



**VENETIAN PARC  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 22, 2024  
6:00 P.M.**

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

[www.venetianparccdd.org](http://www.venetianparccdd.org)  
786.347.2700 ext. 2027 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT**  
Venetian Parc Community Clubhouse Meeting Room  
15351 SW 175<sup>th</sup> Street  
Miami, Florida 33187  
**REGULAR BOARD MEETING**  
February 21, 2024  
6:00 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 16, 2023 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Update Regarding Tree Root Pruning/Tree Relocation (Lennar Townhomes)
  - 2. Discussion Regarding Existing Driveway Extensions
- H. New Business
  - 1. Discussion Regarding Tree Root Analysis Report (David Waddell, ISA Certified Arborist)..Page 6
  - 2. Discussion Regarding Park Maintenance (Table, Benches, Fence, & Exercise Equipment Repairs)
  - 3. Discussion Regarding Traffic Sign Repairs & Installation
  - 4. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 22
  - 5. Consider Resolution No. 2024-02 – Adopting an Electronic Signature Policy.....Page 30
  - 6. Discussion Regarding Required Ethics Training.....Page 33
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

MIAMI-DADE

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT -  
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

in the XXXX Court,  
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

10/13/2023

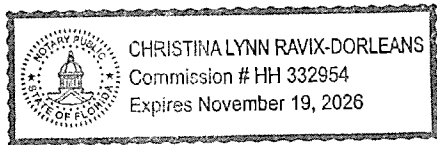
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

*Guillermo Garcia*

Sworn to and subscribed before me this  
13 day of OCTOBER, A.D. 2023

*C. Ramin-Dade*

(SEAL)  
GUILLERMO GARCIA personally known to me



**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024  
REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors (the "Board") of the Venetian Parc Community Development District (the "District") will hold Regular Meetings in the Venetian Parc Community Clubhouse Meeting Room located at 15351 SW 175th Street, Miami, Florida 33187 at 6:00 p.m. on the following dates:

October 26, 2023  
November 16, 2023  
February 22, 2024  
April 25, 2024  
June 27, 2024  
July 25, 2024  
September 26, 2024

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 Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at [mguyen@vpsdinc.org](mailto:mguyen@vpsdinc.org) 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 meeting(s) 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 [mguyen@vpsdinc.org](mailto:mguyen@vpsdinc.org) 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.

**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT**

[www.venetianparccddi.org](http://www.venetianparccddi.org)  
10/13 23-89-0000688560HA

**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 16, 2023**

**A. CALL TO ORDER**

District Manager Nancy Nguyen called the November 16, 2023, Regular Board Meeting of the Venetian Parc Community Development District (the “District”) to order at approximately 6:02 p.m. in the Venetian Parc Community Clubhouse Meeting Room located at 15351 SW 175<sup>th</sup> Street, Miami, Florida 33187.

**B. PROOF OF PUBLICATION**

Ms. Nguyen presented proof of publication that notice of the November 16, 2023, Regular Board Meeting had been published in the *Miami Daily Business Review* on October 13, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Ms. Nguyen determined that the attendance of Chairman Eugene Collings-Bonfill, Vice Chairwoman Rachel Hernandez and Supervisors Carlos Dominguez and Ronald Fajardo (who arrived at 6:04 p.m.) constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel, Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also in attendance was: Ryan Decker, Miami, Florida.

**D. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER DUTIES AND RESPONSIBILITIES**

This item was not needed at this time.

**E. ELECTION OF OFFICERS**

This item was not needed at this time.

**F. ADDITIONS OR DELETIONS TO AGENDA**

Ms. Nguyen stated that she would like to add the following item to the agenda:

- New Business Item 2. – Discussion Regarding Monument Signs Lighting Upgrades

The Board acknowledged Ms. Nguyen’s request.

**G. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

## **H. APPROVAL OF MINUTES**

### **1. September 28, 2023, Regular Board Meeting**

Ms. Nguyen presented the minutes of the September 28, 2023, Regular Board and asked if there were any changes and/or corrections. There being no comments or changes, a **motion** was made by Mr. Collings-Bonfill, seconded by Ms. Hernandez and passed unanimously approving the minutes of the September 28, 2023, Regular Board Meeting, as presented.

## **I. OLD BUSINESS**

### **1. Update Regarding Tree Root Pruning/Tree Relocation**

Ms. Nguyen explained that the final phase of this project was to close out the permit with Miami-Dade County. The permit cannot be closed until the root system of the trees has been established. She further explained that it was expected that the root establishment would occur in approximately 5-7 months. Updates will be provided as they are received.

### **2. Discussion Regarding Existing Driveway Extensions**

Ms. Nguyen stated that following the September 28, 2023, Regular Board Meeting and the presentation by Peter Pellerito of Miller, Legg and Associates, Inc. (Miller, Legg) of the driveway inspection report, Mr. George and she discussed the best option for the District to address the driveway extensions.

Mr. George explained that after a thorough analysis of the District's options, it is being recommended that the District approach the Venetian Parc Homeowners Association, Inc. (the "HOA") to enter into an Easement Agreement with the District for the District owned swales. This will allow the HOA to make any decisions as it pertains to driveway approach extensions, including the request for remediation of issues noted by Peter Pellerito. The Easement Agreement is to include the Miami-Dade County guidelines to facilitate the approval process for the HOA. A discussion ensued after which:

A **motion** was made by Mr. Fajardo, seconded by Mr. Collings-Bonfill and unanimously passed approving the preparation of an Easement Agreement between Venetian Parc CDD and Venetian Parc Homeowners Association, Inc., further authorizing the District Manager to execute such Easement Agreement of behalf of the Chairman following his review and approval.

Once the Easement Agreement has been approved by the District Manager, it will be presented to the HOA for approval.

### **3. Discussion Regarding Stop Signs at Intersection of SW 175<sup>th</sup> Street & SW 153<sup>rd</sup> Avenue**

Ms. Nguyen reported that Miami-Dade County (the "County") had not added stop bars on SW 175<sup>th</sup> Street and SW 153<sup>rd</sup> Avenue. She stated that she would continue to follow-up with the County on her request. More information on this item will be provided at a future meeting.

Ms. Hernandez requested that Miami-Dade County also add "Stop" signs at the intersection of SW 175<sup>th</sup> Street and SW 153<sup>rd</sup> Path. Ms. Nguyen stated that she would submit that request.

## **J. NEW BUSINESS**

### **1. Discussion Regarding Park Bench Replacements**

Ms. Nguyen advised that the order for the replacement of two benches on the west section of the public park had been placed in the amount of \$4,387.75. Ms. Nguyen stated that the expected delivery date for the benches is January 9, 2024, and the installation of the benches is to occur the following week. Additionally, Building Unlimited Services, Inc. has been engaged for the construction and installation of the benches for \$1,500. More information on this item will be provided as it is received.

## **2. ADD-ON: Discussion Regarding Monument Sign Lighting Upgrades**

Ms. Nguyen reminded the Board that in 2020 the District undertook a major monument sign project to make the lighting operational. The project entailed underground core drilling, boring under the roads, running of pipes and electrical wires, installation of outlets, as well as engineering plans, to name a few. Due to the costliness of the project, the Board elected to use standard light fixtures at the monument signs. Ms. Nguyen explained that the fixtures require constant replacement and electrical service, and as such, Ms. Nguyen is proposing that the light fixtures be upgraded and that additional lighting is added to provide the desired lighting effect on the monument signs.

Ms. Nguyen stated that she was in receipt of a proposal from Worldwide Distributors, Inc. dba Elighting, in the amount of \$15,200. The proposal consists of the installation of six (6) well lights in the flower bed under the “VENETIAN PARC” lettering, one (1) uplight fixture behind the monument sign to illuminate the palm tree, and the riser in the front middle of the monument sign will be replaced with two uplight fixtures on the front ends of the monument sign. Ms. Nguyen explained that there were sufficient funds in the budget to cover these costs. The Board agreed that an upgrade to the lighting at the monument signs was necessary. A discussion ensued, after which:

A **motion** was made by Mr. Collings-Bonfill, seconded by Mr. Fajardo and unanimously passed accepting the proposal received from Worldwide Distributors, Inc. dba Elighting in the amount of \$15,200 for the complete scope of work outlined above; and further authorizing District Counsel to create a small project agreement; and further authorizing the District Manager to sign the agreement on behalf of the District.

## **K. ADMINISTRATIVE & OPERATIONAL MATTERS**

### **1. Staff Report, as Required**

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until February 22, 2023.

## **L. BOARD MEMBER & STAFF CLOSING COMMENTS**

There were no comments from Board Members or District Staff.

Ms. Nguyen asked if there were any closing comments from members of the public. Mr. Decker thanked the Board for the information provided during the meeting.

## **M. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Collings-Bonfill, seconded by Mr. Dominguez and unanimously passed adjourning the Regular Board Meeting at approximately 6:40 p.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair

David M. Waddell Consulting, Inc

ISA Certified Arborist

14721 SW 148 Ave.

Miami, FL 33196

1/27/24

Board of Supervisors, Venetian Parc CDD  
c/o Nancy Nguyen, District Manager  
Special District Services  
8785 SW 165 Ave. #200  
Miami, FL 33193

RE: Arborist Consulting Report concerning ornamental trees under CDD's Jurisdiction at Venetian Parc CDD.

## REPORT

### Summary

I have surveyed the above property's trees on multiple visits in December 2023 and January 2024 to perform an evaluation of the existing ornamental trees in the swale areas of the single-family homes and townhomes. Trees surveyed included Green Buttonwood (*Conocarpus erectus*), Live Oaks (*Quercus virginiana*) and Mahogany (*Swietenia mahogany*).

Buttonwood and Mahogany trees were planted in the swale areas of the Lennar development sections of the single-family homes and spaced on 35-foot centers. Live oaks were used as the street trees in the Luxcom development sections of the townhomes and single-family homes and spaced on 25-foot centers.

The swale width size from street to sidewalk on the Buttonwood and Mahogany trees was 6 feet and for Live oaks the width varied from 2 to 5 feet in the townhomes to 4 to 6 feet in the single-family homes. For these species of trees, the planting area is too confined, and trees will outgrow their planting space resulting in annual sidewalk and driveway damage repairs and trip and fall personal liability for the CDD.

Green buttonwood trees are large, low branching, multitrunked trees that grow to 30-45 feet high and 20-30-foot canopy spread with a moderate growth rate. Mahogany are large single trunked trees with a height of 40-60 feet, a spread of 30-50 feet and have a shallow root system.

Live oaks reach a height of 60-80 feet with a spread of 60-120 feet, have shallow root systems and are moderate to fast growing. The root system of both of these trees is generally in the top 18 to 20 inch of the soil and spread beyond the tree's canopy drip line. Therefore, without mitigation the tree will quickly outgrow its planting site.

My assignment was to focus on what can be done from an arborist viewpoint to slow growth of the root systems of these trees and other mitigation that can be taken in the next 5 years to eliminate these future problems, using the Best Practices under ANSI A 300 Pruning and Root Management standard principles.



Based on my observations, I am recommending that 21 Live oaks be removed at this time due to inadequate planted space and while the County's tree replacement cost will be the lowest. The next priority is root pruning and root barrier installation for 155 sidewalks and 66 driveways. In conjunction with the root pruning, both the oaks and buttonwoods/mahoganies should be structurally pruned on an annual basis to control canopy size and keep a balance with the roots.

**Miscellaneous observations:**

Trees have recently been mulched. It is detrimental to trees to pile the mulch up against the tree trunk. This causes long term damage to the trees by creating a foundation for girdling roots which will grow over and damage the structural roots which are already compromised. Mulch should be no closer to the trunk than 8 inches away. Mulching of oak trees should be wider where space is available.

**Assignment**

My assignment was to inspect the trees in the single-family homes and townhomes sections under the CDDs control and prepare a 5-year mitigation plan to regulate the growth-related problems and promote tree long term sustainability and aesthetics.

**Methodology**

I performed a visual inspection of each street tree in the single-family homes and townhomes. Townhomes recently mitigated in 2023 and trees in the park were outside the scope of this report. Trees reviewed were Green buttonwood, Live oak, and Mahogany.

**Observations**

I saw 21 trees that should be priority one to remove due to extremely limited space or dead. Of the 21 trees, 18 are Live oaks in the Luxcom development area. All removals are native trees and will have to be replaced with native trees or palms. Total canopy replacement for these 21 trees comes to 1,574 sq. feet. Due to lack of planting space or close proximity to the paver driveway, I do not recommend trees but palms which have a smaller root ball and greater street visibility. Under the County tree replacement rules this would require 16 palms with a minimum 3 feet clear trunk. My native variety recommendation would be 25-gallon Florida silver palm (*Coccothrinax argentata*) and Florida thatch palm (*Thrinax radiata*). See attached exhibit of removal addresses and Miami – Dade Planting Mitigation guidelines.

**Live oaks tree pruning:**

Structural pruning in a young tree is extremely important in Live oaks and slows their growth rate. These oaks do not have adequate planting space to reach more than 15-20 in height and 22–25-foot width. Allowing trees to get bigger than this they will outgrow their available root space causing excessive surface roots and will be costly to remove and replace. Pruning is not shaping the canopy like one would do to a shrub. Proper pruning is following ANSI A 300 Pruning guidelines and should only be done by an arborist that is experienced and skilled with those guidelines and techniques. Refer to attached Live Oak image for the shape, pruning and size of tree following these recommendations.

Note: Of the 18 Live oaks, 14 of these could be successfully transplanted to other CDD common areas where adequate space would allow these outstanding native trees to reach their full potential and be valuable assets to the community. Transplanting should be done in fall or early winter when trees are dormant.

**Green buttonwoods and Mahogany trees found in the Lennar developed areas:**

Presently there are 155 trees in the swale areas that require root management that are spreading roots under the sidewalks. As these grow, they will be lifting the sidewalks creating trip and fall hazards and sidewalk repairs or replacement. In order to eliminate this problem, roots need to be pruned along edge of sidewalk and a 10-foot-long root barrier installed to redirect the new roots away from the sidewalk. All root pruning to follow ANSI A300 tree root management (Part 8) guidelines for **selective pruning** to ensure the tree's long-term health and stability is not compromised. Root pruning like canopy trimming should not remove more than 25% at a time to allow tree to regenerate new roots. See Exhibit for ANSI A 300 root management.

Root barriers are used to control the growth of tree roots to prevent damage, in this case the sidewalks and driveways. The barrier redirects the roots downward or sideways away from the structure being protected. By blocking the root's path, the barrier forces the roots to grow deeper reducing the likelihood of surface rooting that causes structural damage. Installation requires trenching to a depth of 12+ inches and cutting of mature roots.

As with the oak tree pruning, a Certified Arborist should be involved with the root pruning and barrier installation process to ensure both are done to specifications for affective results. Root pruning is done by trenching and manually cutting roots with sharp cuts as far from the trunk as possible. Root pruning is not done with stump grinder or trencher since these shred roots which allows decay and pathogens to damage the root/tree.

I recommend Biobarrier, a root barrier that has a 15-year manufacture warranty (when installed correctly) and has been successfully used with the above species of trees. Biobarrier is a flexible geofabric that allows water and air to pass through the barrier material and has an embedded herbicide that prohibits root growth through the fabric. See Exhibits for locations of sidewalks and driveways to be pruned and barriers installed. Also, barrier installation instructions.

Currently there are 66 driveway aprons that will require root pruning and barriers. This presents the same issues as the sidewalks and my recommendations are the same. I recommend driveways be addressed before the sidewalks since the aprons will have more immediate damage than the sidewalks.

**Pruning of buttonwood and Mahogany trees:**

My biggest concern for both species is the Codominant stems. Codominant stems are attached stems that are more than 1/2 the size of the major trunk. With a codominant stem a branch collar and branch protection zone do not form, leaving the tree vulnerable to decay should the stem fail. Generally, these trees have a narrow crotch angle and included bark, a situation that makes them prone to failure in high winds. Codominant stems are the leading cause of tree failure. Buttonwoods are lowly branched and these codoms require reduction or removal. I suggest future tree trimming to concentrate on this aspect and removal of these stems that are below 9-10 feet.

Be aware that canopy pruning should be no more than 25% per pruning. I suggest less pruning to none if roots were also pruned that year.

**5-year plan:**

- Year 1 – Live oak removal, pruning and tree replacement mitigation.
- Year 2 - driveway apron root pruning and root barriers, with light pruning concentrating on Codominant branch on opposite side of apron.
- Year 3-4 – sidewalk root pruning and barriers, light canopy pruning concentrating on Codominant branches. Light oak tree structural pruning.
- Year 5 - driveway/sidewalk root pruning and root barriers where needed; light pruning.

If you have any questions about this report, please let me know and will be happy to discuss them with you.

David Waddell, ISA Certified Arborist

1/25/2024

**VENETIAN PARC CDD**

**TREES TO REMOVE DUE TO SPACE LIMITATIONS OR DEAD**

ADDRESS	BOTANICAL NAME	COMMON NAME	NATIVE TREE	PLANT MITIGATION REQUIRED SQUARE FT	WIDTH	RADIUS	MITIGATION PALM TREE TYPE 2
17605 SW 153 CT	QUERCUS VIRGINIANA	LIVE OAK	YES	95	11	5.5	PALM 2
17535 SW 153 CT	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
17528 SW 153 AVE	QUERCUS VIRGINIANA	LIVE OAK	YES	79	10	5	PALM 2
17300 SW 153 AVE	BURSERIA SIMARUBA	GUMBO LIMBO	YES	113	12	6	PALM 2
17370 SW 153 AVE	BURSERIA SIMARUBA	GUMBO LIMBO	YES	113	12	6	PALM 2
15215 SW 176 LANE	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
15121 SW 176 LANE	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
17713 SW 150 CT	QUERCUS VIRGINIANA	LIVE OAK	YES	113	12	6	PALM 2
17665 SW 150 CT	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
17657 SW 150 CT	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
17635 SW 150 CT	QUERCUS VIRGINIANA	LIVE OAK	YES	113	12	6	PALM 2
17555 SW 150 CT	QUERCUS VIRGINIANA	LIVE OAK	YES	79	10	5	PALM 2
17515 SW 150 CT	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
17524 SW 149 PL	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
17534 SW 149 PL	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
17564 SW 149 PL	QUERCUS VIRGINIANA	LIVE OAK	YES	113	12	6	PALM 2
17650 SW 149 PL	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
17504 SW 149 PL	QUERCUS VIRGINIANA	LIVE OAK	YES	50	8	4	PALM 2
15001 SW 174 ST	QUERCUS VIRGINIANA	LIVE OAK	YES	28	6	3	PALM 2
14977 SW 174 ST.	QUERCUS VIRGINIANA	2 LIVE OAKS	YES	113	12	6	PALM 2
15398 SW 173 ST.	CONOCARPUS ERECTUS	GREEN BUTTONWOOD	YES	113	12	6	PALM 2

**TOTAL TREES 21**

**TOTAL CANOPY REPLACEMENT**

**1,574**

**Planting mitigation guidelines**

When native trees are removed, all replacement trees shall be native species. With the exception of the 1 Green Buttonwood, all trees have insufficient room for the species of tree or other Hardwood tree. Therefore mitigation will most likely best to be palm species. See category mitigation table

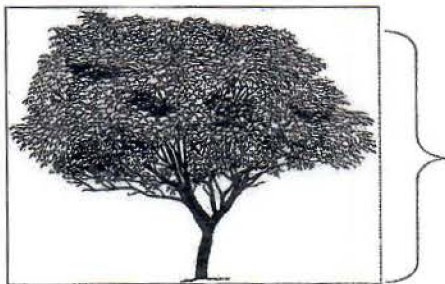
VENETIAN PARK REMOVALS

## PLANTING MITIGATION GUIDELINES

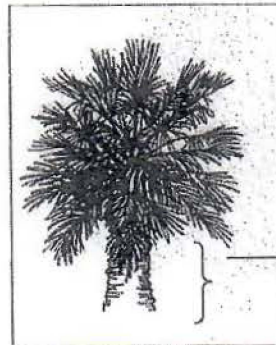
Use this table to calculate the planting requirements of your Tree Removal/Relocation Permit

<u>If you plant a:</u>	<u>With this minimum height:</u>	<u>Credit obtained in square feet (sq.ft.):</u>
Shade (Hardwood) Tree 1	Minimum 12' Overall Height	500
Shade (Hardwood) Tree 2	Minimum 8' Overall Height	300
Palm Tree 1	Minimum 10' Clear Trunk	300
Palm Tree 2	Minimum 3' Clear Trunk	100
Small Tree	Minimum 6' Overall Height	200

**Please note if more than ten (10) trees (based on the categories listed above) are required to be planted then a minimum of fifty (50) percent of all replacement trees shall be native to Miami-Dade County and no more than thirty (30) percent of the replacement trees shall be palms. However, when native trees are removed, all replacement trees shall be native species.**



Overall height



Clear trunk

**Example:**

If you are requested to plant (see the replanting requirements in your permit) 1,500 sq.ft., based on the categories listed above, the following would be possible planting options:

- a) Three (3) hardwood trees, each twelve (12) feet in height. This will be equivalent to three (3) times the 500 sq.ft. of credit for a total of 1,500 sq.ft. of mitigated canopy, **OR**
- b) Two (2) hardwood trees, each twelve (12) feet in height and two (2) palms, each ten (10) feet in height clear trunk. This will be equivalent to two (2) times the 500 sq.ft. of credit (1,000 sq.ft.) plus two (2) times the 300 sq.ft. of credit (600 sq.ft.) for a total of 1,600 sq.ft. of mitigated canopy, **OR**
- c) Any other combination of tree sizes up to the required credit.

Revised 12/2011

1/26/2024

**VENETIAN PARC**

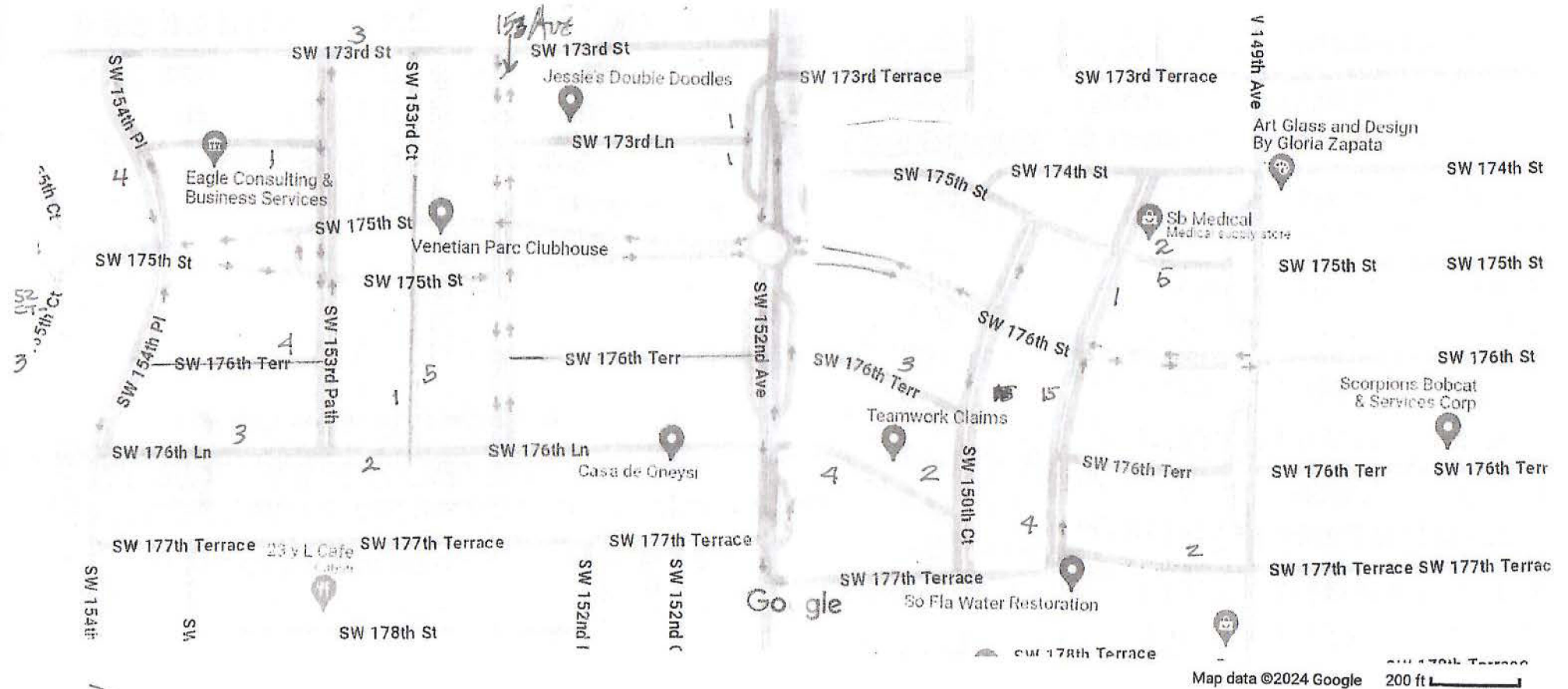
**DRIVEWAY ROOT BARRIERS**

<b>LOCATIONS</b>	<b><u>WEST SIDE</u></b>	<b><u>EAST SIDE</u></b>	<b><u>NORTH SIDE</u></b>	<b><u>SOUTH SIDE</u></b>
<b>154 PATH FROM 173 ST TO 176 LANE</b>				
173 ST TO 175 ST	4			
175 ST 152 PL			3	
176 LN				1
175 ST-176 LN:				
176 TER			4	1
176 LN			3	2
152 CT	176 TER	3		
<b>153 PATH FROM 173 ST TO 1766 LANE</b>				
153 PATH 176 TER		5		
153 AV-152 AV:				
173 LN			1	1
152 AV TO 149 AV:				
176 LN				4
175 ST		1	2	5
176 TER	15		3	
177 TER-149 PL			2	
150 CT	2	4		
TOTAL DRIVEWAY ROOT BARRIERS	21	13	18	14
TOTAL ALL	66			

**ROOT BARRIERS ALONG EDGE OF DRIVEWAY**

**LENGTH 8'-10'**  
**DEPTH 1'**

VENETIAN PARK



DRIVEWAY ROOT BARRIERS (66)  
 LENGTH - 8'-10'  
 DEPTH - 1'

1/26/2024

**VENETIAN PARC**

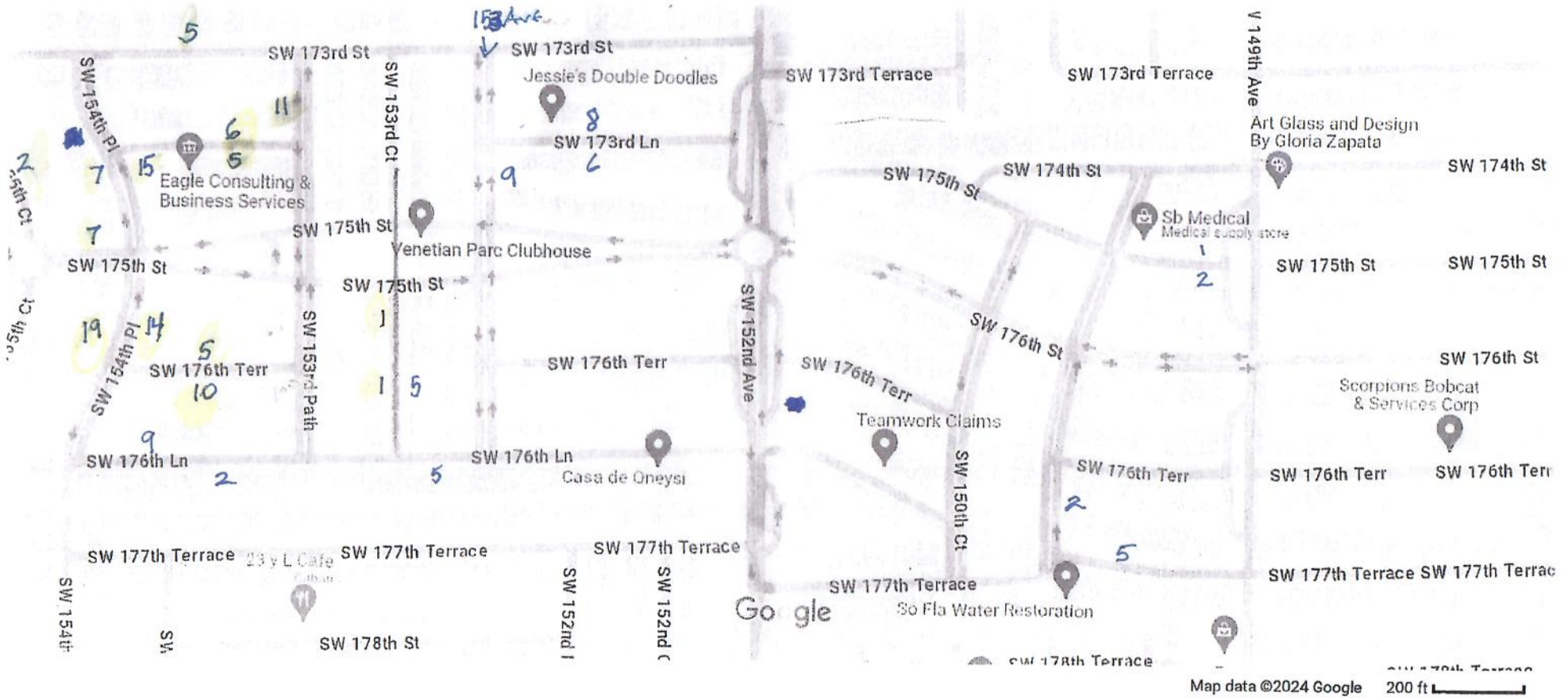
**SIDEWALK ROOT BARRIERS**

<b>LOCATIONS</b>	<b>WEST <u>SIDE</u></b>	<b>EAST <u>SIDE</u></b>	<b>NORTH <u>SIDE</u></b>	<b>SOUTH <u>SIDE</u></b>
SW 173 ST TO 176 LANE 152 CT 173 ST-172 ST 173 ST		2	5	
173 LN 154 PL-153 PATH 153PATH	11		6	5
154 PL-153 PATH 154PL 175 ST-176 LN	14	15		
	19	14		
176 TER 154 PL-153 PATH 176 LANE 154 PL-153 AV			5	10
			9	7
153 AV 173 L TO 175 ST 153 AV 173 LN		9	8	6
149 CT 176 TER 149 CT 177		2	5	
175 ST 149 AV 149 CT			1	2
<b>TOTAL</b>	<b>44</b>	<b>42</b>	<b>39</b>	<b>30</b>
<b>GRAND TOTAL</b>				<b>155</b>

**ROOT BARRIERS ALONG EDGE OF SIDEWALK**

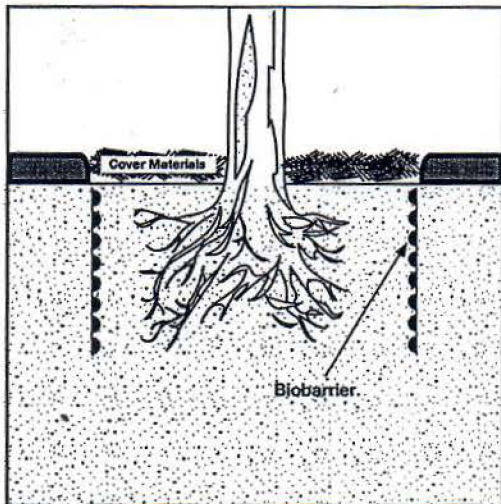
**LENGTH 8'-10'**  
**DEPTH 1'**





SIDEWALK ROOT BARRIERS (155)  
 LENGTH - 10'  
 DEPTH - 1'





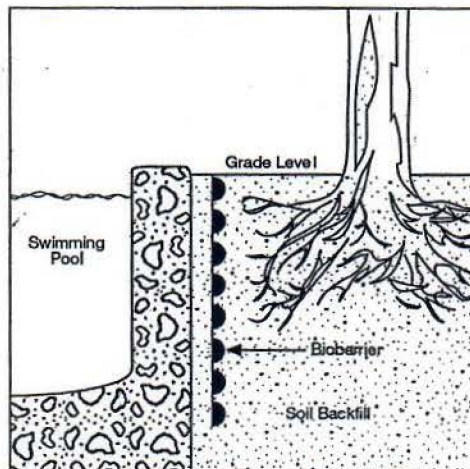
### Sidewalks/Paths/Streets/Curbs/Medians/ Tennis Courts

Dig a trench adjacent to hardscape (as close as possible) insuring depth is below where existing roots are found. After trenching, remove remaining roots, leaving walls of trench smooth. Place top edge of Biobarrier® at finished grade level, securing with installation strips and/or pins provided. Backfill carefully to avoid dislocating Biobarrier®, and compact firmly.

*Refer to General Guidelines (Pg. 1) & Vertical Instructions (Pg. 2)*

### Swimming Pools

Dig a trench adjacent to hardscape, pruning and removing any existing roots, leaving trench clean. Place Biobarrier® at finished grade level, securing with installation strips and/or pins provided. Backfill the trench, compacting the dirt firmly to ensure there are no gaps.



*Refer to General Guidelines (Pg. 1) & Vertical Instructions (Pg. 2)*

American National Standard  
for Tree Care Operations –

*Tree, Shrub, and Other Woody Plant Management –  
Standard Practices (Root Management)*

Secretariat  
**Tree Care Industry Association, Inc.**

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### 83.3 Trunk, flare, and root inspection

83.3.1 Objectives of inspections shall be established.

83.3.2 The method, area, depth, and limitations of inspection shall be specified.

83.3.3 Tools and equipment used for inspection shall be specified.

83.3.4 Inspection should include, but is not limited to, one or more of the following:

- Conditions in the crown that may reflect root conditions;
- Stem tissue connecting the crown and the roots;
- Girdling of the buttress roots or stems by roots or other materials, and the tree's response;
- Tree association with beneficial and harmful insects;
- Tree association with pathogenic and beneficial microorganisms (e.g. mycorrhizae);
- Wounds, and the tree's response to wounds;
- Mechanical damage to detectable roots and response;
- Indications of root disease and response; and,
- Graft unions in grafted trees.

83.3.5 Mulch, soil, and other materials should be removed as needed to allow for the inspection.

83.3.6 Soil excavation for root collar examination

83.3.6.1 Small adventitious roots that interfere with excavation or examination should be moved or pruned.

83.3.6.2 Adventitious roots should be considered for retention.

83.3.6.3 Temporary protection of newly exposed rootzone, root tissue, and stem tissue shall be considered.

83.3.7 Detectable flare and root diseases and disorders should be diagnosed.

83.3.8 If significant structural defects are

observed, a risk assessment should be recommended, see ANSI A300 (Part 9) – *Tree Risk Assessment* standard.

83.3.9 The flare and buttress roots should remain visible after inspection.

### 84 Root management practices – root pruning and cutting

#### 84.1 Root pruning and cutting objectives

84.1.1 Root pruning and cutting objectives shall be established.

84.1.2 The extent and method of root pruning or cutting shall be based on the objectives, species tolerance, environmental factors, timing, age, health, lean, and structural condition of the tree(s).

84.1.3 When establishing objectives, potential for tree decline or destabilization shall be considered.

84.1.4 Tools and equipment shall be specified.

#### 84.2 Root pruning and root cutting practices

84.2.1 The owner should be notified of the risk to tree health and stability prior to the pruning or cutting of roots.

84.2.2 When mitigating or avoiding infrastructure damage, only roots causing or likely to cause damage should be pruned.

84.2.3 Surface roots should be managed by removing soil or reducing soil density in accordance with ANSI A300 (Part 2) – *Soil Management* standard, to meet the objective including, but not limited to raising the grade with porous soil, sand, or mulch.

84.2.4 Selective root pruning or non-selective root cutting shall be specified where needed to meet the objective.

84.2.5 When root removal is unavoidable, selective pruning shall be the preferred method.

84.2.6 Root pruning and cutting tools should be sharp.

#### 84.3 Selective root pruning

84.3.1 The size and/or location of roots to be pruned shall be specified.

**84.3.2** Roots should be exposed using the least injurious excavation method prior to pruning.

**84.3.3** A pruning cut that removes a root at its point of origin should not cut into the trunk or parent root.

**84.3.4** Smaller pruning cuts shall be preferred.

**84.3.5** The final cut should result in a flat surface with adjacent bark firmly attached.

#### **84.4 Selective root pruning – girdling roots**

**84.4.1** Roots that encircle or girdle the trunk or a buttress root should be considered for redirecting or pruning.

**84.4.2** Girdling roots should be exposed before pruning cuts are planned or made.

**84.4.3** Retention of encircling or girdling roots that are providing more benefit than damage shall be considered.

**84.4.4** The trunk and buttress roots shall not be damaged beyond the scope of the work.

**84.4.5** If one or more large girdling roots are present, progressive root pruning over a specified time period should be considered.

**84.4.6** Root pruning tools shall include, but are not limited to: handsaws; lopping shears; chisels; hand shears; chain saws; reciprocating saws; and, circular saws (see subclause **80.4 Safety**).

#### **84.5 Non-selective root cutting**

**84.5.1** When non-selective root cutting is necessary, roots shall be cut as far from the trunk as practical.

**84.5.2** The location and depth of excavation for root cutting shall be specified.

**84.5.3** Minimum distance from the trunk for root cutting should be adjusted according to trunk diameter, species tolerance to root loss, tree age, health, and site condition.

**84.5.4** Root cutting distances from the trunk shall be adjusted for disease management, root location, tree species and condition, and, site and soil conditions.

**84.5.5** When roots are damaged within six times the trunk diameter (DBH), mitigation shall be recommended.

**84.5.6** Roots should be cut with equipment that minimizes cracking the wood and tearing the bark.

**84.5.7** Heavy equipment should be located outside the root cut line or remain on existing pavement or on a soil-protecting surface.

**84.5.8** Temporary staging areas for excavated soil should be located at a safe distance on the side of the trench furthest from the trunk.

**84.5.9** Upon completion of non-selective root cutting, selective root pruning of damaged roots in accordance with subclause 84.3 shall be considered.

#### **85 Managing the direction of root-growth**

**85.1** Objectives for managing the direction of root growth shall be established prior to beginning operations.

**85.2** The type, depth, and location of root direction materials shall be specified to achieve the objective.

**85.3** Root direction methods shall include, but are not limited to, one or more of the following:  
Designing, installing, and/or maintaining root barriers; and,  
Designing, installing, and/or maintaining root channels.

**85.4** Managing the direction of root growth shall be considered as an alternative, or in conjunction with, root pruning or cutting.

**85.5** Managing the direction of root growth shall be considered following root pruning.

**85.6** Use and installation of root management devices should follow manufacturer's recommendations.

**85.7** Root barriers should be installed as far from tree trunks as possible.

**85.8** Roots that grow over the root barrier should be pruned on the tree trunk side of the barrier.

1/27/2024

VENETIAN PARC CDD  
 COST ANALYSIS FOR 5 YEAR TREE MITIGATION

	#	Per Unit Cost	Extension	Comments	
<b>TREE REMOVALS</b>					
Live Oaks (Quercus virginiana)	18	\$ 200	\$ 3,600	Per unit cost includes removal, grind stump and roots, disposal, sod	
Gumbo limbo (Bursera simaruba)	2	\$ 255	\$ 510		
Green buttonwood (Conocarpus erectus)	<u>1</u>	\$ 370	<u>\$ 370</u>		
Total	21		\$ 4,480		
<b>Projected mitigation cost:</b>					
Live Oaks (Quercus virginiana)	16	\$ 375	\$ 6,000	25g. Florida thatch palm Replacement based on 1,600 sq ft	
Gumbo limbo (Bursera simaruba)	2	\$ 870	\$ 1,740	45g. Simpson stopper	
Green buttonwood (Conocarpus erectus)	1	\$ 1,000	<u>\$ 1,000</u>	65g. Green buttonwood	
Total			<u>\$ 8,740</u>		
<b>Combined removal/mitigation</b>			\$ 13,220		
Oak tree pruning	Average	\$ 70	As needed	year 1, 3, 5	Selective trees only
Driveway root pruning and barrier	66	\$ 375	\$ 24,750	year 2	Selective trees yrs. 3-5
Sidewalks root pruning and barrier	155	\$ 320	\$ 49,600	year 2	Selective trees yrs. 3-5
Canopy pruning Buttonwood/Mahogany		\$100-\$125	As needed	years 2 - 5	Selective trees only

Notes:

Costs reflect 2024 wholesale prices plus a 2.5 mark up

Tree canopy pruning based on a \$200 per hour 3 man experienced tree crew

Driveways and sidewalks in subsequent years to be selectively determined based on need.

Root pruning should be done in fall-winter when trees are dormant.

Not reflected - suggest a Certified Arborist mark trees, locations and oversee work product \$1,500-\$2,500.

**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the “Board”) of the Venetian Parc Community Development District (the “District”) is required by Section 190.008(2)(a), *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 VENETIAN PARC 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 by the Board.

**Section 2.** A Public Hearing is hereby scheduled for June 27, 2024 at 6:00 p.m. in the Venetian Parc Community Clubhouse Meeting Room located at 15351 S.W. 175<sup>th</sup> Street, Miami, Florida 33187, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 22<sup>nd</sup> day of February, 2024.

**ATTEST:**

**VENETIAN PARC  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chair/Vice Chair



Venetian Parc  
Community Development District

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

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- V ASSESSMENT COMPARISON

**PROPOSED BUDGET**  
**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	<b>FISCAL YEAR 2024/2025 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	82,379
Maintenance Assessments	159,851
Debt Assessments (Area One)	458,173
Debt Assessments (Area Two)	455,392
Other Revenue (Asphalt)	0
Interest Income	720
<b>TOTAL REVENUES</b>	<b>\$1,156,515</b>
<b>EXPENDITURES</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>	
Supervisor Fees	0
Payroll Taxes (Employer)	0
Management	30,432
Legal	11,000
Assessment Roll	10,000
Audit Fees	3,500
Insurance	9,400
Legal Advertisements	2,000
Miscellaneous	1,100
Postage	375
Office Supplies	550
Dues & Subscriptions	175
Website Management	2,000
Arbitrage Rebate Fee - Areas One & Two	1,300
Trustee Fee - Area One	3,550
Trustee Fee - Area Two	3,550
Continuing Disclosure Fee - Area One	350
Continuing Disclosure Fee - Area Two	350
Administrative Contingency	790
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$80,422</b>
<b>MAINTENANCE EXPENDITURES</b>	
Park Maintenance Tract N	35,000
Field Operations Management	1,320
Community Entrance Signage Maintenance	5,200
Street/Roadway Maintenance	5,000
Electric Power Service/Misc	3,200
Engineering/Annual Report/Inspections	3,500
Sidewalk Maintenance (Pressure Cleaning & Milling)	15,000
HOA Contribution (Palm Tree Fertilization)	5,850
Tree Upkeep	33,770
Security	10,000
General Maintenance	3,750
Maintenance Contingency	23,650
Storm Preparedness	5,020
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$150,260</b>
<b>TOTAL EXPENDITURES</b>	<b>\$230,682</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$925,833</b>
Bond Payments - Area One	(430,682)
Bond Payments - Area Two	(428,069)
<b>BALANCE</b>	<b>\$67,082</b>
County Appraiser & Tax Collector Fee	(23,116)
Discounts For Early Payments	(46,232)
<b>EXCESS/ (SHORTFALL)</b>	<b>(\$2,266)</b>
Carryover From Prior Year	2,266
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$0</b>

**DETAILED PROPOSED BUDGET**  
**VENETIAN PARC 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
<b>REVENUES</b>				
Administrative Assessments	81,898	82,379	82,379	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	162,512	159,851	159,851	Expenditures/.94
Debt Assessments (Area One)	458,175	458,173	458,173	Bond Payments/.94
Debt Assessments (Area Two)	455,394	455,392	455,392	Bond Payments/.94
Other Revenue (Asphalt)	1,785	0	0	Fiscal Year 2021/2022 Revenue
Interest Income	6,221	360	720	Projected At \$60 Per Month
<b>TOTAL REVENUES</b>	<b>\$1,165,985</b>	<b>\$1,156,155</b>	<b>\$1,156,515</b>	
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE EXPENDITURES</b>				
Supervisor Fees	0	0	0	Supervisor Fees
Payroll Taxes (Employer)	0	0	0	Supervisor Fees * 7.65%
Management	28,704	29,556	30,432	CPI Adjustment (Capped At 3%)
Legal	11,250	11,000	11,000	No Change From 2023/2024 Budget
Assessment Roll	10,000	10,000	10,000	As Per Contract
Audit Fees	3,900	4,000	3,500	Accepted Amount For 2023/2024 Audit
Insurance	7,900	8,200	9,400	Fiscal Year 2023/2024 Expenditure Was \$8,874
Legal Advertisements	504	950	2,000	Costs Will Increase Due To Closing Of The Miami Business Review
Miscellaneous	1,133	1,100	1,100	No Change From 2023/2024 Budget
Postage	322	375	375	No Change From 2023/2024 Budget
Office Supplies	359	550	550	No Change From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Website Management	2,000	2,000	2,000	No Change From 2023/2024 Budget
Arbitrage Rebate Fee - Areas One & Two	1,300	1,300	1,300	No Change From 2023/2024 Budget
Trustee Fee - Area One	3,500	3,550	3,550	No Change From 2023/2024 Budget
Trustee Fee - Area Two	3,500	3,550	3,550	No Change From 2023/2024 Budget
Continuing Disclosure Fee - Area One	350	350	350	No Change From 2023/2024 Budget
Continuing Disclosure Fee - Area Two	350	350	350	No Change From 2023/2024 Budget
Administrative Contingency	0	790	790	Administrative Contingency
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$75,247</b>	<b>\$77,796</b>	<b>\$80,422</b>	
<b>MAINTENANCE EXPENDITURES</b>				
Park Maintenance Tract N	58,211	35,000	35,000	No Change From 2023/2024 Budget
Field Operations Management	1,320	1,320	1,320	No Change From 2023/2024 Budget
Community Entrance Signage Maintenance	4,760	5,200	5,200	No Change From 2023/2024 Budget
Street/Roadway Maintenance	0	5,000	5,000	No Change From 2023/2024 Budget
Electric Power Service/Misc	3,517	3,200	3,200	No Change From 2023/2024 Budget
Engineering/Annual Report/Inspections	8,233	3,500	3,500	No Change From 2023/2024 Budget
Sidewalk Maintenance (Pressure Cleaning & Milling)	12,319	15,000	15,000	No Change From 2023/2024 Budget
HOA Contribution (Palm Tree Fertilization)	5,849	5,850	5,850	No Change From 2023/2024 Budget
Tree Upkeep	16,377	33,770	33,770	No Change From 2023/2024 Budget
Security	0	10,000	10,000	No Change From 2023/2024 Budget
General Maintenance	0	3,750	3,750	No Change From 2023/2024 Budget
Maintenance Contingency	7,273	23,650	23,650	No Change From 2023/2024 Budget
Storm Preparedness	0	5,020	5,020	No Change From 2023/2024 Budget
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$117,859</b>	<b>\$150,260</b>	<b>\$150,260</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$193,106</b>	<b>\$228,056</b>	<b>\$230,682</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$972,879</b>	<b>\$928,099</b>	<b>\$925,833</b>	
Bond Payments - Area One	(437,031)	(430,682)	(430,682)	2025 P & I Payments Less Earned Interest
Bond Payments - Area Two	(434,378)	(428,069)	(428,069)	2025 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$101,470</b>	<b>\$69,348</b>	<b>\$67,082</b>	
County Appraiser & Tax Collector Fee	(11,149)	(23,116)	(23,116)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(42,205)	(46,232)	(46,232)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$48,116</b>	<b>\$0</b>	<b>(\$2,266)</b>	
Carryover From Prior Year	0	0	2,266	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$48,116</b>	<b>\$0</b>	<b>\$0</b>	

**DETAILED PROPOSED DEBT SERVICE FUND (AREA ONE) BUDGET**  
**VENETIAN PARC 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
<b>REVENUES</b>				
Interest Income	27,082	100	600	Projected Interest For 2024/2025
NAV Tax Collection	437,031	430,682	430,682	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$464,113</b>	<b>\$430,782</b>	<b>\$431,282</b>	
<b>EXPENDITURES</b>				
Principal Payments	105,000	120,000	130,000	Principal Payment Due In 2025
Interest Payments	308,675	298,625	291,425	Interest Payments Due In 2025
Bond Redemption	0	12,157	9,857	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$413,675</b>	<b>\$430,782</b>	<b>\$431,282</b>	
<b>Excess/ (Shortfall)</b>	<b>\$50,438</b>	<b>\$0</b>	<b>\$0</b>	

**Series 2013 Bond Information - Area One**

Original Par Amount =	\$5,515,000	Annual Principal Payments Due =	November 1st
Interest Rate =	6.00% - 6.50%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	October 2013		
Maturity Date =	November 2043		

Par Amount As Of 1/1/24 = \$4,635,000

**DETAILED PROPOSED DEBT SERVICE FUND (AREA TWO) BUDGET**  
**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	35,934	100	600	Projected Interest For 2024/2025
NAV Tax Collection	434,378	428,069	428,069	Maximum Debt Service Collection
Prepaid Bond Collection	0	0	0	
<b>Total Revenues</b>	<b>\$470,312</b>	<b>\$428,169</b>	<b>\$428,669</b>	
<b>EXPENDITURES</b>				
Principal Payments	90,000	100,000	110,000	Principal Payment Due In 2025
Interest Payments	324,788	312,675	309,488	Interest Payments Due In 2025
Bond Redemption	0	15,494	9,181	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$414,788</b>	<b>\$428,169</b>	<b>\$428,669</b>	
<b>Excess/ (Shortfall)</b>	<b>\$55,524</b>	<b>\$0</b>	<b>\$0</b>	

**Series 2013 Bond Information - Area Two**

Original Par Amount =	\$5,175,000	Annual Principal Payments Due =	November 1st
Interest Rate =	6.375% - 7.125%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	October 2013		
Maturity Date =	November 2044		

Par Amount As Of 1/1/24 = \$4,480,000

## Venetian Parc Community Development District Assessment Comparison

	Fiscal Year 2021/2022 Assessment <u>Before Discount*</u>	Fiscal Year 2022/2023 Assessment <u>Before Discount*</u>	Fiscal Year 2023/2024 Assessment <u>Before Discount*</u>	Fiscal Year 2024/2025 Projected Assessment <u>Before Discount*</u>
Administrative	\$131.99	\$131.99	\$136.40	<b>\$136.40</b>
Maintenance	\$169.07	\$269.07	\$264.66	<b>\$264.66</b>
<u>Debt</u>	<u>\$1,274.46</u>	<u>\$1,274.46</u>	<u>\$1,274.46</u>	<u><b>\$1,274.46</b></u>
<b>Total For Area One Townhomes</b>	<b>\$1,575.52</b>	<b>\$1,675.52</b>	<b>\$1,675.52</b>	<b>\$1,675.52</b>
Administrative	\$131.99	\$131.99	\$136.40	<b>\$136.40</b>
Maintenance	\$169.07	\$269.07	\$264.66	<b>\$264.66</b>
<u>Debt</u>	<u>\$1,622.34</u>	<u>\$1,622.34</u>	<u>\$1,622.34</u>	<u><b>\$1,622.34</b></u>
<b>Total For Area One Single Family Units</b>	<b>\$1,923.40</b>	<b>\$2,023.40</b>	<b>\$2,023.40</b>	<b>\$2,023.40</b>
Administrative	\$131.99	\$131.99	\$136.40	<b>\$136.40</b>
Maintenance	\$169.07	\$269.07	\$264.66	<b>\$264.66</b>
<u>Debt</u>	<u>\$1,274.46</u>	<u>\$1,274.46</u>	<u>\$1,274.46</u>	<u><b>\$1,274.46</b></u>
<b>Total For Area Two Townhomes</b>	<b>\$1,575.52</b>	<b>\$1,675.52</b>	<b>\$1,675.52</b>	<b>\$1,675.52</b>
Administrative	\$131.99	\$131.99	\$136.40	<b>\$136.40</b>
Maintenance	\$169.07	\$269.07	\$264.66	<b>\$264.66</b>
<u>Debt</u>	<u>\$1,622.34</u>	<u>\$1,622.34</u>	<u>\$1,622.34</u>	<u><b>\$1,622.34</b></u>
<b>Total For Area Two Single Family Units</b>	<b>\$1,923.40</b>	<b>\$2,023.40</b>	<b>\$2,023.40</b>	<b>\$2,023.40</b>

\* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Area One Townhomes	96
<u>Area One Single Family Units</u>	<u>207</u>
Total Area One Units	303
Area Two Townhomes	90
<u>Area Two Single Family Units</u>	<u>211</u>
Total Area Two Units	301
Total Area One Units	303
<u>Total Area Two Units</u>	<u>301</u>
Total Units	604

Area Two Single Family Homes Information

Total Units	211
<u>Prepayments</u>	<u>1</u>
Billed For Debt	210

**RESOLUTION 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, the Venetian Parc Community Development District (the “District”), is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “Act”), created by Ordinance No. 08-76 of the City Commission of Miami, Florida enacted on July 11, 2008; and

**WHEREAS**, the Board of Supervisors of the District regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

**WHEREAS**, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

**WHEREAS**, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:**

**Section 1.** The foregoing recitals are hereby incorporated as findings of fact of the District Board of Supervisors.

**Section 2.** The Board of Supervisors of the Venetian Parc Community Development District hereby establishes and adopts the “Electronic Signature Policy,” as follows:



## **ELECTRONIC SIGNATURE POLICY**

**PURPOSE:** The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, “Electronic Signature Act”.

### **DEFINITIONS:**

*Electronic* means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

*Electronic record* means a record created, generated, sent, communicated, received, or stored by electronic means.

*Electronic signature* means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

*Electronic transaction* means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

*Record* means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

**POLICY:** This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District’s right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by applicable policies, laws or regulations.

**PROCEDURE:** When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.

2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

3. The District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.

5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.

6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.

**Section 3.** The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.

**Section 4.** All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

**Section 5.** If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 6.** The Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** at a meeting of the District Board of Supervisors, this 22<sup>nd</sup> day of February 2024.

**VENETIAN PARC COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

## MEMORANDUM

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.  
District Counsel

DATE: January 19, 2024

RE: Required Ethics Training and Financial Disclosure

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### **Ethics Training**

This memorandum serves as a reminder that beginning January 1, 2024, elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts are required to complete four (4) hours of ethics training annually. The training must address, at a minimum, s. 8, Art. II of the Florida Constitution (ethics for public officers and financial disclosure), the Code of Ethics for Public Officers and Employees, and the Florida Public Records Law and Open Meetings laws.

### **Deadlines & Recordkeeping**

The deadline to complete training for this calendar year is December 31, 2024. There is no requirement to submit proof that you have completed the training. However, the Florida Commission on Ethics recommends that Supervisors maintain a record of all completed trainings, including the date and time of completion. This documentation may be useful if Supervisors are ever required to provide evidence of training completion. The training is a calendar year requirement and corresponds to the form year. Therefore, Supervisors will report their 2024 training when filling out their Form 1 for the 2025 year.

### **Links to Online Training**

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#). This presentation is audio only and is offered by the Office of the Attorney General. This presentation covers public records and Florida public records law. The presentation can be accessed for free. Completing this presentation will satisfy 2 of the 4 hours of required ethics training.

[State Ethics Laws for Constitutional Officers & Elected Municipal Officers](#). This training is presented by the Florida Commission on Ethics. The training is an overview of Florida's Ethics Code (Part III, Chapter 112, and Article II, Section 8, Florida Constitution) geared toward Constitutional Officers and Elected Municipal Officers. Topics covered include gifts, voting conflict, misuse of office, prohibited business relationships, conflicting employment relationships, revolving door, and Amendment 12. This presentation can be accessed for free. Completing this training will satisfy 2 of the 4 hours of required ethics training.

[State-Mandated Continuing Education in Ethics](#). This class is presented by the Florida League of Cities. The class covers Chapter 112 of Florida’s Ethics Code (2 Hours) and Florida Public Records and Public Meetings Law (2 Hours). To take this class, you must register for it, however there is no registration fee. Completing this class will meet your ethics training requirement.

[“4-Hour Ethics Course”](#). The “4-Hour Ethics Course” is available online and presented by the Florida Institute of Government. There are three sessions. Session 1 covers Florida’s Public Records Laws (1 hour), session 2 covers Florida Government in the Sunshine Law (1 hour), and session 3 covers Florida’s Ethics Laws (2 hours). The registration fee is \$79. Completing this entire course will meet your ethics training requirement.

[Sunshine Law, Public Records and Ethics for Public Officers and Public Employees 2023](#). This seminar is offered by the Florida Bar. This seminar covers sunshine law and public records; true stories of excess corruption in the ethics world; navigating Florida public records law, privacy, ethics and social media; complaints, misuse, anti-nepotism and voting; ethics during and after public service: conflicting contractual relationships & revolving door restrictions; gifts bribes, honoraria, and expenditures. The cost for this seminar is \$280. Completing this entire seminar will meet your ethics training requirement. Those Supervisors or Officers who are members of the Florida Bar may wish to purchase this option as Continuing Legal Education Credits can be earned.

We will notify you directly or through the District Manager’s office if and when other training opportunities become available.

## **Form 1 or Form 6**

Section 8, Article II of the Florida Constitution requires constitutional officers and certain elected public officials to file a Form 6. In the last session, the legislature expanded the requirements to include *elected members of municipalities*. Independent special district officials remain exempt from the requirement to file a Form 6. Elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts (including community development districts) are required to file Form 1.

For this year’s filing requirement, a completed Form 1 must be submitted prior to July 1, 2024 using the Electronic Filing System of the Florida Commission on Ethics, which can be accessed via the link at [Login - Electronic Financial Disclosure Management System \(floridaethics.gov\)](https://www.floridaethics.gov). You will no longer be able to file your completed Form 1 through your local Supervisor of Elections office.

If you have any questions or need additional information about ethics training requirements or financial disclosure, please do not hesitate to contact our office.