee	DM-08-2019-0050	\$ 2,500.00	
Aug. 2019: Website Fee	DM-08-2019-0051	\$ 75.00	
FY2019: Website Comp Fee	OE-EXP-00369	\$ 500.00	
Jul. 2019: Postage/FedEx	OE-EXP-00319	\$ 27.85	
Union Bank			
FY19-20: Trustee Fees	1169981	\$ 1,001.67	\$ 2,208.33
	TOTAL	<u>\$4,104.52</u>	<u>\$ 7,365.33</u>

CHECK AMOUNT REQUESTED \$ 11,469.85

 _____ Secretary / Asst. Secretary	 _____ Chair / Vice Chairman
---	--


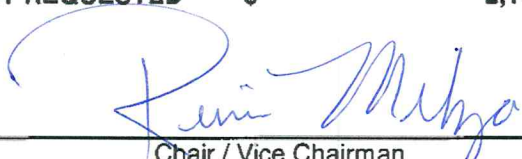
Please make check payable to:
 PBR CDD
 12051 Corporate Blvd.
 Orlando, FL 32817

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 130
09/23/19

Payee	Invoice #	General Fund FY19	General Fund FY20
Board Member Fees for 05/24/19 Mtg			
Brian P. Fredley	--	\$ 200.00	
Kristina Circelli	--	\$ 200.00	
R. Sans Lassiter	--	\$ 200.00	
Vinny Lacerenza	--	\$ 200.00	
Board Member Fees for 08/23/19 Mtg			
Brian P. Fredley	--	\$ 200.00	
Kristina Circelli	--	\$ 200.00	
R. Sans Lassiter	--	\$ 200.00	
Vinny Lacerenza	--	\$ 200.00	
Fishkind & Assoc.			
Conference Calls Aug 2019	24613	\$10.01	
Florida Today			
Legal Ad 7/26/19-8/2/19 PBR CDD	0002775396	\$533.32	
TOTAL		<u>\$2,143.33</u>	<u>\$ -</u>

CHECK AMOUNT REQUESTED \$ 2,143.33

 _____ Secretary / Asst. Secretary	 _____ Chair / Vice Chairman
---	--

Please make check payable to:
PBR CDD
12051 Corporate Blvd.
Orlando, FL 32817

PBR
COMMUNITY DEVELOPMENT DISTRICT

Funding Request 131
 09/30/19

	Payee	Invoice #	General Fund FY19	General Fund FY20
1	Cobb Cole			
	Legal Svcs Aug 2019	157032	\$208.00	
2	PFM Group Consulting			
	Dist. Mgmt Sept 2019	DM-09-2019-0050	\$ 2,500.00	
	Website Fee Sept 2019	DM-09-2019-0051	\$ 75.00	
	Postage Aug 2019	OE-EXP-00400	\$ 3.00	
	TOTAL		\$2,786.00	\$ -

CHECK AMOUNT REQUESTED \$ 2,786.00

 Secretary / Asst. Secretary	Chair / Vice Chairman
--	-----------------------

Please make check payable to:
 PBR CDD
 12051 Corporate Blvd.
 Orlando, FL 32817

PBR
COMMUNITY DEVELOPMENT DISTRICT

Funding Request 132
10/17/19

	Payee	Invoice #	General Fund FY19	General Fund FY20
1	Florida Dept of Economic Opportunity FY20 Special District Fee	74454		\$ 175.00
2	PFM Group Consulting LLC Billable Expenses for July 2019	105939	\$ 24.78	
	Billable Expenses for Aug. 2019	106196	\$ 32.90	
		TOTAL	<u>\$ 57.68</u>	<u>\$ 175.00</u>
		CHECK AMOUNT REQUESTED	\$	232.68


Secretary / Asst. Secretary

Chair / Vice Chairman

Please make check payable to:
PBR CDD
12051 Corporate Blvd.
Orlando, FL 32817

PBR
COMMUNITY DEVELOPMENT DISTRICT

Funding Request 133
11/20/19

	Payee	Invoice #	General Fund FY19	General Fund FY20
1	Florida Today Legal Ad 10/25/19	--		\$ 199.45
2	PFM Group Consulting LLC Dist. Mgmt Oct 2019 Website Fee Oct 2019 Postage Sept 2019	DM-10-2019-0061 DM-10-2019-0062 OE-EXP-00451	\$ 1.50	\$ 2,500.00 \$ 100.00
		TOTAL	\$ 1.50	\$ 2,799.45

CHECK AMOUNT REQUESTED \$ 2,800.95

Secretary / Asst. Secretary

Chair / Vice Chairman

Please make check payable to:
PBR CDD
12051 Corporate Blvd.
Orlando, FL 32817

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 134
12/23/19

	Payee	Invoice #	General Fund FY19	General Fund FY20
1	Cobb Cole Legal Svcs Nov 2019	159175		\$ 54.00
2	PFM Group Consulting LLC Dist. Mgmt Nov 2019	DM-11-2019-0055		\$ 2,500.00
	Website Fee Nov 2019	DM-11-2019-0056		\$ 100.00
		TOTAL	\$ -	\$ 2,654.00
		CHECK AMOUNT REQUESTED	\$	2,654.00



Secretary / Asst. Secretary

Chair / Vice Chairman

Please make check payable to:
PBR CDD
12051 Corporate Blvd.
Orlando, FL 32817

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

District's Financial Position

PBR Community Development District

Statement of Financial Position

As of 3/31/2020

	General Fund	Debt Service Fund	General Fixed Assets Group	Long Term Debt Group	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$8,105.13				\$8,105.13
Debt Service Reserve Series 2016		\$278,471.18			278,471.18
Interest Account Series 2016		609,213.78			609,213.78
Sinking Fund Series 2016		230,000.00			230,000.00
Total Current Assets	<u>\$8,105.13</u>	<u>\$1,117,684.96</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,125,790.09</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$1,117,684.96	\$1,117,684.96
Amount To Be Provided				15,127,315.04	15,127,315.04
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$16,245,000.00</u>	<u>\$16,245,000.00</u>
<u>Property, Plant & Equipment</u>					
Other Fixed Assets (2008)			\$2,721,688.00		\$2,721,688.00
Other Fixed Assets (2009)			16,370,798.00		16,370,798.00
Total Property, Plant & Equipment	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$19,092,486.00</u>	<u>\$0.00</u>	<u>\$19,092,486.00</u>
Total Assets	<u><u>\$8,105.13</u></u>	<u><u>\$1,117,684.96</u></u>	<u><u>\$19,092,486.00</u></u>	<u><u>\$16,245,000.00</u></u>	<u><u>\$36,463,276.09</u></u>
<u>Liabilities and Net Assets</u>					
<u>Long Term Liabilities</u>					
Bond Payable				\$16,245,000.00	\$16,245,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$16,245,000.00</u>	<u>\$16,245,000.00</u>
Total Liabilities	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$16,245,000.00</u></u>	<u><u>\$16,245,000.00</u></u>
<u>Net Assets</u>					
Net Assets, Unrestricted	(\$5,009.56)				(\$5,009.56)
Net Assets - General Government	13,055.51				13,055.51
Current Year Net Assets - General Government	59.18				59.18
Net Assets, Unrestricted		\$980,981.08			980,981.08
Current Year Net Assets, Unrestricted		143,203.88			143,203.88
Net Assets - General Government		(6,500.00)			(6,500.00)
Net Assets, Invd in Capital, Net of Debt			\$19,092,486.00		19,092,486.00
Total Net Assets	<u><u>\$8,105.13</u></u>	<u><u>\$1,117,684.96</u></u>	<u><u>\$19,092,486.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$20,218,276.09</u></u>
Total Liabilities and Net Assets	<u><u>\$8,105.13</u></u>	<u><u>\$1,117,684.96</u></u>	<u><u>\$19,092,486.00</u></u>	<u><u>\$16,245,000.00</u></u>	<u><u>\$36,463,276.09</u></u>

PBR Community Development District
Statement of Activities
As of 3/31/2020

	General Fund	Debt Service Fund	General Fixed Assets Group	Long Term Debt Group	Total
<u>Revenues</u>					
Developer Contributions	\$20,863.96				\$20,863.96
User Fee Revenue		\$549,328.88			549,328.88
Total Revenues	\$20,863.96	\$549,328.88	\$0.00	\$0.00	\$570,192.84
<u>Expenses</u>					
Trustee Services	\$2,208.33				\$2,208.33
Management	12,500.00				12,500.00
District Counsel	54.00				54.00
Postage & Shipping	11.00				11.00
Legal Advertising	199.45				199.45
Web Site Maintenance	500.00				500.00
Dues, Licenses, and Fees	175.00				175.00
General Insurance	5,157.00				5,157.00
Interest Payments - 2016 Bond		\$406,125.00			406,125.00
Total Expenses	\$20,804.78	\$406,125.00	\$0.00	\$0.00	\$426,929.78
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Change In Net Assets	\$59.18	\$143,203.88	\$0.00	\$0.00	\$143,263.06
Net Assets At Beginning Of Year	\$8,045.95	\$974,481.08	\$19,092,486.00	\$0.00	\$20,075,013.03
Net Assets At End Of Year	\$8,105.13	\$1,117,684.96	\$19,092,486.00	\$0.00	\$20,218,276.09

PBR Community Development District

Budget to Actual

For the Month Ending 03/31/2020

		Year To Date		
	Actual	Budget	Variance	FY 2020 Adopted Budget
<u>Revenues</u>				
Developer Contributions	\$ 20,863.96	\$ 43,807.50	\$ (22,943.54)	\$ 87,615.00
Net Revenues	\$ 20,863.96	\$ 43,807.50	\$ (22,943.54)	\$ 87,615.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ -	\$ 1,200.00	\$ (1,200.00)	\$ 2,400.00
Trustee Services	2,208.33	1,800.00	408.33	3,600.00
Management	12,500.00	15,000.00	(2,500.00)	30,000.00
Engineering	-	2,749.98	(2,749.98)	5,500.00
District Counsel	54.00	12,499.98	(12,445.98)	25,000.00
Audit	-	2,749.98	(2,749.98)	5,500.00
Travel and Per Diem	-	25.02	(25.02)	50.00
Telephone	-	12.48	(12.48)	25.00
Postage & Shipping	11.00	49.98	(38.98)	100.00
Copies	-	132.48	(132.48)	265.00
Legal Advertising	199.45	1,249.98	(1,050.53)	2,500.00
Contingency	-	125.16	(125.16)	250.00
Web Site Maintenance	500.00	1,200.00	(700.00)	2,400.00
Dues, Licenses, and Fees	175.00	87.48	87.52	175.00
Stormwater Management Maintenance	-	2,400.00	(2,400.00)	4,800.00
General Insurance	5,157.00	2,524.98	2,632.02	5,050.00
Total General & Administrative Expenses	\$ 20,804.78	\$ 43,807.50	\$ (23,002.72)	\$ 87,615.00
Total Expenses	\$ 20,804.78	\$ 43,807.50	\$ (23,002.72)	\$ 87,615.00
Net Income (Loss)	\$ 59.18	\$ -	\$ 59.18	\$ -

**PBR
COMMUNITY DEVELOPMENT DISTRICT**

Staff Reports