



**RENAISSANCE COMMONS
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
MARCH 13, 2024
1:30 P.M.**

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

www.renaissancecommonsccd.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
RENAISSANCE COMMONS
COMMUNITY DEVELOPMENT DISTRICT
Compson & Associates
36 SE Third Street
Boca Raton, FL. 33432
REGULAR BOARD MEETING
March 13, 2024
1:30 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 18, 2023 Regular Board Meeting.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 5
 - 2. Discussion Regarding Required Ethics Training.....Page 12
- I. Administrative Matters
- J. Board Members 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

PROOF OF PUBLICATION

Renaissance Commons Cdd
Renaissance Commons Cdd
2501 BURNS RD
STE A

PALM BEACH GARDENS FL 334105207

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 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:

10/06/2023

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 10/06/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

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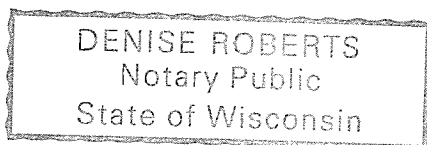
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RENAISSANCE COMMONS COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024
REGULAR MEETING SCHEDULE
NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Renaissance Commons Community Development District will hold Regular Meetings at 1:30 p.m. in a Conference Room of Campson & Associates, Inc., 36 SE Third Street, Boca Raton, Florida 33432, on the following dates:

October 18, 2023
November 15, 2023
January 17, 2024
March 13, 2024
May 15, 2024
July 17, 2024
September 18, 2024

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of Agendas 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.

From time to time one or more 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. Meetings may be continued as found necessary to a time and place specified on the record.

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 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.

RENAISSANCE COMMONS
COMMUNITY DEVELOPMENT
DISTRICT

www.renaissancecommonsccd.org
10/6/23 9343037

**RENAISSANCE COMMONS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 18, 2023**

A. CALL TO ORDER

District Manager Michael McElligott called the October 18, 2023, Regular Board Meeting of the Renaissance Commons Community Development District to order at 1:38 p.m. in the Conference Room of Compson & Associates, 36 SE Third Street, Boca Raton, Florida 33432.

B. PROOF OF PUBLICATION

Mr. McElligott presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on October 6, 2023, as legally required.

C. ESTABLISH A QUORUM

Mr. McElligott determined that the attendance of Chair Robert D'Angelo, Vice Chair Carl Klepper (entered mid meeting) and Supervisors Joseph Sweeney and Shana Horvath constituted a quorum, and it was in order to proceed with the meeting.

Also present were District Managers Michael McElligott of Special District Services, Inc., and District Counsel Scott Cochran from Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also in attendance is Olivia Thayer.

D. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. McElligott asked to add to the agenda to consider the resignation of Ms. Caroline Sullivan, and to consider the appointment of Ms. Olivia Thayer to the Board. There were no objections.

Mr. McElligott presented the resignation letter he received from Ms. Sullivan via email. There was a **motion** by Mr. Sweeney, with a second from Mrs. Horvath, to accept the resignation and declare Seat 1 vacant. The **motion** passed **3-0**.

Mr. Sweeney then made a **motion**, with a second from Mrs. Horvath, to appoint Ms. Olivia Thayer to fill the vacant Seat 1. The **motion** passed **3-0**.

Mr. McElligott then administered the Oath of Office to Ms. Thayer, and went over supervisor rules and responsibilities.

There was a **motion** by Mr. Sweeney, with a second from Mrs. Horvath, to keep the current slate of officers the same and to add Ms. Thayer as an Assistant Secretary. The **motion** passed **4-0**.

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. May 17, 2023, Public Hearing & Regular Board Meeting

Mr. McElligott presented the minutes of the May 17, 2023, Public Hearing & Regular Board Meeting. Without comment, Mrs. Horvath **moved** approval, seconded by Mr. D'Angelo, approving the minutes of the May 17, 2023, Public Hearing & Regular Board Meeting, as presented. Upon being put to a vote, the **motion** carried **4 to 0**.

G. OLD BUSINESS

There was no Old Business.

H. NEW BUSINESS

1. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2022/2023 Amended Budget

Resolution No. 2023-04 was presented, entitled:

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RENAISSANCE COMMONS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. McElligott reviewed the Amended Budget with the Board members. After a brief discussion, a **motion** was made by Mr. Sweeney, seconded by Mr. D'Angelo, and **passed** unanimously to adopt Resolution No. 2023-04, as presented.

2. Consider Resolution No. 2023-05 – Adopting a Records Retention Policy

Mr. McElligott presented Resolution No. 2023-05, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RENAISSANCE COMMONS COMMUNITY DEVELOPMENT DISTRICT, PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORDS TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mr. McElligott and Mr. Cochran explained the change in statute. They explained that the Board can now take this action to make the electronic copy the official copy of the District. After some discussion, a **motion** was made by Mr. Klepper, seconded by Mr. D'Angelo and **passed**

unanimously to adopt Resolution No. 2023-05 and accepting the electronic record as the official record, as presented.

3. Memo 2023 Legislative Update

Mr. Cochran pointed the Board to the memo in the meeting materials. He went over any items that might affect CDD's, which most of the legislative changes won't. One item that will be new is required ethics training, which is the next agenda item. There was no action required.

4. Discussion Regarding Required Ethics Training

Mr. Cochran explained a change in the law that will require CDD Board members to complete annual ethics training. This is something the Board will have to start doing in the next year. Staff is looking into options for where / how the Board can complete the training and will come back with recommendations at a later date.

5. Discussion Regarding Security

Mrs. Horvath explained there has been a repeated occurrence of a non-resident on site. There was discussion among the Board. The CDD is not responsible for the security so they will contact the HOA manager to send out a reminder to the residents to be vigilant about letting non-residents into the premises.

I. AUDITOR SELECTION COMMITTEE

1. Ranking of Proposals and Consider Selection of an Auditor

Mr. McElligott went over the rankings in the meeting book of the 3 proposals. Staff recommended either staying with the current auditor, Berger Toombs, or selecting Grau as the low-cost choice. Both are great firms that do lots of these types of audits. After discussion, there was a **motion** by Mr. Sweeney, with a second from Mr. D'Angelo, to accept the Grau & Associates proposal. The **motion** passed 5-0.

J. ADMINISTRATIVE MATTERS

There were no additional administrative matters.

K. BOARD MEMBER COMMENTS

There were no comments from the Board.

L. ADJOURNMENT

There being no further business to come before the Board, Mr. D'Angelo **moved** for adjournment at 2:05 p.m., Mr. Klepper seconded, and the **motion** carried 5 to 0.

Secretary

Chairperson

RESOLUTION NO. 2024-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
RENAISSANCE COMMONS COMMUNITY DEVELOPMENT DISTRICT
APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025;
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Board of Supervisors (“Board”) of the Renaissance Commons Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2024/2025 has been prepared and considered by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF THE RENAISSANCE COMMONS COMMUNITY DEVELOPMENT DISTRICT
THAT:**

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2024/2025 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for May 22, 2024 at 1:30 p.m. in the Compson & Associates, 36 SE Third Street, Boca Raton, FL 33432, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

PASSED, ADOPTED and EFFECTIVE this 13th day of March, 2024.

ATTEST:

**RENAISSANCE COMMONS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Renaissance Commons Community Development District

**Proposed Budget For
Fiscal Year 2024/2025
October 1, 2024 - September 30, 2025**

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- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET**
- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
RENAISSANCE COMMONS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
O&M Assessments	197,487
Debt Assessments	562,368
Other Revenues	0
Interest Income	480
TOTAL REVENUES	\$ 760,335
EXPENDITURES	
Supervisor Fees	3,000
Payroll Taxes - Employer	240
Engineering/Inspections	7,500
Management	34,428
Secretarial	4,200
Legal	9,500
Assessment Roll	5,500
Audit Fees	3,500
Arbitrage Rebate Fee	650
Insurance	7,200
Legal Advertisements	1,200
Miscellaneous	800
Postage	725
Office Supplies	400
Dues & Subscriptions	175
Trustee Fee	5,100
Website Management	2,000
Maintenance Reserve	100,000
TOTAL EXPENDITURES	\$ 186,118
REVENUES LESS EXPENDITURES	\$ 574,217
Bond Payments	(528,626)
BALANCE	\$ 45,591
County Appraiser & Tax Collector Fee	(15,197)
Discounts For Early Payments	(30,394)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
RENAISSANCE COMMONS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
O&M Assessments	131,477	130,885	197,487	Expenditures Less Interest & Carryover Balance/.94
Debt Assessments	569,405	568,049	562,368	Bond Payment/.94
Other Revenues	0	0	0	
Interest Income	2,588	240	480	Projected At \$40 Per Month
TOTAL REVENUES	\$ 703,470	\$ 699,174	\$ 760,335	
EXPENDITURES				
Supervisor Fees	1,800	3,000	3,000	No Change From 2023/2024 Budget
Payroll Taxes - Employer	138	240	240	Projected At 8% Of Supervisor Fees
Engineering/Inspections	5,823	7,500	7,500	No Change From 2023/2024 Budget
Management	32,460	33,432	34,428	CPI Adjustment (Capped At 3%)
Secretarial	4,200	4,200	4,200	No Change From 2023/2024 Budget
Legal	7,955	9,500	9,500	No Change From 2023/2024 Budget
Assessment Roll	5,500	5,500	5,500	No Change From 2023/2024 Budget
Audit Fees	3,725	3,825	3,500	Accepted Amount For 2023/2024 Audit
Arbitrage Rebate Fee	650	650	650	No Change From 2023/2024 Budget
Insurance	6,134	6,600	7,200	Fiscal Year 2023/2024 Expenditure Was \$6,594
Legal Advertisements	884	1,200	1,200	No Change From 2023/2024 Budget
Miscellaneous	421	850	800	\$50 Decrease From 2023/2024 Budget
Postage	116	325	725	Increased Due To Possible Mailings
Office Supplies	187	425	400	\$25 Decrease From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fee	4,784	5,100	5,100	No Change From 2023/2024 Budget
Website Management	2,000	2,000	2,000	No Change From 2023/2024 Budget
Maintenance Reserve	72,237	38,750	100,000	Maintenance Reserve
TOTAL EXPENDITURES	\$ 149,189	\$ 123,272	\$ 186,118	
REVENUES LESS EXPENDITURES	\$ 554,281	\$ 575,902	\$ 574,217	
Bond Payments	(543,959)	(533,966)	(528,626)	2025 Principal & Interest Payments
BALANCE	\$ 10,322	\$ 41,936	\$ 45,591	
County Appraiser & Tax Collector Fee	(4,438)	(13,979)	(15,197)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(24,920)	(27,957)	(30,394)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (19,036)	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (19,036)	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE BUDGET
RENAISSANCE COMMONS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	
	2022/2023	2023/2024	2024/2025	
REVENUES	ANNUAL	BUDGET	BUDGET	COMMENTS
Interest Income	52,927	25	500	Projected Interest For 2024/2025
NAV Tax Collection	543,959	533,966	528,626	Yearly Maximum Debt Assessment
Prepaid Bond Collection	0	0	0	
Total Revenues	\$ 596,886	\$ 533,991	\$ 529,126	
EXPENDITURES				
Principal Payments - A-1	336,000	341,000	354,000	Principal Payment Due In 2024
Interest Payments - A-1	194,448	188,044	162,110	Interest Payments Due In 2024
Bond Redemption	70,000	4,947	13,016	Estimated Excess Debt Collections
Total Expenditures	\$ 600,448	\$ 533,991	\$ 529,126	
Excess/ (Shortfall)	\$ (3,562)	\$ -	\$ -	

Series 2017A-1 Bond Refunding Information

Original Par Amount =	\$12,499,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.25%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	March 2017		
Maturity Date =	May 2036		
Par Amount As Of 1/1/24 =	\$5,512,000		

Series 2017A-2 Bond Refunding Information

Original Par Amount =	\$2,978,000	Annual Principal Payments Due =	May 1st
Interest Rate =	5.25%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	March 2017		
Maturity Date =	May 2036		
Par Amount As Of 1/1/24 =	\$0	Series 2017A-2 Bond Paid Off In November 2018	

Renaissance Commons Community Development District Assessment Comparison

Lot Type		Fiscal Year 2020/2021 Assessment	Fiscal Year 2021/2022 Assessment	Fiscal Year 2022/2023 Assessment	Fiscal Year 2023/2024 Assessment	Fiscal Year 2024/2025 Projected Assessment
		<u>Before Discount*</u>	<u>Before Discount*</u>	<u>Before Discount*</u>	<u>Before Discount*</u>	<u>Before Discount*</u>
Townhome	O & M	\$ 55.61	\$ 88.30	\$ 88.86	\$ 88.85	\$ 134.06
	Debt	\$ 801.84	\$ 793.82	\$ 791.77	\$ 791.77	\$ 783.84
	Sub-Total For Townhomes	\$ 857.45	\$ 882.12	\$ 880.63	\$ 880.62	\$ 917.90
3 Bedroom Condo	O & M	\$ 49.27	\$ 78.23	\$ 78.73	\$ 78.72	\$ 118.78
	Debt	\$ 710.53	\$ 703.42	\$ 701.60	\$ 701.60	\$ 694.58
	Sub-Total For 3 Bedroom Condos	\$ 759.80	\$ 781.65	\$ 780.33	\$ 780.32	\$ 813.36
2 Bedroom Condo	O & M	\$ 42.21	\$ 67.02	\$ 67.45	\$ 67.44	\$ 101.75
	Debt	\$ 608.59	\$ 602.50	\$ 600.94	\$ 600.94	\$ 594.93
	Sub-Total For 2 Bedroom Condos	\$ 650.80	\$ 669.52	\$ 668.39	\$ 668.38	\$ 696.68
1 Bedroom Condo	O & M	\$ 38.70	\$ 61.45	\$ 61.85	\$ 61.84	\$ 93.31
	Debt	\$ 558.08	\$ 552.50	\$ 551.07	\$ 551.07	\$ 545.56
	Sub-Total For 1 Bedroom Condos	\$ 596.78	\$ 613.95	\$ 612.92	\$ 612.91	\$ 638.87
Commercial	O & M	\$ 3,394.04	\$ 5,388.72	\$ 5,423.37	\$ 5,423.37	\$ 8,181.89
	Debt	\$ 48,934.52	\$ 48,445.18	\$ 48,319.58	\$ 48,319.58	\$ 47,836.38
	Sub-Total For Commercial	\$ 52,328.56	\$ 53,833.90	\$ 53,742.95	\$ 53,742.95	\$ 56,018.27
Retail	O & M	\$ 3,493.55	\$ 5,546.71	\$ 5,582.37	\$ 5,581.55	\$ 8,421.77
	Debt	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub-Total For Retail	\$ 3,493.55	\$ 5,546.71	\$ 5,582.37	\$ 5,581.55	\$ 8,421.77

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Note: 908 Bond Prepayments As Of March 2024:

1 Bedroom Condos (233), 2 Bedroom Condos (530), 3 Bedroom Condos (145)

<u>Residential Units</u>	<u>Assessed For Debt</u>	
Townhomes	310	310
3 Bedroom Condos	203	58
2 Bedroom Condos	805	275
1 Bedroom Condos	357	124
Total Residential Units	1,675	767

Commercial/Retail Square Footage

Commercial	175,385	175,385
Retail	180,527	0
Total Commercial/Retail Square Footage	355,912	175,385

Ethics Training

Beginning in 2024, District Supervisors are required to complete four (4) hours of ethics training annually. Below are links to two training sessions that will, upon completion, satisfy the training requirement. *Beginning with the 2024 Form 1, District Supervisors will be required to confirm that they have completed the training each year.*

- **State Ethics Laws for Constitutional Officers & Elected Municipal Officers**
 - <https://www.youtube.com/watch?v=U8JktIMKzyl>
- **Public Meetings and Public Records Law**
 - <https://www.myfloridalegal.com/sites/default/files/Full%2520audio%25202018%5B2%5D.mp3>

Both links can be found on SDS' website, at www.sdsinc.org/links.

The Florida Association of Special Districts (FASD) also offers a training option through Florida State University's Florida Institute of Government. If your special district is a member of FASD, the cost for this special district-specific ethics training is \$49.00 for each district official.

If your special district is NOT a member of FASD, the cost for this special district-specific ethics training is \$79.00 for each district official.

Information on the FASD course can be found at <https://www.fasd.com/ethics-for-special-districts>.