



**CAPTAIN'S KEY
DEPENDENT DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
FEBRUARY 11, 2020
6:00 P.M.**

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

www.captainskeydd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CAPTAIN’S KEY DEPENDENT DISTRICT
The Oaks Center
2501A Burns Road
Palm Beach Gardens, Florida 33410
REGULAR BOARD MEETING
February 11, 2020
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Consider Appointment to Board Vacancy
- D. Administer Oath of Office and Review Board Member Duties and Responsibilities
- E. Establish Quorum
- F. Election of Officers
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. October 8, 2019 Regular Board Meeting Minutes.....Page 2
- J. Old Business
 - 1. Update Regarding Carl’s Plaza & Lennox Redevelopment Project
 - 2. Update on Call Box System
 - 3. Update Regarding Sidewalk Project
 - 4. Discussion Regarding Landscaping Contract
- K. New Business
 - 1. Discussion Regarding Power Washing Concrete & Pavers
 - 2. Consider Approval of Proposal for Call Box and Access Control.....Page 5
- L. Administrative Matters
 - 1. Financial Report.....Page 8
 - 2. Consider Invoices.....Page 12
- M. Board Members Comments
- N. Adjourn

PALM BEACH DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
West Palm Beach, Palm Beach County, Florida

STATE OF FLORIDA
COUNTY OF PALM BEACH:

Before the undersigned authority personally appeared JOSHUA HENRY, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Palm Beach Daily Business Review f/k/a Palm Beach Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CAPTAIN'S KEY DEPENDENT DISTRICT FISCAL YEAR 2019/20
20 REGULAR MEETING SCHEDULE

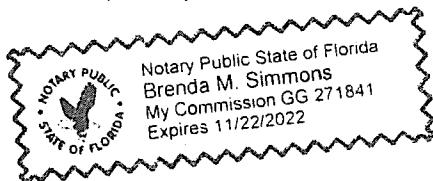
in the XXXX Court,
was published in said newspaper in the issues of

09/26/2019

Affiant further says that the said Palm Beach Daily Business Review is a newspaper published at Palm Beach, in said Palm Beach County, Florida and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in West Palm Beach in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that 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.

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

(SEAL)
JOSHUA HENRY personally known to me



**CAPTAIN'S KEY
DEPENDENT DISTRICT
FISCAL YEAR 2019/2020
REGULAR MEETING
SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Captain's Key Community Dependent District will hold Regular Meetings at The Oaks Center at 2501A Burns Road, Palm Beach Gardens, Florida 33410 at 6:00 p.m. on the following dates:

- October 8, 2019
- November 12, 2019
- December 10, 2019
- January 14, 2020
- February 11, 2020
- March 10, 2020
- April 14, 2020
- May 12, 2020
- June 9, 2020
- July 14, 2020
- August 11, 2020
- September 8, 2020

The purpose of the meetings is to conduct and all business coming before the Board. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting. Said meetings may be continued from time to time to a time and date certain as stated on the record.

From time to time one or two Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

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

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

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

CAPTAIN'S KEY DEPENDENT DISTRICT
www.captainskeydd.org
9/26 19-08/0000427553P

**CAPTAIN'S KEY DEPENDENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 8, 2019**

A. CALL TO ORDER

District Manager Jason Pierman called the October 8, 2019, Regular Board Meeting of the Captain's Key Dependent District to order at 6:00 p.m. in the Conference Room at The Oaks Center located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in the *Palm Beach Daily Business Review* on September 28, 2019, as part of the District's Fiscal Year 2019/2020 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairman John Banister, Vice Chairman Russell Jones and Supervisors Keith Pearsall and Dwight Wilson constituted a quorum and it was in order to proceed with the meeting.

Also in attendance was District Manager Jason Pierman of Special District Services, Inc.

D. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

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

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

F. APPROVAL OF MINUTES

1. September 10, 2019, Regular Board Meeting

Mr. Pierman presented the minutes of September 10, 2019, Regular Board Meeting for approval. Without comment, a **motion** was made by Mr. Jones, seconded by Mr. Banister approving the minutes of the September 10, 2019, Regular Board Meeting, as presented, and upon being put to a vote, the **motion** carried unanimously.

G. OLD BUSINESS

1. Update Regarding Carl's Plaza Redevelopment Project

There was no new information regarding Carl's or Lennox.

2. Update on Call Box System

Mr. Pierman explained that he had spoken with the FrontSteps representatives and there was still no VOIP option for the boxes that are compatible with their system. The Board asked if the phone line system would allow management to update the system without being kicked out when the gate opens. Mr. Pierman stated that he would go back to Victory to obtain specifics.

3. Update Regarding Sidewalk Project

Mr. Pierman noted that he was still waiting on ATT to move the box that is in the way of the sidewalks.

H. 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 CAPTAIN'S KEY DEPENDENT 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.

A **motion** was made by Mr. Jones, seconded by Mr. Banister and passed unanimously to adopt Resolution No. 2019-04, as presented.

2. Discussion Regarding Landscaping Contract

Mr. Pierman noted that no additional proposals had been received. Mr. Wilson requested a copy of the RFP for him to distribute to other companies.

I. ADMINISTRATIVE MATTERS

1. Financial Report

The Board noted that, unless another landscaping proposal was received, they would skip next month's meeting.

2. Consider Invoices

J. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Banister, seconded by Mr. Jones and unanimously passed to adjourn the Regular Board Meeting at 6:38 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

Victory Access Control, LLC



342 Toney Penna Dr. Suite 3
Jupiter, FL 33458
561-748-0088 Fax 866-473-5644
EC13006057

“Proposal”

Date: January 21, 2020
Proposal #: 012120-8
Proposal Submitted to: Captains Key
Juno Beach, FL
Attn: Jason Pierman
Work to be performed at: Call Box Location

Project: Frontsteps Secure - Call Box and Access Control
Valid until: February 28, 2020

We are pleased to submit the following proposal:

Scope of Work - DWELLING LIVE

Victory Access Control will:

Provide and install a Door King Telephone entry at the entrance on the existing pedestal; Install a QR scanner and HID proximity card reader; Install access controllers to interface with Frontsteps software that you can log into on your computer. From here you can add and edit information that will send to the unit 1 x a day between 2:00-3:00 am. This robust system will easily handle your day to day needs for resident and visitor management all in one location. There is a resident app for iPhone and Android. The resident can print or email a pass for visitors.

Victory Access Control will set up the administrator portion and training.

Visitor Software & Hardware:

- Door King 1837 TES 8 Line display.....\$ 5,526.00
- Door King Network Module (manual).....\$ 300.00
- VOIP device for Door King\$ 250.00
- Above requires monthly charges from Door King for VOIP.....\$ **23.95**
- QR scanner, outdoor rated mounted on a separate post (installed).....\$2,280.00
- Two V2000 Access Control Panel – For Transponders, Fobs and QR Scanner.....\$2,380.50
- Frontsteps One Time Activation Fee and Key.....\$2,200.00
- Frontsteps Secure **monthly** charges of\$ **300.00**

- Junction Box to house equipment with conduit.....\$ 350.00
- Network Switch at Call Box\$ 50.00
- Installation of above with UPS power protection and Ethernet surge protection.....\$ 2,570.00

Access Control

- Access Credits (1 for each transponder \$1.07 each)\$

HID Proximity Reader

Price:

\$225.00

Key Fobs

Price:

\$9.43 each, sold in quantities of 100

\$ 16,131.50 Total one-time fees, (tax included) plus fobs and access credits

\$ 300.00 Total monthly fees – invoiced by Dwelling Live

\$ 23.95 Total monthly fees – invoiced by Door King

NOTES: We will have to run a CAT6 DB from the modem to the new call box, therefore we should run all new wires at this time which would be time and materials. All cabling will be time and materials. We will use your existing Comcast internet connection for the Call Box via the new CAT6 cable. Any conduits that we cannot get through you will have to have your electrician run a new conduit.

Any unforeseen issues with Frontsteps, ie: networking, database, communication, etc., in order to resolve will be additional billable time.

Acceptance of Proposal

NOTES:

Lead Times: 8-12 weeks

This Proposal Includes: Supply and installation of proposed new equipment, wire/wiring, system basic configuration and setup, pre-programming, testing, miscellaneous materials and freight.

This Proposal Does Not Include: Programming of system credentials database other than basic set-up and configuration, (additional programming requirements are available at an additional cost), and access cards other than those quantities specified herein, union labor, permits, unless specifically noted.

Warranty: VAC warranties their workmanship for a period of one year including any manufactures defects. The equipment is covered under the manufactures warranty from date of shipment.

Terms: 60% deposit 40% upon completion. On proposals requiring a deposit, an invoice will be created once a signed proposal is received.

Notes: Standard Warranty service is only available during our regular business hours, which are Monday thru Friday 7:30 AM to 4:00 PM excluding holidays. If the customer requests warranty service after

regular business hours, the service call will be handled the next business day. Surge protection is a recommendation, but not a guaranteed protection. Standard insurance forms will be provided. If an “additional insured” is required, a \$125.00 processing fee will be added.

Note: All invoices not paid by the CUSTOMER are deemed past due after 30 days of original dated invoice and become subject to a service charge of 1.5% per month, or the highest rate by law, together with all expenses incurred in the collection of any past due amounts including collection costs, courts costs and reasonable attorney’s fees whether incurred or expended in arbitration or litigation, including on appeal.

Title to all goods remains in the name of the seller, buyer shall acquire no title until paid in full.

Proposed by:

Customer Acceptance:

Tammy Lobota

X _____

Captain's Key
Dependent District

**Financial Report For
January 2020**

**Captain's Key Dependent District
Budget vs. Actual
October 2019 through January 2020**

	<u>Oct '19 - Jan 20</u>	<u>19-20 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
363.100 · O & M Assessments	74,316.00	97,961.00	-23,645.00	75.86%
363.830 · Assessment Fees	-923.77	-1,959.00	1,035.23	47.16%
363.831 · Assessment Discounts	-2,938.86	-3,918.00	979.14	75.01%
369.400 · Other Income	135.00	0.00	135.00	100.0%
369.401 · Interest Income	92.04	240.00	-147.96	38.35%
Total Income	70,680.41	92,324.00	-21,643.59	76.56%
Expense				
511.310 · Engineering	0.00	1,000.00	-1,000.00	0.0%
511.311 · Management Fees	5,600.00	16,800.00	-11,200.00	33.33%
511.312 · Secretarial Fees	1,400.00	4,200.00	-2,800.00	33.33%
511.315 · Legal Fees	0.00	2,000.00	-2,000.00	0.0%
511.318 · Assessment/Tax Roll	0.00	2,500.00	-2,500.00	0.0%
511.320 · Audit Fees	0.00	3,700.00	-3,700.00	0.0%
511.410 · Telephone/Cable	1,047.61	2,600.00	-1,552.39	40.29%
511.431 · Power	172.70	700.00	-527.30	24.67%
511.432 · Irrigation Maintenance	366.00	1,400.00	-1,034.00	26.14%
511.433 · Landscaping Maintenance	4,231.50	13,500.00	-9,268.50	31.34%
511.435 · Gate Maintenance	2,326.46	7,000.00	-4,673.54	33.24%
511.437 · Water Service	1,808.84	4,500.00	-2,691.16	40.2%
511.439 · Gate Access Cards	336.39	1,000.00	-663.61	33.64%
511.440 · Security Camera	0.00	1,000.00	-1,000.00	0.0%
511.450 · Insurance	5,616.00	5,750.00	-134.00	97.67%
511.480 · Legal Advertisements	0.00	550.00	-550.00	0.0%
511.512 · Miscellaneous	0.00	750.00	-750.00	0.0%
511.513 · Postage and Delivery	12.30	150.00	-137.70	8.2%
511.514 · Office Supplies	58.30	500.00	-441.70	11.66%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.750 · Website Management	500.00	1,500.00	-1,000.00	33.33%
513.001 · Reserves	0.00	18,549.00	-18,549.00	0.0%
515.000 · HOA Repayment	2,500.00	2,500.00	0.00	100.0%
Total Expense	26,151.10	92,324.00	-66,172.90	28.33%
Net Income	44,529.31	0.00	44,529.31	100.0%

**CAPTAIN'S KEY DEPENDENT DISTRICT
MONTHLY FINANCIAL REPORT
JANUARY 2020**

	Annual Budget 10/1/19 - 9/30/20	Actual Jan-20	Year To Date Actual 10/1/19 - 1/31/20
REVENUES			
O & M ASSESSMENTS	97,961	3,378	74,316
OTHER REVENUES	0	0	135
INTEREST INCOME	240	0	92
REVENUES	\$ 98,201	\$ 3,378	\$ 74,543
EXPENDITURES			
ENGINEERING	1,000	0	0
MANAGEMENT	16,800	1,400	5,600
SECRETARIAL	4,200	350	1,400
LEGAL	2,000	0	0
ASSESSMENT ROLL	2,500	0	0
AUDIT FEES	3,700	0	0
TELEPHONE/CABLE	2,600	273	1,048
POWER	700	43	173
IRRIGATION MAINTENANCE	1,400	69	366
LANDSCAPE MAINTENANCE	13,500	645	4,232
GATE MAINTENANCE	7,000	0	2,326
WATER SERVICE	4,500	242	1,809
SECURITY CAMERA	1,000	0	0
INSURANCE	5,750	0	5,616
LEGAL ADVERTISING	550	0	0
MISCELLANEOUS	750	0	0
POSTAGE	150	1	12
OFFICE SUPPLIES	500	13	58
DUES & SUBSCRIPTIONS	175	0	175
HOA REPAYMENT	2,500	2,500	2,500
GATE ACCESS CARDS	1,000	336	336
WEBSITE MANAGEMENT	1,500	125	500
RESERVES (MISCELLANEOUS MAINTENANCE)	18,549	0	0
TOTAL EXPENDITURES	\$ 92,324	\$ 5,997	\$ 26,151
EXCESS OR (SHORTFALL)	\$ 5,877	\$ (2,619)	\$ 48,392
COUNTY APPRAISER & TAX COLLECTOR FEE	(1,959)	(33)	(924)
DISCOUNTS FOR EARLY PAYMENTS	(3,918)	(101)	(2,939)
NET EXCESS/ (SHORTFALL)	\$ -	\$ (2,753)	\$ 44,529

Bank Balance As Of 12/31/19	\$ 283,010.75
Funds Received: 1/1/20 - 1/31/20	\$ 3,243.89
Disbursements: 1/1/20 - 1/31/20	\$ 7,901.56
Bank Balance As Of 1/31/20	\$ 278,353.08
Accounts Payable As Of 1/31/20	\$ 3,223.49
Accounts Receivable As Of 1/31/20	\$ 140.00
Reserve Funds As Of 1/31/20	\$ 145,520.00
Available Funds As Of 1/31/20	\$ 129,749.59

**Captain's Key Dependent District
Balance Sheet
As of January 31, 2020**

	<u>Operating Fund</u>	<u>General Fixed Assets Fund</u>	<u>Long Term Debt Fund</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
Centerstate Bank	278,353.08	0.00	0.00	278,353.08
Total Checking/Savings	278,353.08	0.00	0.00	278,353.08
Total Current Assets	278,353.08	0.00	0.00	278,353.08
Other Assets				
Accounts Receivable	140.00	0.00	0.00	140.00
Roadways	0.00	67,400.00	0.00	67,400.00
Gate System	0.00	164,326.00	0.00	164,326.00
Depreciation - Roadways	0.00	-30,334.00	0.00	-30,334.00
Depreciation - Gate System	0.00	-140,954.00	0.00	-140,954.00
Amount To Be Provided	0.00	0.00	6,889.05	6,889.05
Total Other Assets	140.00	60,438.00	6,889.05	67,467.05
TOTAL ASSETS	278,493.08	60,438.00	6,889.05	345,820.13
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	3,223.49	0.00	0.00	3,223.49
Total Accounts Payable	3,223.49	0.00	0.00	3,223.49
Total Current Liabilities	3,223.49	0.00	0.00	3,223.49
Long Term Liabilities				
Due To Captain's Key HOA	0.00	0.00	6,889.05	6,889.05
Total Long Term Liabilities	0.00	0.00	6,889.05	6,889.05
Total Liabilities	3,223.49	0.00	6,889.05	10,112.54
Equity				
Retained Earnings	85,220.28	-171,288.00	0.00	-86,067.72
Net Income	44,529.31	0.00	0.00	44,529.31
Reserve Funds	145,520.00	0.00	0.00	145,520.00
Current Year Depreciation	0.00	0.00	0.00	0.00
Investment In Gen Fixed Assests	0.00	231,726.00	0.00	231,726.00
Total Equity	275,269.59	60,438.00	0.00	335,707.59
TOTAL LIABILITIES & EQUITY	278,493.08	60,438.00	6,889.05	345,820.13

Captain's Key Dependent District
Check Register
 As of February 3, 2020

	Type	Date	Num	Name	Memo	Credit
101.125 · CSB# 6006						
	Bill Pmt -Check	01/17/2020	2886	AT&T	Acct# 56177661650010458 1/4/20-2/3/20 and late payment charge	164.96
	Bill Pmt -Check	01/17/2020	2887	Seacoast Utility Authority	Acct# 2941 Cust# 119771 water charge (11/16/19-12/16/19) addttl. balance due after adj.	350.37
	Bill Pmt -Check	01/27/2020	wire	Captains Key Homeowners	HOA loan repayment	2,500.00
	Bill Pmt -Check	02/01/2020	2888	FPL	acct# 46887-48534 (12/13/19-1/15/20)	42.68
	Bill Pmt -Check	02/01/2020	2889	Greentone Irrigation	inv# 120 monthly irrigation service January 2020	69.00
	Bill Pmt -Check	02/01/2020	2890	Special District Services, Inc.	Inv# 2020-0104 Management fee January 2020	1,889.05
	Bill Pmt -Check	02/01/2020	2891	Terracon Services Inc	inv# 27928 landscape service for January 2020	645.00
	Bill Pmt -Check	02/01/2020	2892	Victory Access Control, LLC	inv# 11089 specialties 1/16/20 ticket# 12843, transponders, ship in	336.39
	Bill Pmt -Check	02/01/2020	2893	Seacoast Utility Authority	Acct# 2941 Cust# 119771 water charge (12/16/19-1/16/20)	241.37
Total 101.125 · CSB# 6006						<u>6,238.82</u>
TOTAL						<u>6,238.82</u>

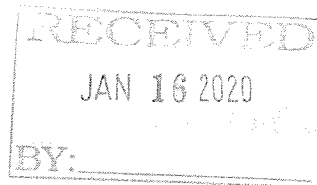


CAPTAIN'S KEY C/O
SPECIAL DISTRICT
2501 BURNS RD STE A
PALM BCH GDNS FL 33410-5207

Page 1 of 2
Account Number 561 776-6165 001 0458
Billing Date Jan 4, 2020

Web Site att.com

Monthly Statement



Bill-At-A-Glance

Previous Bill	149.96
Payment	.00
Adjustments	15.00
Past Due - Please Pay Immediately	164.96
Current Charges	149.96
Total Amount Due	\$314.92
Current Charges Due in Full by	Jan 26, 2020

Detail of Payments and Adjustments

Item No.	Date	Description	Adjustments	Payments
1.	1-04	Late Payment Charge	15.00	

Plans and Services

Monthly Service - Jan 4 thru Feb 3

2.	Complete Choice@ 1 Line	119.00
	Business Line	
	Remote Activation of Call Forwarding	
	Caller-ID Name-Number Delivery	
	Anonymous Call Blocking	

Surcharges and Other Fees

Item No.	Description	Quantity	
3.	Cost Assessment Charge	1	7.50
4.	Federal Universal Service Fee	1	1.62
5.	Federal Subscriber Line Charge	1	6.50
Total Surcharges and Other Fees			15.62

Government Fees and Taxes

Item No.	Description	Quantity	
6.	Telecommunications Access System Act Surcharge	1	.12
7.	Emergency 911 Service	1	.40
Total Government Fees and Taxes			.52

Total Plans and Services 135.14

Billing Summary

Online: att.com/myatt	Page	
Plans and Services	1	135.14
1 800 321-2000		
PIN: 3915		
Repair Service:		
1 866 620-6900		
AT&T Long Distance Service	1	14.82
1 800 321-2000		
Total Current Charges		149.96

Date: 1/4/20	CK#
Vend: OL	GL#
A/P: GV	SDS

News You Can Use Summary

- PREVENT DISCONNECT
- CARRIER INFORMATION
- AT&T PRIVACY UPDATE
- WHITE PAGE DIRECTORY
- FEE DESCRIPTIONS
- AT&T PRIVACY POLICY
- COST ASSESSMENT CHRG

See "News You Can Use" for additional information.

AT&T Long Distance Service

Monthly Service

Charges for 561 776-6165

Type of Service	Period	
8. Bus Unlimited Clg V 1 Plan Monthly Fee	12/15-01/14	12.50

Surcharges and Other Fees

9. Federal Universal Service Fee	1.76
10. Federal Regulatory Fee	.56
Total Surcharges and Other Fees	2.32

Total AT&T Long Distance Service 14.82

Local Services provided by AT&T Florida.



4200 Hood Road, Palm Beach Gardens, Florida 33410-2174

REMINDER NOTICE

For questions regarding your bill & payments:
Customer Service Office (561) 627-2920
4200 Hood Road, Palm Beach Gardens, Florida
Monday – Friday 9 AM - 4 PM

Nights/Weekends/Holidays: (561) 627-2900
Collection representative: (561) 622-8962
Pay By Phone 1-888-473-4611
mail: custsvc@sua.com
or online at: www.sua.com

ACCOUNT NUMBER	00002941
CUSTOMER NUMBER	119771
NOTICE DATE	1/13/2020
AMOUNT PAST DUE	\$350.37
DATE DUE	1/27/2020

CAPTAINS KEY DEPENDENT DISTRICT
2501 BURNS RD STE A
PALM BEACH GARDENS, FL 33410-5207

SERVICE ADDRESS: 1520 CAPTAINS KEY DR IRR

According to our records, your bill is now past due. Please bring your payment to our office, pay online at www.sua.com or call our Pay By Phone system at 1-888-473-4611. Please disregard this notice if a recent payment has been made. Remember to observe the "DUE DATE" date on all future bills.

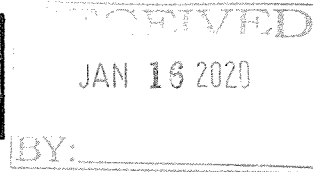
Your past due amount of \$350.37 has not been received and must be paid by 1/27/2020 to avoid a \$10.00 premises charge (door hanger) and a possible disconnection of service resulting in a violation reconnection charge of \$30.00 (\$35.00 after 4 PM on weekends and holidays).

Late Fees are assessed on delinquent accounts at a rate of \$5.00

Customers receiving 3 or more reminder notices in a 12 month period may result in an additional security deposit charged to their account. Please pay on time and protect your credit rating.

Thank you

Date: 12/10/19	CK#
Vend: CV	GL#
A/P: ON	SDS



IN-HOME SEWAGE BACKUPS

Seacoast is here to service you 24 hours a day, 7 days a week. If you have any problems with a sewer backup, you must call us first! Seacoast must investigate the problem prior to calling an outside service company, such as a plumber or cleaning company.

PLEASE DETACH AND RETURN BOTTOM PORTION IF PAYING BY MAIL. PLEASE DO NOT STAPLE OR FOLD. PLEASE WRITE YOUR ACCOUNT NUMBER ON YOUR CHECK.



4200 Hood Road
Palm Beach Gardens Florida 33410-2174

ADDRESS SERVICE REQUESTED

SERVICE ADDRESS		ACCOUNT NUMBER
1520 CAPTAINS KEY DR IRR		00002941
CUSTOMER NUMBER	NOTICE DATE	AMOUNT DUE NOW
119771	1/13/2020	\$355.37

Amount Enclosed \$ _____

Please remit and make checks in US funds payable to:

SEACOAST UTILITY AUTHORITY
PO BOX 30568
TAMPA FL 33630-3568



235 P2 T3*** ALL FOR AADC 334
CAPTAINS KEY DEPENDENT DISTRICT
2501 BURNS RD STE A
PALM BEACH GARDENS, FL 33410-5207

000235

0000354111977137

**CAPTAIN'S KEY
ACCOUNTS PAYABLE
CHECK REQUEST FORM**

payable to:

Vendor:	Captain's Key Homeowners Association
----------------	--------------------------------------

Date:	1/7/2020
--------------	----------

General Ledger #	Amount
515.000	\$2,500.00
(HOA Loan Repayment)	
Amount Of Check Request:	\$2,500.00

Purpose Of Check Request:	Installment Payment For Repayment Of HOA Loan.
	To Be Paid Via Wire Transfer.

Approved By: Jeff Walker

1/7/20	CK#
OK	GL#
61	SDS

CAPTAIN'S KEY DEPENDENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 10, 2015

G. OLD BUSINESS

1. Discussion Regarding Security Cameras

Mr. Pierman presented comparison pictures from each camera to show the differences in quality. Discussion ensued regarding the need for more than one additional camera. A **motion** was made by Mr. Jones, seconded by Mr. Schutta, and unanimously passed to add one high quality overview camera, reposition the existing tag reader to the best spot, and tilt the exit overview camera to cover the pedestrian gate.

H. NEW BUSINESS

1. Discussion Regarding Street Light Installation Options/Cost

Mr. O'Neill stated that he received a request from Mr. Spiegel to look into street lighting and sealing the roads. Following discussion, the Board consensus was to not move forward with lighting or road sealing.

2. Discussion Regarding Repayment of HOA Contribution

Mr. O'Neill explained that he has done everything possible to lower the HOA's costs, but that the HOA is out of money. It was explained that when the district was created, the HOA contributed \$21,889.05 for the landscaping and legal advertisements. A **motion** was made by Mr. O'Neill, seconded by Mr. Wilson, to repay the HOA the amount contributed in installments of \$2,500 per year, on or about January 1st of each year. The **motion** passed on a vote of 3-1, with Mr. Schutta dissenting.

Mr. Schutta explained that he is concerned with what he HOA does, and would like to see it act as a functioning organization.

I. ADMINISTRATIVE MATTERS

1. Financial Report

Mr. Pierman presented the Financial Report for the District. There were no questions from the Board.

2. Consider Invoices

Mr. Pierman presented the invoices for payment. The Board had no questions or comments.

J. BOARD MEMBER COMMENTS

CENTERSTATE BANK (CSB)

Funds Transfer / Payment Order Request

Today's Date	<u>27-JAN-2020</u>	Transfer Date	<u>27-JAN-2020</u>
Branch Name	<u>PALM BEACH GARDENS (077)</u>	Branch Code	<u>077</u>
Originator's Account #	<u>8064926006</u>		
Online Institution's Routing Number (9 digits)	<u>121000248</u>		
Wire Number <u>202001270003707</u>	Wire Amount	USD 2,500.00	Service Charge <u>25.00</u>
	Debit Amount	USD 2,525.00	Exchange Rate <u>0.00</u>
	Created By	MARY DAVIS	(CrGL4275)

Product Code **CTR**

Telegraphic Name **WELLS FARGO BANK, NA**

Name of Originator CAPTAINS KEY

Taxpayer ID

Address of Originator DEPENDENT DISTRICT
2501 BURNS RD STE A
PALM BEACH GARDENS FL 33410-5207

Corresponding Institution

(If Beneficiary's Bank is offline or Outside the United States)

Beneficiary Institution

(Final Destination Bank's Name & Address)

Beneficiary's Name (Final Recipient of Funds)

CAPTAINS KEY HOMEOWNERS ASSOCIATION

Beneficiary's Address


Beneficiary's Account Number (required)

2000135921764

Other Beneficiary Information, Reference Information, or Payment Instructions

THIS TRANSACTION IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

- 1. Processing Payment Orders:** We will use our best efforts to execute your Payment Order on the date received provided the Payment Order is received by us before our established cutoff time and is received on a day which is a business day for us, for the funds transfer or communications facility ("communications facility") selected by us, and for any receiving financial institution. We will treat Payment Orders received by us after our cutoff time as received on our next business day. In our sole discretion, we may reject any Payment Order for any reason. We will notify you of any rejection orally, electronically, or in writing. We are not liable to you for the rejection, and we are not obligated to pay you interest for the period before you receive the notice of rejection. You must provide us with complete and correct beneficiary information including the name of the beneficiary, the name of the beneficiary's financial institution, and the beneficiary's account number at that financial institution. Receiving financial institutions may credit a Payment Order on the basis of the account number provided, even if the account number does not correspond to an account of the intended beneficiary.
- 2. Confirmation of Executed Payment Orders:** Provided that prior arrangements have been made, we will send you a notice of debit to your account and a copy of your Payment Order after we have executed your Payment Order. You agree to review these items and report any errors to us immediately.
- 3. Canceling or Amending Payment Orders:** Any request to cancel this Payment Order must be made before we execute it. We will consider a request to amend a Payment Order as a request to cancel it. We will make a reasonable effort to act on a timely request to cancel a Payment Order but we will not be liable if for any reason the Payment Order is not canceled.
- 4. Liability:** We shall be responsible only for performing the services expressly provided for in this Funds Transfer Request, and shall be liable only for our gross negligence or willful misconduct in performing those services. We shall not be responsible for the acts or omissions of any other person, including without limitation any Federal Home Loan Bank, Federal Reserve Bank or communication facility, or any receiving financial institution, and no such person shall be deemed our agent. In no event shall we be liable for any consequential, special, punitive or indirect loss or damage which you may incur or suffer in connection with or arising out of this Funds Transfer Request. We shall be excused from failing to act or delay in acting if such failure or delay is caused by legal constraint, interruption of transmission or communication facilities, conflicts between the time of our execution of a Payment Order and the deadlines of any Federal Reserve Bank or communications facility, equipment failure, war, labor dispute or job action, emergency conditions, acts of God, or other circumstances beyond our control. In addition, we shall be excused from failing to execute or delay in executing a Payment Order if such execution would result in our exceeding any limitations on our intra-day net funds position established according to Federal Reserve Board guidelines or in our otherwise violating any provision of any risk control program of the Federal Reserve Board or any rule or regulation of any other U.S. government regulatory authority.



 Authorized Signature (and Title, if applicable)

1-27-2020

 Date Name of business or organization, if applicable

 Authorized Signature (and Title, if applicable)

 Date Authorized Signature (and Title, if applicable)

 Date



/ 27

4510468874853408624000000

Please request changes on the back.
Notes on the front will not be detected.

B 5,7,8 4510 0

AUTO **CO 1049
046991



CAPTAINS KEY DEPENDENT
DISTRICT SPECIAL DIST SVCS
2501 BURNS RD STE A
PALM BCH GDNS FL 33410-5207

Make check payable to FPL in U.S. fund
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Account number	Total amount you owe	New charges due by	Amount enclosed
46887-48534	\$42.68	Feb 05 2020	\$

Your electric statement

Account number: 46887-48534

For: Dec 13 2019 to Jan 15 2020 (33 days)
Customer name: CAPTAINS KEY DEPENDENT
Service address: 12147 CAPTAINS LNDG # PMP

Statement date: Jan 15 2020
Next meter reading: Feb 13 2020

Amount of your last bill	Payments (-)	Additional activity (+ or -)	Balance before new charges (=)	New charges (+)	Total amount you owe (=)	New charges due by
41.49	41.49 CR	0.00	0.00	42.68	\$42.68	Feb 05 2020

Meter reading - Meter AC52594

Current reading 33670
Previous reading - 33341
kWh used 329

Amount of your last bill 41.49
Payment received - Thank you 41.49 CF
Balance before new charges \$0.00

Energy usage

	Last Year	This Year
kWh this month	396	329
Service days	33	33
kWh per day	12	10

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)
Electric service amount 39.20**
Gross receipts tax 1.01
Franchise charge 2.47
Total new charges \$42.68

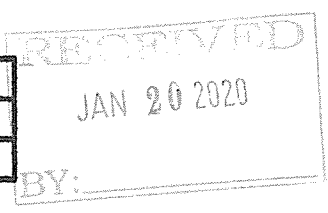
**The electric service amount includes the following charges:

Customer charge: \$10.54
Fuel: \$7.33
(\$0.022290 per kWh)
Non-fuel: \$21.33
(\$0.064830 per kWh)

Total amount you owe \$42.68

- Payment received after **April 03, 2020** is considered **LATE**; a late payment charge of 1% will apply.

Date: 1/15/20	CK#
Vend	GL#
A/P	SDS



Please have your account number ready when contacting FPL.
Customer service: (561) 478-6399
Outside Florida: 1-800-226-3545
To report power outages: 1-800-4OUTAGE (468-8243)
Hearing/speech impaired: 711 (Relay Service)
Online at: www.FPL.com



Greentone Irrigation

Invoice No. 120
Date Jan. 2020



7157 Deer Point Lane
West Palm Beach, FL 33411
Phone: 561-662-3155

Customer Name:

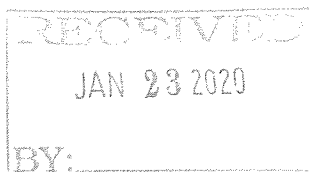
Captains Key

Amount Due for Jan. Monthly Irrigation Service
\$ 69.00

Thank you for your business.

Tony Conley [owner]

Date:	<u>1/31/20</u>	CK#
Vend	<u>CL</u>	GL#
A/P	<u>64</u>	SDS





Special District Services, Inc.
 2501A Burns Rd
 Palm Beach Gardens, FL 33410
 Phone (561) 630-4922
 Fax (561) 630-4923

INVOICE

DATE	INVOICE #
01/31/2020	2020-0104

BILL TO:
Captain's Key Dependent District 2501 A Burns Rd 2501A Burns Rd Palm Beach Gardens, FL 33410

PHONE #	FAX #	TERMS
561-630-4922	(561) 630-4923	DUE UPON RECEIPT

DESCRIPTION	AMOUNT
Management fee - monthly	1,400.00
Website fee - monthly	125.00
Secretarial fee - monthly	350.00
Copier Charges - December 2019	13.05
Postage - December 2019	1.00
All Monthly Fees are for January 2020	
We appreciate your prompt payment. Please make check payable to Special District Services, Inc.	TOTAL \$1,889.05

Date: 1/31/20	CK#
Vend OK	GL#
A/P 64	SDS



PO Box 2766
 Jupiter, FL 33468
 Fax: (561)743-1079

Invoice

DATE	INVOICE #
1/1/2020	27928

TO:
Captain's Key Dependent District 2501 Burns Road Suite A Palm Beach Gardens, FL 33410

JOB NAME
Captain's Key Dependent District Landscape Monthly Maintenance

P.O. NO.	TERMS	DUE DATE	PROJECT
	Net 25	1/26/2020	Monthly Maintenance

DESCRIPTION	SIZE	UNIT PRICE	QTY	AMOUNT
Contracted monthly Landscape Service includes mowing, fertilization, pest management, trimming & detail maintenance for January	Monthly	645.00	1	645.00

Date: 1/31/20	CK#
Vend: CK	GL#
A/P: GV	SDS

PLEASE NOTE THE PRICE REFLECTED IS FOR CASH/CHECK PAYMENTS ONLY. IF YOU WOULD LIKE TO PAY BY ANY OTHER METHOD PLEASE CONTACT OUR OFFICE.	Total	\$645.00
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Victory Access Control, LLC

342 Toney Penna Dr. Suite 3
Jupiter, FL 33458

P: 561-748-0088
F: 866-473-5644

Invoice

Date	Invoice #
1/20/2020	11089

Bill To
Special District Services Captains Key / The Oaks Center 2501A Burns Rd. Palm Beach Gardens FL 33410-5204

Ship To
Captains Key US Hwy 1 N. Palm beach

P.O. Number	Terms	Rep	Ship	Via	Project
Email	Net 15	PHH	1/20/2020		

Quantity	Description	Price Each	Amount
10	Specialties, 1/16/20, ticket # 12843. Transponders, 1365- 1374 with tape	32.00	320.00
1	Ship in	16.39	16.39

Date: 1/20/20	CK#
Vend: CK	GL#
A/P: GV	SDS

License # EC 13006057	E-mail	Total	\$336.39
	Morgan@victoryaccess.com	Payments/Credits	\$0.00
		Balance Due	Page 22 \$336.39



For questions regarding your bill & payments:
 Customer Service Office
 4200 Hood Road, Palm Beach Gardens, Florida
 Mon-Fri 9:00 AM - 4:00 PM - (561) 627-2920
 Fax (561) 656-8862
 Night/Weekends/Holidays (561) 627-2900
 E-Mail: custsvc@sua.com or Online: at www.sua.com

PAYMENT OPTIONS

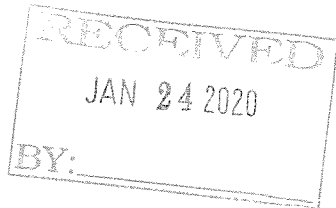
- **Online at www.sua.com:** You may register as a user and create a profile, or you may choose "Express Pay" and make payments without registering. Users will be able to set up automatic payments, notification alerts and sign up for e-bills with registration.
- **Mail:** PO BOX 30568, Tampa, FL 33630-3568.
- We accept Visa, MasterCard, Discover and American Express credit cards.
- **Phone:** Pay your bills 24 hours 7 days a week at 1-888-473-4611. Please have your account number and customer numbers available.
- **In person:** Mon-Fri 8:30 AM to 5:00 PM at 4200 Hood Road, Palm Beach Gardens, FL 33410.
 Depository Drop Box located at 4200 Hood Road, Palm Beach Gardens.

SERVICE ADDRESS 1520 CAPTAINS KEY DR IRR

METER #	DAYS	CURRENT	PREVIOUS	USAGE	READ TYPE
69838935	31	1,713,638	1,665,407	48,000	Remote

ACCOUNT ACTIVITY

Water Adjustment	\$-1,474.20
Notice Charge	\$5.00
Notice Charge	\$-5.00
Water Charge - Non-Residential	\$241.37



Date: 1/16/20	CK#
Vend: CV	GL#
A/P: 6V	SDS

TOTAL DETAIL OF CHARGES - \$1,232.83

ACCOUNT NUMBER	00002941
CUSTOMER NUMBER	119771
BILL DATE	01/17/2020
SERVICE PERIOD	12/16/19 - 01/16/20
PREVIOUS BILL	\$2,324.57
PAYMENTS	-\$500.00
BALANCE FORWARD	\$1,824.57
CURRENT TRANSACTION TOTAL	-\$1,232.83
TOTAL DUE	\$591.74
DATE DUE (For current charges only)	02/11/2020

Payment received after 02/11/2020 is considered LATE; a late payment charge of \$5.00 will be applied and your account may be subject to an adjusted deposit billing.

THANK YOU FOR YOUR TIMELY PAYMENT ON YOUR LAST MONTHLY STATEMENT!

IMPORTANT INFORMATION

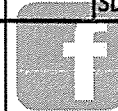
FAILURE TO RECEIVE YOUR BILLING STATEMENT DOES NOT RELIEVE YOUR PAYMENT OBLIGATION

IN HOME SEWAGE BACKUPS

SEACOAST IS HERE TO SERVE YOU 24 HOURS A DAY, 7 DAYS A WEEK. IF YOU HAVE ANY PROBLEMS WITH A SEWER BACKUP, YOU MUST CALL US FIRST 561-627-2900. SEACOAST MUST INVESTIGATE THE PROBLEM PRIOR TO CALLING AN OUTSIDE SERVICE COMPANY, SUCH AS A PLUMBER OR CLEANING COMPANY.

IMPORTANT MESSAGE

Palm Beach Gardens Fire Rescue and Police Department will be hosting a "Public Safety Day" on Saturday, January 11, 2020 from 10:00 AM to 1:00 PM @ Gardens North County District Park, 117th Court N. Family fun, kids interactive games, police and fire demonstrations and various food vendors.



To receive important updates "Like" us on Facebook

PLEASE DETACH AND RETURN BOTTOM PORTION IF PAYING BY MAIL. PLEASE DO NOT STAPLE OR FOLD. PLEASE WRITE YOUR ACCOUNT NUMBER ON YOUR CHECK.



4200 Hood Road
 Palm Beach Gardens Florida 33410-2174

Seacoast Utility Authority

ADDRESS SERVICE REQUESTED

Please check the box if you made any changes to your contact information on the back of the remittance stub.

SERVICE ADDRESS		ACCOUNT NUMBER	CUSTOMER NUMBER
1520 CAPTAINS KEY DR IRR		00002941	119771
BILL DATE	BALANCE FORWARD	DATE DUE	TOTAL DUE
01/17/2020	\$1,824.57	02/11/2020	\$591.74

Amount Enclosed \$ _____

Please remit and make checks in US funds payable to:

000601 601 P2 T4**** *****AUTO**5-DIGIT 33408
 CAPTAINS KEY DEPENDENT DISTRICT
 2501 BURNS RD STE A
 PALM BEACH GARDENS, FL 33410-5207

SEACOAST UTILITY AUTHORITY
 PO BOX 30568
 TAMPA FL 33630-3568



11977100002941000059174000059674202002110