



**CAPTAIN'S KEY  
DEPENDENT DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING**

**MAY 9, 2023**

**6:00 P.M.**

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

[www.captainskeydd.org](http://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 at 2501A  
Burns Road, Palm Beach Gardens  
Florida 33410  
**REGULAR BOARD MEETING**  
May 9, 2023  
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. March 14, 2023 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Update on Captains Landing Cul-De-Sac Drainage Repair
  - 2. Update on Polymer Stabilization
- H. New Business
- I. Administrative Matters
  - 1. Financial Report.....Page 6
  - 2. Consider Invoices.....Page 10
- J. Board Members Comments
- K. Adjourn

**PALM BEACH**

STATE OF FLORIDA  
COUNTY OF PALM BEACH:

Before the undersigned authority personally appeared ANGELINA GARAY, 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 - NOTICE IS HEREBY GIVEN THAT THE BOARD OF SUPERVISORS OF THE CAPTAINS KEY COMMUNITY DEPENDENT DISTRICT WILL HOLD REGULAR MEETINGS AT THE OAKS CENTER AT 2501A BURNS ROAD, PALM BEACH GARDENS, ETC.

in the XXXX Court,  
was published in said newspaper by print in the issues of and/or by publication on the newspaper's website, if authorized, on

09/30/2022

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

*Angelina Garay*

Sworn to and subscribed before me this  
30 day of SEPTEMBER, A.D. 2022

*[Signature]*  
(SEAL)  
ANGELINA GARAY personally known to me



**CAPTAIN'S KEY DEPENDENT DISTRICT**  
**FISCAL YEAR 2022/2023**  
**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 11, 2022
- November 8, 2022
- December 13, 2022
- January 10, 2023
- February 14, 2023
- March 14, 2023
- April 11, 2023
- May 9, 2023
- June 13, 2023
- July 11, 2023
- August 8, 2023
- September 12, 2023

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 ensure 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  
9/30 22-04/0000622527P

**CAPTAIN’S KEY DEPENDENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 14, 2023**

**A. CALL TO ORDER**

District Manager Jason Pierman called the March 14, 2023, Regular Board Meeting of the Captain’s Key Dependent District (the “District”) to order at 6:05 p.m. 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 30, 2022, as part of the District’s Fiscal Year 2022/2023 Meeting Schedule, as legally required.

**C. SEAT NEW BOARD MEMBERS**

Mr. Pierman noted that Messrs. Mahoney, Jave, and Jones had been sworn in prior to the meeting starting, to Seats 1, 2 and 3, respectively.

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

**E. ESTABLISH A QUORUM**

Mr. Pierman determined that the attendance of Chairman John Banister, Vice Chairman Russell Jones, Supervisor Trey Mahoney, Supervisor Yefry Jave, and Supervisor Judge Moss constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Jason Pierman.

**F. ELECTION OF OFFICERS**

Mr. Pierman explained that with every election or change in the Board, the Board must elect officers. Following a discussion, a **motion** was made by Mr. Jones, seconded by Mr. Banister and unanimously passed to elect the following slate of officers:

Chair: John Banister  
Vice Chair: Russell Jones  
Treasurer: Yefry Jave  
Assistant Secretary: Try Mahoney  
Assistant Secretary: Judge Moss  
Secretary/ Assistant Treasurer: Jason Pierman

**G. ADDITIONS OR DELETIONS TO AGENDA**

Mr. Pierman noted that a discussion regarding the Caldwell Pacetti invoice would be added under New Business.

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

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

**I. APPROVAL OF MINUTES**

**1. November 8, 2022, Regular Board Meeting**

Mr. Pierman presented the minutes of November 8, 2022, Regular Board Meeting for approval.

A **motion** was made by Mr. Mahoney, seconded by Mr. Jones approving the minutes of the November 8, 2022, Regular Board Meeting, as presented, and upon being put to a vote, the **motion** carried unanimously.

**J. OLD BUSINESS**

**1. Discussion Regarding Captain’s Landing Cul-de-Sac Drainage Repair**

Mr. Pierman explained that he had met a few companies onsite, and no one was able to give a confident proposal, due to the potential issues with the line and limited access. However, the estimates were in the \$30,000 ballpark. Mr. Jones suggested digging around where the pipes connect and injecting around it to seal the connection. Following discussion, the Board consensus was to move forward with that plan, provided it could be done without disturbing the neighbors’ hardscaping and landscaping.

**K. NEW BUSINESS**

**1. Consider Proposal for Additional Polymer Stabilizations**

Mr. Pierman presented the proposal from Shenandoah. Mr. Jones requested that they backfill dirt where needed. Following discussion, a **motion** was made by Mr. Mahoney, seconded by Mr. Banister, and unanimously passed approving the proposal and an additional not-to-exceed amount of \$3,000 to include the cul-de-sac line.

**2. Consider Resolution No. 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget**

Resolution No. 2023-01, entitled:

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPTAIN’S KEY DEPENDENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.**

Following discussion regarding the cost of repaving the roads and the fact that the District had used capital funds for gate and landscaping related improvements, while at the same time reducing assessments over the years, the Board consensus was to increase assessments by \$500.

A **motion** was made by Mr. Mahoney, seconded by Mr. Jones, and unanimously passed adopting Resolution No. 2023-01, amended with the assessment amount increased to \$3,500, setting the Public Hearing for June 13, 2023.

### **3. Discussion Regarding Caldwell Pacetti Invoice**

Mr. Pierman distributed the Caldwell Pacetti invoice, as well as Ms. Jones' email regarding it. Mr. Jones noted that he did not think that the interaction was equitable for him because the conversations were one-sided. Mr. Banister stated that he was providing Mr. Edwards with information regarding his request for an easement. Following discussion, Mr. Pierman noted that he had brought Mr. Edwards into the discussion and that the majority of the items listed in the invoice were undertaken at his request, in an effort to protect the District. He further explained that Mr. Edwards had reduced his invoice by \$5,000, likely due to the unexpectedly large amount of research that was performed and the fact that Mr. Banister had sent him additional information. Mr. Moss noted that he thought Mr. Edwards did the right thing by reducing his bill in recognition that it may have been one-sided, and that Mr. Edwards was impartial, but that he sees Mr. Jones' point. Mr. Mahoney agreed that there was no malicious intent, and questioned if he would be allowed to contact Mr. Edwards if he had an issue. Mr. Jave recommended that in the future, they appoint an impartial Board Member to speak with the attorney instead of a conflicted Board Member. Mr. Jones requested that Mr. Edwards' invoice be redacted to exclude items related to Mr. Banister's interactions and requests.

*Following the meeting, Mr. Pierman reviewed the invoice for only those items that were directly initiated by him as District Manager, for the benefit of the District. The cost for those items was, conservatively, \$4,089, of which \$3,149 was billed.*

#### **L. ADMINISTRATIVE MATTERS**

##### **1. Financial Report**

##### **2. Consider Invoices**

#### **M. BOARD MEMBER COMMENTS**

Mr. Pierman suggested that, considering that a large portion of discussion that takes place in the District meeting is actually POA business, the Board look at dissolving the District and having the POA take over the gate operation. He noted that research would need to be done to explore that possibility. The Board consensus was to move forward with the research.

#### **N. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Jones, seconded by Mr. Mahoney and unanimously passed adjourning the Regular Board Meeting at 8:04 p.m.

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Secretary/Assistant Secretary

Chair/Vice-Chair

Captain's Key  
Dependent District

**Financial Report For  
April 2023**



**Captain's Key Dependent District**  
**Budget vs. Actual**  
**October 2022 through April 2023**

	<u>Oct '22 - Apr 23</u>	<u>22/23 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
363.100 · O & M Assessments	86,292.95	87,000.00	-707.05	99.19%
363.830 · Assessment Fees	-1,192.25	-1,740.00	547.75	68.52%
363.831 · Assessment Discounts	-3,023.23	-3,480.00	456.77	86.87%
369.400 · Other Income	120.00	0.00	120.00	100.0%
369.401 · Interest Income	2,275.92	240.00	2,035.92	948.3%
<b>Total Income</b>	<u>84,473.39</u>	<u>82,020.00</u>	<u>2,453.39</u>	<u>102.99%</u>
<b>Expense</b>				
511.310 · Engineering	0.00	1,000.00	-1,000.00	0.0%
511.311 · Management Fees	10,465.00	17,940.00	-7,475.00	58.33%
511.312 · Secretarial Fees	2,450.00	4,200.00	-1,750.00	58.33%
511.315 · Legal Fees	3,149.00	2,000.00	1,149.00	157.45%
511.318 · Assessment/Tax Roll	0.00	2,500.00	-2,500.00	0.0%
511.320 · Audit Fees	0.00	3,800.00	-3,800.00	0.0%
511.410 · Telephone/Cable	3,735.41	5,300.00	-1,564.59	70.48%
511.431 · Power	436.63	600.00	-163.37	72.77%
511.432 · Irrigation Maintenance	693.00	1,250.00	-557.00	55.44%
511.433 · Landscaping Maintenance	7,050.00	12,500.00	-5,450.00	56.4%
511.435 · Gate Maintenance	2,603.36	9,000.00	-6,396.64	28.93%
511.437 · Water Service	3,347.90	4,250.00	-902.10	78.77%
511.439 · Gate Access Cards	0.00	1,000.00	-1,000.00	0.0%
511.440 · Security Camera	0.00	500.00	-500.00	0.0%
511.450 · Insurance	5,814.00	6,400.00	-586.00	90.84%
511.480 · Legal Advertisements	173.98	700.00	-526.02	24.85%
511.512 · Miscellaneous	48.31	350.00	-301.69	13.8%
511.513 · Postage and Delivery	18.39	125.00	-106.61	14.71%
511.514 · Office Supplies	277.55	425.00	-147.45	65.31%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.750 · Website Management	875.00	1,500.00	-625.00	58.33%
512.512 · Miscellaneous Maintenance	500.00	0.00	500.00	100.0%
512.513 · Major Trimming & New Planting	2,141.00	4,000.00	-1,859.00	53.53%
513.001 · Reserves	0.00	616.00	-616.00	0.0%
515.000 · HOA Repayment	1,889.05	1,889.00	0.05	100.0%
<b>Total Expense</b>	<u>45,842.58</u>	<u>82,020.00</u>	<u>-36,177.42</u>	<u>55.89%</u>
<b>Net Income</b>	<u><u>38,630.81</u></u>	<u><u>0.00</u></u>	<u><u>38,630.81</u></u>	<u><u>100.0%</u></u>

**CAPTAIN'S KEY DEPENDENT DISTRICT  
MONTHLY FINANCIAL REPORT  
APRIL 2023**

	Annual Budget 10/1/22- 9/30/23	Actual Apr-23	Year To Date Actual 10/1/22 - 4/30/23
<b>REVENUES</b>			
O & M ASSESSMENTS	87,000	7,183	86,293
OTHER REVENUES	0	0	120
INTEREST INCOME	240	0	2,276
<b>REVENUES</b>	<b>\$ 87,240</b>	<b>\$ 7,183</b>	<b>\$ 88,689</b>
<b>EXPENDITURES</b>			
ENGINEERING	1,000	0	0
MANAGEMENT	17,940	1,495	10,465
SECRETARIAL	4,200	350	2,450
LEGAL	2,000	0	3,149
ASSESSMENT ROLL	2,500	0	0
AUDIT FEES	3,800	0	0
TELEPHONE/CABLE	5,300	331	3,736
POWER	600	66	437
IRRIGATION MAINTENANCE	1,250	79	693
LANDSCAPE MAINTENANCE	12,500	0	7,050
MAJOR TRIMMING & NEW PLANTING	4,000	0	2,141
GATE MAINTENANCE	9,000	351	2,603
WATER SERVICE	4,250	388	3,348
SECURITY CAMERA	500	0	0
INSURANCE	6,400	0	5,814
LEGAL ADVERTISING	700	0	174
MISCELLANEOUS	350	0	48
POSTAGE	125	8	18
OFFICE SUPPLIES	425	56	278
DUES & SUBSCRIPTIONS	175	0	175
HOA REPAYMENT	1,889	0	1,889
GATE ACCESS CARDS	1,500	0	0
WEBSITE MANAGEMENT	1,000	125	875
RESERVES (MISCELLANEOUS MAINTENANCE)	616	0	500
<b>TOTAL EXPENDITURES</b>	<b>\$ 82,020</b>	<b>\$ 3,249</b>	<b>\$ 45,843</b>
<b>EXCESS OR (SHORTFALL)</b>	<b>\$ 5,220</b>	<b>\$ 3,934</b>	<b>\$ 42,846</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(1,740)	(221)	(1,192)
DISCOUNTS FOR EARLY PAYMENTS	(3,480)	(60)	(3,023)
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 3,653</b>	<b>\$ 38,631</b>

<b>Bank Balance As Of 4/30/23</b>	<b>\$ 229,507.57</b>
<b>Accounts Payable As Of 4/30/23</b>	<b>\$ 3,399.74</b>
<b>Accounts Receivable As Of 4/30/23</b>	<b>\$ 949.12</b>
<b>Reserve Funds As Of 4/30/23</b>	<b>\$ 91,620.00</b>
<b>Available Funds As Of 4/30/23</b>	<b>\$ 135,436.95</b>

**Captain's Key Dependent District  
Balance Sheet  
As of April 30, 2023**

	<u>Operating Fund</u>	<u>General Fixed Assets Fund</u>	<u>Long Term Debt Fund</u>	<u>TOTAL</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Centerstate Bank	229,507.57	0.00	0.00	229,507.57
<b>Total Checking/Savings</b>	<b>229,507.57</b>	<b>0.00</b>	<b>0.00</b>	<b>229,507.57</b>
<b>Total Current Assets</b>	<b>229,507.57</b>	<b>0.00</b>	<b>0.00</b>	<b>229,507.57</b>
<b>Other Assets</b>				
Accounts Receivable	949.12	0.00	0.00	949.12
Roadways	0.00	67,400.00	0.00	67,400.00
Gate System	0.00	164,326.00	0.00	164,326.00
Gate System Improvements	0.00	36,577.00	0.00	36,577.00
Depreciation - Roadways	0.00	-37,075.00	0.00	-37,075.00
Depreciation - Gate System	0.00	-165,783.00	0.00	-165,783.00
Amount To Be Provided	0.00	0.00	0.00	0.00
<b>Total Other Assets</b>	<b>949.12</b>	<b>65,445.00</b>	<b>0.00</b>	<b>66,394.12</b>
<b>TOTAL ASSETS</b>	<b>230,456.69</b>	<b>65,445.00</b>	<b>0.00</b>	<b>295,901.69</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	3,399.74	0.00	0.00	3,399.74
<b>Total Accounts Payable</b>	<b>3,399.74</b>	<b>0.00</b>	<b>0.00</b>	<b>3,399.74</b>
<b>Total Current Liabilities</b>	<b>3,399.74</b>	<b>0.00</b>	<b>0.00</b>	<b>3,399.74</b>
<b>Long Term Liabilities</b>				
Due To Captain's Key HOA	0.00	0.00	0.00	0.00
<b>Total Long Term Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>3,399.74</b>	<b>0.00</b>	<b>0.00</b>	<b>3,399.74</b>
<b>Equity</b>				
Retained Earnings	96,806.14	-202,858.00	0.00	-106,051.86
Net Income	38,630.81	0.00	0.00	38,630.81
Reserve Funds	91,620.00	0.00	0.00	91,620.00
Current Year Depreciation	0.00	0.00	0.00	0.00
Investment In Gen Fixed Assests	0.00	268,303.00	0.00	268,303.00
<b>Total Equity</b>	<b>227,056.95</b>	<b>65,445.00</b>	<b>0.00</b>	<b>292,501.95</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>230,456.69</b>	<b>65,445.00</b>	<b>0.00</b>	<b>295,901.69</b>

**Captain's Key Dependent District**  
**Check Register**  
 As of May 1, 2023

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
<b>101.125 · CSB # 6006</b>					
	03/15/2023			Comcast	208.40
	03/16/2023			Frontsteps	330.75
	03/16/2023			Power Plant	1,150.00
	03/16/2023			Victory	457.05
	04/04/2023			FPL	61.18
	04/04/2023			Seacoast	239.66
	04/04/2023			SDS	2,042.16
	04/18/2023			Comcast	208.40
	04/18/2023			Greentone	219.00
	04/18/2023			Power Plant	1,150.00
	04/18/2023			Victory	270.00
Total 101.125 · CSB # 6006					<u>6,336.60</u>
<b>TOTAL</b>					<b><u>6,336.60</u></b>