



**CAPTAIN'S KEY
DEPENDENT DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING**

FEBRUARY 13, 2024

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 at 2501A
Burns Road, Palm Beach Gardens
Florida 33410
REGULAR BOARD MEETING
February 13, 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. Discussion Regarding Landscaping
 - 3. 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.

Secretary/Assistant Secretary

Chair/Vice-Chair

From: Tammy Lobota <tammy@victoryaccess.com>
Sent: Wednesday, December 27, 2023 8:59 AM
To: Jason Pierman <JPierman@sdsinc.org>
Cc: Peter Higgins <phiggins@victoryaccess.com>
Subject: Captain's Key - Call Box Camera

Hello Jason,

Just following up on the Call Box Camera. When I have checked and it is in and out. Sometimes it shows up and sometimes it is missing. As these cameras age this is indicative of it wearing out and eventually it will not come back. In addition, we cannot get the standoffs I told you about. But a new camera module kit is available. It will be the same model that is in there, but new. As you remember, the one in there was used at the time.

The cost to replace this is: \$1,411.00

Let me know if you have any questions. If you would like to authorize please reply to this email as such.

Thank you,

Tammy Lobota
Victory Access Control, LLC
Office: 561-748-0088
Mobile: 561-909-8318
342 Toney Penna Dr. Suite 3
Jupiter, FL 33458
tammy@victoryaccess.com
www.victoryaccess.com

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Captain's Key
Dependent District

**Financial Report For
January 2024**

**Captain's Key Dependent District
Budget vs. Actual
October 2023 through January 2024**

	<u>Oct '23 - Jan 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
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	1,241.34	480.00	761.34	258.61%
Total Income	<u>81,969.44</u>	<u>95,890.00</u>	<u>-13,920.56</u>	<u>85.48%</u>
Expense				
511.310 · Engineering	0.00	1,000.00	-1,000.00	0.0%
511.311 · Management Fees	6,156.00	18,468.00	-12,312.00	33.33%
511.312 · Secretarial Fees	1,400.00	4,200.00	-2,800.00	33.33%
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	2,240.36	6,800.00	-4,559.64	32.95%
511.431 · Power	268.38	600.00	-331.62	44.73%
511.432 · Irrigation Maintenance	316.00	1,250.00	-934.00	25.28%
511.433 · Landscaping Maintenance	6,033.48	13,800.00	-7,766.52	43.72%
511.435 · Gate Maintenance	7,043.29	9,000.00	-1,956.71	78.26%
511.437 · Water Service	1,830.01	4,750.00	-2,919.99	38.53%
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	143.50	400.00	-256.50	35.88%
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%
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%
Total Expense	<u>32,681.65</u>	<u>95,890.00</u>	<u>-63,208.35</u>	<u>34.08%</u>
Net Income	<u><u>49,287.79</u></u>	<u><u>0.00</u></u>	<u><u>49,287.79</u></u>	<u><u>100.0%</u></u>

**CAPTAIN'S KEY DEPENDENT DISTRICT
MONTHLY FINANCIAL REPORT
JANUARY 2024**

	Annual Budget 10/1/23- 9/30/24	Actual Jan-24	Year To Date Actual 10/1/23 - 1/31/24
REVENUES			
O & M ASSESSMENTS	101,500	0	84,799
OTHER REVENUES	0	0	343
INTEREST INCOME	480	0	1,241
REVENUES	\$ 101,980	\$ -	\$ 86,383
EXPENDITURES			
ENGINEERING	1,000	0	0
MANAGEMENT	18,468	1,539	6,156
SECRETARIAL	4,200	350	1,400
LEGAL	2,000	0	261
ASSESSMENT ROLL	2,500	0	0
AUDIT FEES	3,900	0	0
TELEPHONE/CABLE	6,800	623	2,240
POWER	600	67	268
IRRIGATION MAINTENANCE	1,250	79	316
LANDSCAPE MAINTENANCE	13,800	1,150	6,033
MAJOR TRIMMING & NEW PLANTING	2,000	0	0
GATE MAINTENANCE	9,000	0	7,043
WATER SERVICE	4,750	473	1,830
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	5	144
DUES & SUBSCRIPTIONS	175	0	175
GATE ACCESS CARDS	1,500	0	0
WEBSITE MANAGEMENT	1,000	125	500
RESERVES (MISCELLANEOUS MAINTENANCE-DRAINAGE)	14,647	0	0
TOTAL EXPENDITURES	\$ 95,890	\$ 4,411	\$ 32,681
EXCESS OR (SHORTFALL)	\$ 6,090	\$ (4,411)	\$ 53,702
COUNTY APPRAISER & TAX COLLECTOR FEE	(2,030)	0	(1,024)
DISCOUNTS FOR EARLY PAYMENTS	(4,060)	0	(3,390)
NET EXCESS/ (SHORTFALL)	\$ -	\$ (4,411)	\$ 49,288

Bank Balance As Of 1/31/24	\$ 239,704.16
Accounts Payable As Of 1/31/24	\$ 4,411.43
Accounts Receivable As Of 1/31/24	\$ 1,227.12
Reserve Funds As Of 1/31/24	\$ 91,620.00
Available Funds As Of 1/31/24	\$ 144,899.85

**Captain's Key Dependent District
Balance Sheet
As of January 31, 2024**

	<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	239,704.16	0.00	0.00	239,704.16
Total Checking/Savings	<u>239,704.16</u>	<u>0.00</u>	<u>0.00</u>	<u>239,704.16</u>
Total Current Assets	239,704.16	0.00	0.00	239,704.16
Other Assets				
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
Total Other Assets	<u>1,227.12</u>	<u>65,445.00</u>	<u>0.00</u>	<u>66,672.12</u>
TOTAL ASSETS	<u>240,931.28</u>	<u>65,445.00</u>	<u>0.00</u>	<u>306,376.28</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	4,411.43	0.00	0.00	4,411.43
Total Accounts Payable	<u>4,411.43</u>	<u>0.00</u>	<u>0.00</u>	<u>4,411.43</u>
Total Current Liabilities	4,411.43	0.00	0.00	4,411.43
Long Term Liabilities				
Due To Captain's Key HOA	0.00	0.00	0.00	0.00
Total Long Term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities	4,411.43	0.00	0.00	4,411.43
Equity				
Retained Earnings	95,612.06	-202,858.00	0.00	-107,245.94
Net Income	49,287.79	0.00	0.00	49,287.79
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
Total Equity	<u>236,519.85</u>	<u>65,445.00</u>	<u>0.00</u>	<u>301,964.85</u>
TOTAL LIABILITIES & EQUITY	<u>240,931.28</u>	<u>65,445.00</u>	<u>0.00</u>	<u>306,376.28</u>

Captain's Key Dependent District
Check Register
 As of February 7, 2024

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
1072 · South State bank account					
	01/04/2024			Seacoast	416.29
	01/05/2024			Comcast	208.40
	01/05/2024			FPL	67.11
	01/05/2024			Greentone	79.00
	01/05/2024			Special District Services	2,020.00
	01/05/2024			Victory	832.00
	02/01/2024			Seacoast	472.81
	02/02/2024			Comcast	292.16
	02/02/2024			FPL	67.31
	02/02/2024			Frontsteps	330.75
	02/02/2024			Gras Lawn	1,150.00
	02/02/2024			Greentone	79.00
	02/02/2024			Special District Services	2,019.40
1072 · South State bank account					<u>8,034.23</u>
TOTAL					<u><u>8,034.23</u></u>