



**PENTATHLON  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
MARCH 12, 2020  
6:30 P.M.**

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

[www.pentathloncdd.org](http://www.pentathloncdd.org)  
786.347.2711 ext. 2011 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**PENTATHLON**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Conference Room of Signature Flight Support  
14150 SW 129<sup>th</sup> Street  
Miami, Florida 33186  
**REGULAR BOARD MEETING**  
March 12, 2020  
6:30 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 14, 2019 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Discussion Regarding Traffic Concerns
  - 2. Staff Report as Required
- H. New Business
  - 1. Consider Resolution No. 2020-01 – Adopting a Fiscal Year 2020/2021 Proposed Budget.....Page 5
- I. Administrative Matters
  - 1. Staff Report as Required
- J. Board Members Comments
- K. Adjourn

**MIAMI DAILY BUSINESS REVIEW**

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

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared 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, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

PENTATHLON COMMUNITY DEVELOPMENT DISTRICT -  
FISCAL YEAR 2019/2020 REGULAR MEETING SCHEDULE

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

09/26/2019

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

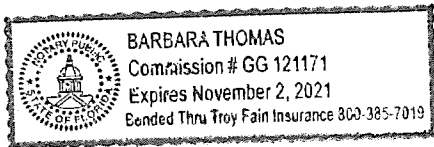
*Guillermo Garcia*

Sworn to and subscribed before me this  
26 day of SEPTEMBER, A.D. 2019

*Barbara Thomas*

(SEAL)

GUILLERMO GARCIA personally known to me



**PENTATHLON COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2019/2020 REGULAR  
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Pentathlon Community Development District (the "District") will hold Regular Meetings in the Signature Flight Support 2nd Floor Conference Room at the Miami Executive Airport located at 14150 S.W. 129th Street, Miami, Florida 33186 at 6:30 p.m. on the following dates:

- October 10, 2019
- November 14, 2019
- March 12, 2020
- May 14, 2020
- June 11, 2020
- September 10, 2020

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

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

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (305)777-0761 and/or toll free 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

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

**PENTATHLON COMMUNITY DEVELOPMENT DISTRICT**

[www.pentathloncd-dt.org](http://www.pentathloncd-dt.org)  
6/28

19-123/0000427700M

**PENTATHLON COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 14, 2019**

**A. CALL TO ORDER**

District Manager Nancy Nguyen called the November 14, 2019, Regular Board Meeting of the Pentathlon Community Development District (the “District”) to order at 6:40 p.m. in the Conference Room of the Signature Flight Support Building located at 14150 SW 129<sup>th</sup> Street, Miami, Florida 33186.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* September 26, 2019, as part of the District’s Fiscal Year 2019/2020 Regular Meeting Schedule, *as legally required*.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairperson Grissobelle Reyes-Obando, Vice Chairperson Ana Ibarra and Supervisors Andre Goins and Julio Cesar Obando (who arrived at approximately 6:58 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 General Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. RE-ELECTION OF OFFICERS**

Ms. Nguyen advised that she would be managing the District moving forward and recommended that re-election of the District’s Officers take place. She provided the following slate of names for election:

- Chairperson – Grissobelle Reyes-Obando
- Vice Chairperson – Ana Ibarra
- Secretary/Treasurer – Nancy Nguyen
- Assistant Secretaries – Michael Hunt, Julio Cesar Obando, Andre Goins, Armando Silva and Gloria Perez

A discussion ensued after which;

A **motion** was made by Mr. Goins, seconded by Ms. Ibarra and passed unanimously to *elect* the District’s Officers as listed above.

**E. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

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

There were no comments for items not on the agenda.

**G. APPROVAL OF MINUTES**

**1. June 13, 2019, Regular Board Meeting & Public Hearing**

Ms. Nguyen presented the June 13, 2019, Regular Board Meeting and Public Hearing minutes and asked if there were any comments and/or changes. There being no changes and/or comments on the minutes, a **motion** was made by Ms. Reyes-Obando, seconded by Ms. Ibarra and unanimously passed to approve the June 13, 2019, Regular Board Meeting and Public Hearing minutes, *as presented*.

**H. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**I. NEW BUSINESS**

**1. Consider Resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget**

Resolution No. 2019-04 was presented, entitled:

**RESOLUTION NO. 2019-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PENTATHLON COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen read the title into the record and provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Goins, seconded by Ms. Reyes-Obando and unanimously passed approving and adopting Resolution No. 2019-04, *as presented*, approving the Amended Final 2018/2019 Fiscal Year Budget.

**J. ADMINISTRATIVE MATTERS**

**1. Financial Update**

Ms. Nguyen presented the Financial Reports through September 2019; the Assessment Collections were provided in the meeting booklet as well. She noted that available funds as of September 30, 2019, were approximately \$177,651.

**2. Financial Risk Management Policy/Review – Fiscal Year 2018/2019**

The Board Members were advised that Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of best management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

**a.** Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and

b. Each expenditure from the District's operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and

c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

d. A designated member of the Board, typically the Chairperson (by an electronic approval procedure), has an opportunity to review the District's expenditure(s) prior to the payment(s) being released; and

e. The District engages an independent firm, pursuant to Chapter 218.391, *Florida Statutes*, to audit the prior year's financial activities (October 1<sup>st</sup> through September 30<sup>th</sup>) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30<sup>th</sup>) the District's Board of Supervisors reviews, pursuant to Chapter 189.418(5), *Florida Statutes*, the prior year's budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.

#### **K. BOARD MEMBER COMMENTS**

The Board expressed their concerns with the road improvements being done in the area. They asked Ms. Nguyen to ascertain information on this subject and email her findings to the Board. Ms. Nguyen acknowledged the Board's request.

Ms. Nguyen advised that unless an emergency were to arise, this Board would not meet until March 12, 2020.

#### **L. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Obando, seconded by Ms. Ibarra to adjourn the Regular Board Meeting at approximately 7:03 p.m. There were no objections.

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Secretary/Assistant Secretary

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Chairperson/Vice-Chairperson

**RESOLUTION NO. 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PENTATHLON COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the Proposed Budget including the Assessments for Fiscal Year 2020/2021 has been prepared and considered by the Board.

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

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2020/2021 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for \_\_\_\_\_, 2020 at 6:30 p.m. in the Conference Room at Signature Flight Support located at 14150 SW 129<sup>th</sup> Street, Miami, Florida 33186, for the purpose of receiving public comments on the Proposed Fiscal Year 2020/2021 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 12<sup>th</sup> day of March, 2020.

**ATTEST:**

**PENTATHLON  
COMMUNITY DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_  
Chairperson/Vice-Chairperson

Pentathlon  
Community Development District

**Proposed Budget For  
Fiscal Year 2020/2021  
October 1, 2020 - September 30, 2021**



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- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

**DETAILED PROPOSED BUDGET**  
**PENTATHLON COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	<b>FISCAL YEAR 2020/2021 BUDGET</b>
<b>REVENUES</b>	
ADMINISTRATIVE ASSESSMENTS	70,044
MAINTENANCE/INFRASTRUCTURE IMPROVEMENT ASSESSMENTS	10,638
DEBT ASSESSMENTS	212,546
INTEREST INCOME	360
<b>TOTAL REVENUES</b>	<b>\$ 293,588</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE/INFRASTRUCTURE IMPROVEMENTS</b>	
IMPROVEMENT CONTINGENCY	9,000
ENGINEERING/INSPECTIONS	1,000
<b>TOTAL MAINTENANCE/INFRASTRUCTURE IMPROVEMENTS</b>	<b>\$ 10,000</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
SUPERVISOR FEES	6,000
PAYROLL TAXES (EMPLOYER)	480
MANAGEMENT	31,296
SECRETARIAL	3,000
LEGAL	8,000
ASSESSMENT ROLL	6,000
AUDIT FEES	3,400
INSURANCE	6,000
LEGAL ADVERTISING	650
MISCELLANEOUS	1,000
POSTAGE	275
OFFICE SUPPLIES	575
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	3,500
CONTINUING DISCLOSURE FEE	350
WEBSITE MANAGEMENT	1,500
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 72,201</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 82,201</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 211,387</b>
BOND PAYMENTS	(199,793)
<b>BALANCE</b>	<b>\$ 11,594</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(5,865)
DISCOUNTS FOR EARLY PAYMENTS	(11,729)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (6,000)</b>
CARRYOVER FROM PRIOR YEAR	6,000
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**PENTATHLON COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
<b>REVENUES</b>				
ADMINISTRATIVE ASSESSMENTS	69,128	66,927	70,044	Expenditures Less Interest & Carryover/.94
MAINTENANCE/INFRASTRUCTURE IMPROVEMENT ASSESSMENTS	10,638	10,638	10,638	Expenditures/.94
DEBT ASSESSMENTS	215,359	216,828	212,546	Bond Payments/.94
INTEREST INCOME	947	300	360	Interest Projected At \$30 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 296,072</b>	<b>\$ 294,693</b>	<b>\$ 293,588</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE/INFRASTRUCTURE IMPROVEMENTS</b>				
IMPROVEMENT CONTINGENCY	0	9,000	9,000	Improvement Contingency
ENGINEERING/INSPECTIONS	1,000	1,000	1,000	No Change From 2019/2020 Budget
<b>TOTAL MAINTENANCE/INFRASTRUCTURE IMPROVEMENTS</b>	<b>\$ 1,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
SUPERVISOR FEES	2,800	6,000	6,000	No Change From 2019/2020 Budget
PAYROLL TAXES (EMPLOYER)	214	480	480	Projected At 8% Of Supervisor Fees
MANAGEMENT	30,036	30,600	31,296	CPI Adjustment
SECRETARIAL	3,000	3,000	3,000	No Change From 2019/2020 Budget
LEGAL	5,900	8,000	8,000	No Change From 2019/2020 Budget
ASSESSMENT ROLL	6,000	6,000	6,000	No Change From 2019/2020 Budget
AUDIT FEES	3,200	3,300	3,400	Accepted Amount For 2019/2020 Audit
INSURANCE	5,000	6,356	6,000	Insurance Estimate
LEGAL ADVERTISING	366	650	650	No Change From 2019/2020 Budget
MISCELLANEOUS	500	1,000	1,000	No Change From 2019/2020 Budget
POSTAGE	74	300	275	\$25 Decrease From 2019/2020 Budget
OFFICE SUPPLIES	222	600	575	\$25 Decrease From 2019/2020 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2019/2020 Budget
TRUSTEE FEES	3,400	3,500	3,500	No Change From 2019/2020 Budget
CONTINUING DISCLOSURE FEE	350	350	350	No Change From 2019/2020 Budget
WEBSITE MANAGEMENT	1,000	1,500	1,500	No Change From 2019/2020 Budget
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 62,237</b>	<b>\$ 71,811</b>	<b>\$ 72,201</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 63,237</b>	<b>\$ 81,811</b>	<b>\$ 82,201</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 232,835</b>	<b>\$ 212,882</b>	<b>\$ 211,387</b>	
BOND PAYMENTS	(205,544)	(203,818)	(199,793)	2021 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 27,291</b>	<b>\$ 9,064</b>	<b>\$ 11,594</b>	
COUNTY APPRAISER & TAX COLLECTOR FEE	(2,843)	(5,888)	(5,865)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(10,589)	(11,776)	(11,729)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 13,859</b>	<b>\$ (8,600)</b>	<b>\$ (6,000)</b>	
CARRYOVER FROM PRIOR YEAR	0	8,600	6,000	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 13,859</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**  
**PENTATHLON COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	
<b>REVENUES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>COMMENTS</b>
Interest Income	5,078	300	300	Projected Interest For 2020/2021
NAV Tax Collection	205,544	203,818	199,793	2021 P & I Payments Less Earned Interest
<b>Total Revenues</b>	<b>\$ 210,622</b>	<b>\$ 204,118</b>	<b>\$ 200,093</b>	
<b>EXPENDITURES</b>				
Principal Payments	105,000	115,000	115,000	Principal Payment Due In 2021
Interest Payments	94,213	89,118	85,093	Interest Payments Due In 2021
<b>Total Expenditures</b>	<b>\$ 199,213</b>	<b>\$ 204,118</b>	<b>\$ 200,093</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 11,409</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2012 Refunding Bonds Information**

Original Par Amount =	\$2,780,000	Annual Principal Payments Due =	November 1st
Interest Rate =	1.25% - 4.5%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	April 2012		
Maturity Date =	November 2033		

Par Amount As Of 1/1/20 = \$2,070,000

