



**CAPTAIN'S KEY
DEPENDENT DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
JUNE 10, 2025
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
June 10, 2025
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. May 13, 2025 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Discussion Regarding Road Repaving, Drainage, and other Capital Item Projects
- H. New Business
- I. Administrative Matters
 - 1. Financial Report.....Page 4
 - 2. Consider Invoices.....Page 8
- J. Board Member Comments
- K. Adjourn

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Laura Archer
Captain's Key Dependent District
2501 Burns RD
Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/24/2024

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/24/2024

Legal Clerk

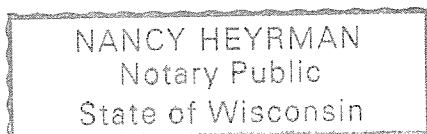
Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$255.38	
Tax Amount:	\$0.00	
Payment Cost:	\$255.38	
Order No:	10583908	# of Copies:
Customer No:	1461896	0
PO #:	fiscal meeting sched	

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.



CAPTAIN'S KEY DEPENDENT DISTRICT
FISCAL YEAR 2024/2024 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 8, 2024
November 12, 2024
December 10, 2024
January 14, 2025
February 11, 2025
March 11, 2025
April 8, 2025
May 13, 2025
June 10, 2025
July 8, 2025
August 12, 2025
September 9, 2025

The purpose of the meetings is to conduct any 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

No. Sept. 24, 2024

**CAPTAIN'S KEY DEPENDENT DISTRICT
REGULAR BOARD MEETING
MAY 13, 2025**

A. CALL TO ORDER

District Manager Jason Pierman called the May 13, 2025, Regular Board Meeting of the Captain's Key Dependent District (the "District") to order at 6:08 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 Post* on September 24, 2024, as part of the District's Fiscal Year 2024/2025 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairman Russell Jones, Vice Chairman Judge Moss and Supervisors Trey Mahoney and Nader Salour constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Jason Pierman of Special District Services, Inc.; and James Candela also 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. April 8, 2025, Regular Board Meeting

Mr. Pierman presented the minutes of the April 8, 2025, Regular Board Meeting for consideration.

A **motion** was made by Mr. Jones, seconded by Mr. Salour and passed unanimously approving the minutes of the April 8, 2025, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Discussion Regarding Road Repaving, Drainage and Other Capital Item Projects

Mr. Pierman explained that the drain line near the George's property had been authorized and should begin soon. He then presented the proposal from All County Paving, noting that there were options for 1 ½ inch milling and asphalt, flaggers, and additional curbing. He also noted that the cul-de-sac drainage proposal was in the amount of \$52,076 and explained that both the engineer and paver stated

that pitching the asphalt correctly would fix the drainage issue. He noted that the paver recommended adding in a contingency of \$10,000 for proper pitching. Following discussion, there was a Board consensus to add the 1 ½ inch asphalt, flaggers and additional curbing, and requested that the Manager meet with the engineer and paver onsite to ensure the cul-de-sac pitching would be done correctly. Mr. Pierman noted that he would meet with the vendors and bring back a final proposal for the Board to consider.

H. NEW BUSINESS

1. Consider Resolution No. 2025-01 – Adopting a Fiscal Year 2025/2026 Proposed Budget

Resolution No. 2025-01 was presented, entitled:

RESOLUTION NO. 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPTAIN'S KEY DEPENDENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2025/2026; AND PROVIDING AN EFFECTIVE DATE.

Following discussion, there was a Board consensus to increase assessments by \$1,000 to fund the costs of the capital improvements being done.

A **motion** was made by Mr. Salour, seconded by Mr. Jones and passed unanimously adopting Resolution No. 2025-01, amended to reflect a \$1,000 increase in assessments and setting the Public Hearing for August 12, 2025.

I. ADMINISTRATIVE MATTERS

1. Financial Report

2. Consider Invoices

J. BOARD MEMBER COMMENTS

Mr. Pierman reminded the Board to be on the lookout for the Form 1 e-mail sometime in the next few weeks.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Salour, seconded by Mr. Jones and unanimously passed adjourning the Regular Board Meeting at 6:56 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

Captain's Key Dependent District

Financial Report For May 2025

Captain's Key Dependent District
Budget vs. Actual
October 2024 through May 2025

	Oct 24 - May 25	24/25 Budget	\$ Over Budget	% of Budget
Income				
363.100 · O & M Assessments	98,070.73	101,500.00	-3,429.27	96.62%
363.830 · Assessment Fees	-1,305.46	-2,030.00	724.54	64.31%
363.831 · Assessment Discounts	-3,453.77	-4,060.00	606.23	85.07%
369.400 · Other Revenue	80.00	0.00	80.00	100.0%
369.401 · Interest Income	3,659.81	960.00	2,699.81	381.23%
Total Income	97,051.31	96,370.00	681.31	100.71%
Expense				
511.310 · Engineering	0.00	1,000.00	-1,000.00	0.0%
511.311 · Management Fees	12,680.00	19,020.00	-6,340.00	66.67%
511.312 · Secretarial Fees	2,800.00	4,200.00	-1,400.00	66.67%
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	3,600.00	4,000.00	-400.00	90.0%
511.410 · Telephone/Cable	5,497.97	6,800.00	-1,302.03	80.85%
511.431 · Power	513.68	750.00	-236.32	68.49%
511.432 · Irrigation Maintenance	1,126.00	1,350.00	-224.00	83.41%
511.433 · Landscaping Maintenance	10,800.00	14,500.00	-3,700.00	74.48%
511.435 · Gate Maintenance	9,248.03	9,000.00	248.03	102.76%
511.437 · Water Service	2,836.34	5,350.00	-2,513.66	53.02%
511.439 · Gate Access Cards	985.00	1,000.00	-15.00	98.5%
511.440 · Security Camera	0.00	500.00	-500.00	0.0%
511.450 · Insurance	6,608.00	6,800.00	-192.00	97.18%
511.480 · Legal Advertisements	329.54	650.00	-320.46	50.7%
511.512 · Miscellaneous	0.00	225.00	-225.00	0.0%
511.513 · Postage and Delivery	8.76	100.00	-91.24	8.76%
511.514 · Office Supplies	281.00	400.00	-119.00	70.25%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.750 · Website Management	1,000.00	1,500.00	-500.00	66.67%
512.513 · Major Trimming & New Planting	0.00	2,000.00	-2,000.00	0.0%
513.001 · Reserves	0.00	12,550.00	-12,550.00	0.0%
Total Expense	58,489.32	96,370.00	-37,880.68	60.69%
Net Income	38,561.99	0.00	38,561.99	100.0%

**CAPTAIN'S KEY DEPENDENT DISTRICT
MONTHLY FINANCIAL REPORT
MAY 2025**

	Annual Budget 10/1/24- 9/30/25	Actual May-25	Year To Date Actual 10/1/24 - 5/31/25
REVENUES			
O & M ASSESSMENTS	101,500	0	98,071
OTHER REVENUES	0	0	80
INTEREST INCOME	960	0	3,660
REVENUES	\$ 102,460	\$ -	\$ 101,811
EXPENDITURES			
ENGINEERING	1,000	0	0
MANAGEMENT	19,020	1,585	12,680
SECRETARIAL	4,200	350	2,800
LEGAL	2,000	0	0
ASSESSMENT ROLL	2,500	0	0
AUDIT FEES	4,000	3,600	3,600
TELEPHONE/CABLE	6,800	663	5,498
POWER	750	63	514
IRRIGATION MAINTENANCE	1,350	125	1,126
LANDSCAPE MAINTENANCE	14,500	1,350	10,800
MAJOR TRIMMING & NEW PLANTING	2,000	0	0
GATE MAINTENANCE	9,000	189	9,248
WATER SERVICE	5,350	363	2,836
SECURITY CAMERA	500	0	0
INSURANCE	6,800	0	6,608
LEGAL ADVERTISING	650	0	330
MISCELLANEOUS	225	0	0
POSTAGE	100	0	9
OFFICE SUPPLIES	400	51	281
DUES & SUBSCRIPTIONS	175	0	175
GATE ACCESS CARDS	1,000	0	985
WEBSITE MANAGEMENT	1,500	124	999
RESERVES (MISCELLANEOUS MAINTENANCE-DRAINAGE)	12,550	0	0
TOTAL EXPENDITURES	\$ 96,370	\$ 8,463	\$ 58,489
EXCESS OR (SHORTFALL)	\$ 6,090	\$ (8,463)	\$ 43,322
COUNTY APPRAISER & TAX COLLECTOR FEE	(2,030)	0	(1,306)
DISCOUNTS FOR EARLY PAYMENTS	(4,060)	0	(3,454)
NET EXCESS/ (SHORTFALL)	\$ -	\$ (8,463)	\$ 38,562

Bank Balance As Of 5/31/25	\$ 246,814.59
Accounts Payable As Of 5/31/25	\$ 9,316.00
Accounts Receivable As Of 5/31/25	\$ 1,227.12
Reserve Funds As Of 5/31/25	\$ 106,260.00
Available Funds As Of 5/31/25	\$ 132,465.71

Captain's Key Dependent District
Balance Sheet
As of May 31, 2025

	<u>Operating Fund</u>	<u>General Fixed Assets Fund</u>	<u>Long Term Debt Fund</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
Bank Account	246,814.59	0.00	0.00	246,814.59
Total Checking/Savings	<u>246,814.59</u>	<u>0.00</u>	<u>0.00</u>	<u>246,814.59</u>
Total Current Assets	246,814.59	0.00	0.00	246,814.59
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	-39,322.00	0.00	-39,322.00
Depreciation - Gate System	0.00	-171,640.00	0.00	-171,640.00
Amount To Be Provided	0.00	0.00	0.00	0.00
Total Other Assets	<u>1,227.12</u>	<u>57,341.00</u>	<u>0.00</u>	<u>58,568.12</u>
TOTAL ASSETS	<u>248,041.71</u>	<u>57,341.00</u>	<u>0.00</u>	<u>305,382.71</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	9,316.00	0.00	0.00	9,316.00
Total Accounts Payable	<u>9,316.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,316.00</u>
Total Current Liabilities	9,316.00	0.00	0.00	9,316.00
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	9,316.00	0.00	0.00	9,316.00
Equity				
Retained Earnings	93,903.72	-210,962.00	0.00	-117,058.28
Net Income	38,561.99	0.00	0.00	38,561.99
Reserve Funds	106,260.00	0.00	0.00	106,260.00
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>238,725.71</u>	<u>57,341.00</u>	<u>0.00</u>	<u>296,066.71</u>
TOTAL LIABILITIES & EQUITY	<u>248,041.71</u>	<u>57,341.00</u>	<u>0.00</u>	<u>305,382.71</u>

Captain's Key Dependent District
Check Register
As of June 3, 2025

	Date	Num	Name	Memo	Credit
101.125 · CSB # 6006					
	06/02/2025			Seacoast Utility	362.81
	06/02/2025			Comcast	298.35
	06/02/2025			FPL	63.21
	06/02/2025			Frontsteps	364.65
	06/02/2025			Grau and Associates	3,600.00
	06/02/2025			Greentone Irrigation	250.00
	06/02/2025			PBC Tax Collector	6.00
	06/02/2025			SDS	2,110.55
	06/02/2025			Surf Landscape	1,350.00
	06/02/2025			Victory	910.43
Total 101.125 · CSB # 6006					9,316.00
TOTAL					9,316.00