



**CAPTAIN'S KEY  
DEPENDENT DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING**

**JANUARY 9, 2024**

**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**  
January 9, 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. October 30, 2023 Special Board Meeting.....Page 2
- G. Old Business
  - 1. Update on Annexation into the Town of Juno Beach
- H. New Business
  - 1. Discussion Regarding Front Entry Lighting
  - 2. Consider Approval of Call Box Camera Replacement Proposal.....Page 4
- I. Administrative Matters
  - 1. Financial Report.....Page 5
  - 2. Consider Invoices.....Page 9
- 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, of Palm Beach County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CAPTAINS KEY DEPENDENT DISTRICT - NOTICE IS HEREBY GIVEN THAT THE BOARD OF SUPERVISORS OF THE CAPTAIN'S KEY COMMUNITY DEPENDENT DISTRICT, ET AL.

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

09/29/2023

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  
29 day of SEPTEMBER, A.D. 2023

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



**CAPTAIN'S KEY  
DEPENDENT DISTRICT  
FISCAL YEAR 2023/2024  
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 10, 2023
- November 14, 2023
- December 12, 2023
- January 9, 2024
- February 13, 2024
- March 12, 2024
- April 9, 2024
- May 14, 2024
- June 11, 2024
- July 9, 2024
- August 13, 2024
- September 10, 2024

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  
9/29 23-04/0000685731P

**CAPTAIN’S KEY DEPENDENT DISTRICT  
SPECIAL BOARD MEETING  
OCTOBER 30, 2023**

**A. CALL TO ORDER**

District Manager Jason Pierman called the October 30, 2023, Special Board Meeting of the Captain’s Key Dependent District (the “District”) to order at 6:19 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 October 23, 2023, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Pierman determined that the attendance of Chairman John Banister and Supervisors Trey Mahoney and Judge Moss constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Jason Pierman and Assistant District Manager James Candela, both of Special District Services, Inc.

**D. ADDITIONS OR DELETIONS TO AGENDA**

Mr. Pierman noted that PowerPlant Lawn Care had sent a proposal for seasonal flowers in the amount of \$1,079.48, which was more than the approved \$900. Following discussion, a **motion** was made by Mr. Moss, seconded by Mr. Mahoney and unanimously accepting the proposal, as presented.

It was also requested that PowerPlant mulch around the flowers once they have been planted.

**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. June 13, 2023, Public Hearing & Regular Board Meeting**

Mr. Pierman presented the minutes of the June 13, 2023, Public Hearing & Regular Board Meeting for approval.

A **motion** was made by Mr. Moss, seconded by Mr. Mahoney approving the minutes of the June 13, 2023, Public Hearing & Regular Board Meeting, as presented.

**G. OLD BUSINESS**

There were no Old Business items to come before the Board.

**H. NEW BUSINESS**

**1. Consider Annexation into the Town of Juno Beach**

Discussion ensued regarding Palm Beach Gardens' efforts to annex Captain's Key, along with other neighborhoods, and Captain's Key's desire to voluntarily annex into either Juno Beach or North Palm Beach. It was noted that, while talks were ongoing with North Palm Beach, it was very unlikely that annexation into North Palm Beach would be feasible, especially within the required timeframe. Mr. Banister offered to set up a meeting with North Palm Beach's former Village Manager, Dennis Kelley, who has experience with past annexation efforts, and members of the POA. Following discussion, the Board agreed to put the District's support behind annexation into Juno Beach, along with the rest of the community.

A **motion** was made by Mr. Mahoney, seconded by Mr. Moss and unanimously approved authorizing the District Chair to sign the voluntary annexation petition into Juno Beach. It was noted that, because voluntary annexation requires 100% of resident approval, one resident could rescind their approval, should a North Palm Beach annexation become more likely.

**I. ADMINISTRATIVE MATTERS**

**1. Financial Report**

**2. Consider Invoices**

**J. BOARD MEMBER COMMENTS**

Mr. Moss recommended that the Board consider phasing out transponder access over the next year, and only utilize bar codes. Mr. Mahoney stated that he had not yet tried the bar code reader but agreed to try it. No action was taken on the recommendation at this time.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Moss, seconded by Mr. Mahoney and unanimously passed adjourning the Regular Board Meeting at 6:31 p.m.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

**CONSIDER APPROVAL OF CALL BOX  
CAMERA REPLACEMENT PROPOSAL**

**TO BE DISTRIBUTED  
UNDER SEPARATE COVER**

Captain's Key  
Dependent District

**Financial Report For  
December 2023**

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

	<u>Oct - Dec 23</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
363.100 · O & M Assessments	84,799.35	101,500.00	-16,700.65	83.55%
363.830 · Assessment Fees	-1,024.09	-2,030.00	1,005.91	50.45%
363.831 · Assessment Discounts	-3,390.16	-4,060.00	669.84	83.5%
369.400 · Other Income	343.00	0.00	343.00	100.0%
369.401 · Interest Income	638.07	480.00	158.07	132.93%
<b>Total Income</b>	<u>81,366.17</u>	<u>95,890.00</u>	<u>-14,523.83</u>	<u>84.85%</u>
<b>Expense</b>				
511.310 · Engineering	0.00	1,000.00	-1,000.00	0.0%
511.311 · Management Fees	4,617.00	18,468.00	-13,851.00	25.0%
511.312 · Secretarial Fees	1,050.00	4,200.00	-3,150.00	25.0%
511.315 · Legal Fees	261.00	2,000.00	-1,739.00	13.05%
511.318 · Assessment/Tax Roll	0.00	2,500.00	-2,500.00	0.0%
511.320 · Audit Fees	0.00	3,900.00	-3,900.00	0.0%
511.410 · Telephone/Cable	1,409.05	6,800.00	-5,390.95	20.72%
511.431 · Power	133.96	600.00	-466.04	22.33%
511.432 · Irrigation Maintenance	158.00	1,250.00	-1,092.00	12.64%
511.433 · Landscaping Maintenance	4,883.48	13,800.00	-8,916.52	35.39%
511.435 · Gate Maintenance	6,211.29	9,000.00	-2,788.71	69.01%
511.437 · Water Service	940.91	4,750.00	-3,809.09	19.81%
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	6,203.00	6,400.00	-197.00	96.92%
511.480 · Legal Advertisements	103.10	650.00	-546.90	15.86%
511.512 · Miscellaneous	0.00	250.00	-250.00	0.0%
511.513 · Postage and Delivery	8.53	100.00	-91.47	8.53%
511.514 · Office Supplies	132.10	400.00	-267.90	33.03%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.750 · Website Management	375.00	1,500.00	-1,125.00	25.0%
512.513 · Major Trimming & New Planting	0.00	2,000.00	-2,000.00	0.0%
513.001 · Reserves	0.00	14,647.00	-14,647.00	0.0%
<b>Total Expense</b>	<u>26,661.42</u>	<u>95,890.00</u>	<u>-69,228.58</u>	<u>27.8%</u>
<b>Net Income</b>	<u><b>54,704.75</b></u>	<u><b>0.00</b></u>	<u><b>54,704.75</b></u>	<u><b>100.0%</b></u>



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

	Annual Budget 10/1/23- 9/30/24	Actual Dec-23	Year To Date Actual 10/1/23 - 12/31/23
<b>REVENUES</b>			
O & M ASSESSMENTS	101,500	49,913	84,799
OTHER REVENUES	0	278	343
INTEREST INCOME	480	0	638
<b>REVENUES</b>	<b>\$ 101,980</b>	<b>\$ 50,191</b>	<b>\$ 85,780</b>
<b>EXPENDITURES</b>			
ENGINEERING	1,000	0	0
MANAGEMENT	18,468	1,539	4,617
SECRETARIAL	4,200	350	1,050
LEGAL	2,000	0	261
ASSESSMENT ROLL	2,500	0	0
AUDIT FEES	3,900	0	0
TELEPHONE/CABLE	6,800	331	1,409
POWER	600	0	134
IRRIGATION MAINTENANCE	1,250	0	158
LANDSCAPE MAINTENANCE	13,800	1,150	4,883
MAJOR TRIMMING & NEW PLANTING	2,000	0	0
GATE MAINTENANCE	9,000	0	6,211
WATER SERVICE	4,750	0	941
SECURITY CAMERA	500	0	0
INSURANCE	6,400	0	6,203
LEGAL ADVERTISING	650	0	103
MISCELLANEOUS	250	0	0
POSTAGE	100	0	9
OFFICE SUPPLIES	400	0	132
DUES & SUBSCRIPTIONS	175	0	175
GATE ACCESS CARDS	1,500	0	0
WEBSITE MANAGEMENT	1,000	125	375
RESERVES (MISCELLANEOUS MAINTENANCE-DRAINAGE)	14,647	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 95,890</b>	<b>\$ 3,495</b>	<b>\$ 26,661</b>
<b>EXCESS OR (SHORTFALL)</b>	<b>\$ 6,090</b>	<b>\$ 46,696</b>	<b>\$ 59,119</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(2,030)	(480)	(1,024)
DISCOUNTS FOR EARLY PAYMENTS	(4,060)	(1,952)	(3,390)
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 44,264</b>	<b>\$ 54,705</b>

<b>Bank Balance As Of 12/31/23</b>	<b>\$ 244,465.44</b>
<b>Accounts Payable As Of 12/31/23</b>	<b>\$ 3,755.75</b>
<b>Accounts Receivable As Of 12/31/23</b>	<b>\$ 1,227.12</b>
<b>Reserve Funds As Of 12/31/23</b>	<b>\$ 91,620.00</b>
<b>Available Funds As Of 12/31/23</b>	<b>\$ 150,316.81</b>

**Captain's Key Dependent District  
Balance Sheet  
As of December 31, 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	244,465.44	0.00	0.00	244,465.44
<b>Total Checking/Savings</b>	<u>244,465.44</u>	<u>0.00</u>	<u>0.00</u>	<u>244,465.44</u>
<b>Total Current Assets</b>	244,465.44	0.00	0.00	244,465.44
<b>Other Assets</b>				
Accounts Receivable	1,227.12	0.00	0.00	1,227.12
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>	<u>1,227.12</u>	<u>65,445.00</u>	<u>0.00</u>	<u>66,672.12</u>
<b>TOTAL ASSETS</b>	<u><b>245,692.56</b></u>	<u><b>65,445.00</b></u>	<u><b>0.00</b></u>	<u><b>311,137.56</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	3,755.75	0.00	0.00	3,755.75
<b>Total Accounts Payable</b>	<u>3,755.75</u>	<u>0.00</u>	<u>0.00</u>	<u>3,755.75</u>
<b>Total Current Liabilities</b>	3,755.75	0.00	0.00	3,755.75
<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>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Liabilities</b>	3,755.75	0.00	0.00	3,755.75
<b>Equity</b>				
Retained Earnings	95,612.06	-202,858.00	0.00	-107,245.94
Net Income	54,704.75	0.00	0.00	54,704.75
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>	<u>241,936.81</u>	<u>65,445.00</u>	<u>0.00</u>	<u>307,381.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>245,692.56</b></u>	<u><b>65,445.00</b></u>	<u><b>0.00</b></u>	<u><b>311,137.56</b></u>

