



**CENTURY PARK SOUTH
COMMUNITY DEVELOPMENT
DISTRICT**

MIAMI-DADE COUNTY
SPECIAL BOARD MEETING & PUBLIC HEARING
JUNE 28, 2023
10:30 A.M.

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33024

www.centuryparksouthcdd.org
786.347.2711 ext. 2011 Telephone
877.SDS.4922 Toll Free
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AGENDA
CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT
Conference Room at Century Homebuilders Group, LLC
1805 Ponce de Leon Boulevard, Unit #100
Coral Gables, Florida 33134
SPECIAL BOARD MEETING & PUBLIC HEARING
June 28, 2023
10:30 a.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. April 25, 2022 Regular Board Meeting.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 5
 - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
 - 3. Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 6
- H. Old Business
 - 1. Update on the West Parcel HOA Maintenance Agreement
 - 2. Update on the West Parcel Conveyances
- I. New Business
 - 1. Resolution No. 2023-03 – Electronic Signature Policy.....Page 13
 - 2. Resolution No. 2023-04 – Records Retention Policy Adoption.....Page 16
 - 3. Voter Certification.....Page 20
- J. Administrative & Operational Matters
 - 1. Financial Update.....Page 21
 - 2. Announce Landowners Meeting – November 14, 2023
 - 3. Reminder of Statement of Financial Interests Disclosure 2022 Form 1, Filing Deadline:
July 1, 2023
- K. Board Member & Staff Closing Comments
- L. Additional Board Member/Staff Comments
- M. Adjourn

Location

Miami-Dade County, Florida

Notice Text

NOTICE OF CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING AND SPECIAL BOARD MEETING

The Board of Supervisors (the "Board") of the Century Park South Community Development District (the "District") will hold a public hearing on June 28, 2023, at 10:30 a.m. in a Conference Room at Century Homebuilders Group, LLC located at 1805 Ponce de Leon Boulevard, Unit #100, Coral Gables, Florida 33134 for the purpose of hearing comments and objections on the adoption of the budget of the District for Fiscal Year 2023/2024. A special board meeting of the District will also be held at that time where the Board may consider agenda items and any other business that may properly come before it.

A copy of the agenda and budget may be obtained from the District's website (www.centuryparksouthcdd.org) or at the offices of the District Manager, Special District Services, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or Supervisors may participate by speaker telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (786) 347-2711 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Meetings may be cancelled from time to time without advertised notice.

District Manager

CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT

www.centuryparksouthcdd.org

6/8-15 23-90/0000667027M

**CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 25, 2023**

A. CALL TO ORDER

Mrs. Perez called the April 25, 2023, Regular Board Meeting of the Century Park South Community Development District (the “District”) to order at 10:40 a.m. in the Conference Room at Century Homebuilders Group, LLC, located at 1805 Ponce de Leon Boulevard, Unit 100, Coral Gables, Florida 33134.

B. PROOF OF PUBLICATION

Mrs. Perez presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on April 14, 2023, as legally required.

C. ESTABLISH A QUORUM

Mrs. Perez determined that a quorum had been established with the attendance of Chairperson Diana Manso, Vice Chairperson Sandra Albo and Supervisor Pedro Hernandez and it was in order to proceed with the meeting.

Also, in attendance were: District Manager Gloria Perez of Special District Services, Inc.; and District Counsel Michael J. Pawelczyk, Esq. of Billing Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO AGENDA

Mrs. Perez added a Discussion Regarding the West Parcel HOA Maintenance Agreement under New Business.

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. October 11, 2022, Regular Board Meeting

The October 11, 2022, Regular Board Meeting minutes were presented.

A MOTION was made by Supervisor Hernandez, seconded by Supervisor Manso and passed unanimously approving the October 11, 2022, Regular Board Meeting minutes, as presented.
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G. OLD BUSINESS

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

H. NEW BUSINESS

1. Update on the West Parcel Conveyances

The developer provided an update on the conveyances, noting that they were pending the Notice of Commencement in order to complete the closing out process prior to beginning the conveyance process.

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

Mrs. Perez presented Resolution No. 2023-01, entitled:

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING AN EFFECTIVE DATE.

Mrs. Perez advised that in addition to the previously budgeted maintenance items, line items had been applied for the West Parcel units Roadways, Sidewalks and Stormwater Management. The maximum debt assessment rates have also been applied: Townhomes \$1,125.41 & Condos \$869.06. The Administrative Budget is higher than last year. The previously budgeted Maintenance (for the entire District) is slightly lower. The West Parcel Maintenance items consist of \$10,000 each for Roadways and Stormwater Management; and \$4,000 for Sidewalks.

The estimated available funds as of 9-30-23 are anticipated to be approximately \$75,000, should no unforeseen expenses occur. No carrier overbalance has been applied. The assessment for the East Parcel is less than last year. The assessment for the West Parcel is higher than last year. Because the overall assessment for 2023/2024 for the West Parcel units is currently higher than the 2022/2023 assessment, letters to the West Parcel (not the East Parcel) residents would be needed.

A **MOTION** was made by Supervisor Hernandez, seconded by Supervisor Manso and unanimously passed adopting Resolution No. 2023-01, as presented, approving a Proposed Budget for FY 2023-2024 and Setting the Public Hearing for finalization for June 28, 2023, at 10:30 a.m. in the Century Homebuilders Group, LLC meeting room located at 1805 Ponce de Leon Boulevard, Unit #100, Coral Gables, Florida 33134; and further authorizing required advertisements.

3. West Parcel HOA Maintenance Agreement

Mrs. Perez previously distributed the agreement to the Board Members via e-mail and requested final comments.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Financial Update

Mrs. Perez presented the financials in the meeting book and briefly reviewed them with the Board.

2. Accept and Receive 2022 Annual Engineering Report

J. BOARD MEMBER/STAFF COMMENTS

Mrs. Perez reminded the Board that they should be receiving in the mail their individual 2022 Form 1 and requested that they complete the form and submit it to the Supervisor of Elections' office prior to the July 1, 2023, deadline.

A discussion regarding the maintenance agreement between the District and the Association ensued and a correction to the association name will be made by District Counsel. by;

A **MOTION** was then made by Supervisor Hernandez, seconded by Supervisor Manso and unanimously passed authorizing the execution of the maintenance agreement between the District and the Association for the West Parcel.

K. ADJOURNMENT

There being no further business, the Regular Board Meeting was adjourned on a **MOTION** made by Supervisor Hernandez, seconded by Supervisor Albo at 10:59 a.m. and passed unanimously.

Secretary

Chairperson

Location

Miami-Dade County, Florida

Notice Text

**NOTICE OF CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING AND SPECIAL BOARD MEETING**

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Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

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District Manager

CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT

www.centuryparksouthcdd.org

6/8-15 23-90/0000667027M

RESOLUTION NO. 2023-02

A RESOLUTION OF THE CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.

WHEREAS, the Century Park South Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 28th day of June, 2023.

ATTEST:

**CENTURY PARK SOUTH
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Century Park South Community Development District

**Final Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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FINAL BUDGET
CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
Administrative Assessments	78,256
Maintenance Assessments	47,622
Debt Assessments	255,996
Interest Income	240
TOTAL REVENUES	\$ 382,114
EXPENDITURES	
Administrative Expenditures	
Supervisor Fees	0
Management	29,676
Legal	17,000
Assessment Roll	6,500
Audit Fees	3,800
Insurance	6,400
Legal Advertisements	1,200
Miscellaneous	1,000
Postage	225
Office Supplies	675
Dues & Subscriptions	175
Trustee Fees	4,050
Continuing Disclosure Fee	1,000
Website Management & ADA Compliance	1,500
Administrative Contingency	600
Total Administrative Expenditures	\$ 73,801
Maintenance Expenditures	
Engineering/Inspections	2,100
Miscellaneous Maintenance	8,665
Infrastructure Maintenance	10,000
Stormwater Management - West Parcel	10,000
Roadways - West Parcel	10,000
Sidewalks - West Parcel	4,000
Total Maintenance Expenditures	\$ 44,765
TOTAL EXPENDITURES	\$ 118,566
REVENUES LESS EXPENDITURES	\$ 263,548
Bond Payments	(240,636)
BALANCE	\$ 22,912
County Appraiser & Tax Collector Fee	(7,637)
Discounts For Early Payments	(15,275)
EXCESS/ (SHORTFALL)	\$ -
CARRYOVER FROM PRIOR YEAR	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	74,941	74,695	78,256	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	25,504	25,707	47,622	Expenditures/.94
Debt Assessments	254,150	255,996	255,996	Bond Payments/.94
Interest Income	10	24	240	Interest Projected At \$20 Per Month
TOTAL REVENUES	\$ 354,605	\$ 356,422	\$ 382,114	
EXPENDITURES				
Administrative Expenditures				
Supervisor Fees	0	0	0	
Management	27,984	28,812	29,676	CPI Adjustment (Capped At 3%)
Legal	19,870	14,000	17,000	Fiscal Year 2022/2023 Expenditure As Of Feb 2023 Was \$9,268
Assessment Roll	6,500	6,500	6,500	As Per Contract
Audit Fees	3,600	3,700	3,800	Accepted Amount For 2022/2023 Audit
Insurance	5,435	5,800	6,400	Fiscal Year 2022/2023 Expenditure Was \$5,842
Legal Advertisements	676	1,400	1,200	\$200 Decrease From 2022/2023 Budget
Miscellaneous	519	1,150	1,000	\$150 Decrease From 2022/2023 Budget
Postage	131	225	225	No Change From 2022/2023 Budget
Office Supplies	327	725	675	\$50 Decrease From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fees	4,031	4,050	4,050	No Change From 2022/2023 Budget
Continuing Disclosure Fee	1,000	1,000	1,000	No Change From 2022/2023 Budget
Website Management & ADA Compliance	1,500	1,500	1,500	No Change From 2022/2023 Budget
Administrative Contingency	0	1,200	600	Administrative Contingency
Total Administrative Expenditures	\$ 71,748	\$ 70,237	\$ 73,801	
Maintenance Expenditures				
Engineering/Inspections	4,537	2,100	2,100	No Change From 2022/2023 Budget
Miscellaneous Maintenance	0	9,970	8,665	\$1,305 Decrease From 2022/2023 Budget
Infrastructure Maintenance	0	12,095	10,000	\$2,095 Decrease From 2022/2023 Budget
Stormwater Management - West Parcel	0	0	10,000	Stormwater Management - West Parcel
Roadways - West Parcel	0	0	10,000	Roadways - West Parcel
Sidewalks - West Parcel	0	0	4,000	Sidewalks - West Parcel
Total Maintenance Expenditures	\$ 4,537	\$ 24,165	\$ 44,765	
TOTAL EXPENDITURES	\$ 76,285	\$ 94,402	\$ 118,566	
REVENUES LESS EXPENDITURES	\$ 278,320	\$ 262,020	\$ 263,548	
Bond Payments	(244,044)	(240,636)	(240,636)	2024 Principal & Interest Payments
BALANCE	\$ 34,276	\$ 21,384	\$ 22,912	
County Appraiser & Tax Collector Fee	(3,440)	(7,128)	(7,637)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(10,606)	(14,256)	(15,275)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 20,230	\$ -	\$ -	
CARRYOVER FROM PRIOR YEAR	0	0	0	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 20,230	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET
CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
Interest Income	20	0	100	Projected Interest For 2023/2024
NAV Tax Collection	244,044	240,636	240,636	Maximum Debt Service Collection
Prepaid Bond Collection	0	0	0	
Total Revenues	\$ 244,064	\$ 240,636	\$ 240,736	
EXPENDITURES				
Principal Payments	85,000	85,000	90,000	Principal Payments Due In 2024
Interest Payments	160,944	152,319	149,694	Interest Payments Due In 2024
Bond Redemption	255,000	3,317	1,042	Estimated Excess Debt Collections
Total Expenditures	\$ 500,944	\$ 240,636	\$ 240,736	
Excess/ (Shortfall)	\$ (256,880)	\$ -	\$ -	

Series 2020 Bond Information

Original Par Amount =	\$4,505,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.00% - 4.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	February 2020		
Maturity Date =	May 2050		
Par Amount As Of 1/1/2023 =	\$4,080,000		

Century Park South Community Development District Assessment Comparison

	Original Projected Assessment*	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Projected Assessment Before Discount*
Administrative For Townhome Units	\$ -	\$ 284.31	\$ 284.02	\$ 297.56
Maintenance For Townhome Units	\$ -	\$ 97.76	\$ 97.76	\$ 84.00
West Parcel Maintenance For Townhome Units	\$ -	\$ -	\$ -	\$ 238.63
<u>Debt For Townhome Units</u>	<u>\$ 1,125.41</u>	<u>\$ 1,125.41</u>	<u>\$ 1,125.41</u>	<u>\$ 1,125.41</u>
Total For Townhome Units	\$ 1,125.41	\$ 1,507.48	\$ 1,507.19	\$ 1,745.60
Administrative For Condominium Units	\$ -	\$ 284.31	\$ 284.02	\$ 297.56
Maintenance For Condominium Units	\$ -	\$ 97.76	\$ 97.76	\$ 84.00
<u>Debt For Condominium Units</u>	<u>\$ 869.06</u>	<u>\$ 869.06</u>	<u>\$ 869.06</u>	<u>\$ 869.06</u>
Total For Condominium Units	\$ 869.06	\$ 1,251.13	\$ 1,250.84	\$ 1,250.62

* Assessments Include the Following :

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

O&M Covenant = 360.00
360.00/.94 = 382.98

Covenant in effect for first three Fiscal Years
Of The District

Community Information:

Townhome Units (West Parcel)	107
<u>Condominium Units (East Parcel)</u>	<u>156</u>
Total Units	263

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the Century Park South Community Development District (the “District”), is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “Act”), created by Ordinance No. 2000-11 of the City Commission of the City of Pembroke Pines, Florida enacted on June 7, 2000; and

WHEREAS, the Board of Supervisors of the District regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

WHEREAS, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

WHEREAS, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as findings of fact of the District Board of Supervisors.

Section 2. The Board of Supervisors of the Century Park South Community Development District hereby establishes and adopts the “Electronic Signature Policy,” as follows:

ELECTRONIC SIGNATURE POLICY

PURPOSE: The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, “Electronic Signature Act”.

DEFINITIONS:

Electronic means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

Electronic record means a record created, generated, sent, communicated, received, or stored by electronic means.

Electronic signature means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

Electronic transaction means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

Record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

POLICY: This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District’s right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by applicable policies, laws or regulations.

PROCEDURE: When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.

2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

3. The District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.

5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.

6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.

Section 3. The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.

Section 4. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

Section 5. If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6. The Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 28th DAY OF JUNE, 2023.

**CENTURY PARK SOUTH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairman/Vice Chairman

RESOLUTION 2023-04

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

WHEREAS, the Century Park South Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT, THAT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management

Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 28th day of June, 2023.

ATTEST:

**CENTURY PARK SOUTH
COMMUNITY DEVELOPMENT
DISTRICT**

Print name: _____
Secretary / Assistant Secretary

Print name: _____
Chairperson, Board of Supervisors

Exhibit A: Amendments to General Records Schedules Established by the Division

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.



Elections
2700 NW 87th Avenue
Miami, Florida 33172
T 305-499-8683 F 305-499-8547
TTY 305-499-8480

miamidade.gov

CERTIFICATION

STATE OF FLORIDA)

COUNTY OF MIAMI-DADE)

I, Christina White, Supervisor of Elections of Miami-Dade County, Florida, do hereby certify that **Century Park South Community Development District**, as described in the attached **EXHIBIT A**, has **154** voters.

A blue ink handwritten signature of Christina White, written over a horizontal line.

Christina White
Supervisor of Elections

WITNESS MY HAND
AND OFFICIAL SEAL,
AT MIAMI, MIAMI-DADE
COUNTY, FLORIDA,
ON THIS 8th DAY OF
MAY, 2023

Please submit a check for \$ 60.00 to our office payable to "Miami-Dade County" for the cost of certifying the number of registered voters.

Century Park South
Community Development District

**Financial Report For
May 2023**

**CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
MAY 2023**

	Annual Budget 10/1/22 - 9/30/23	Actual May-23	Year To Date Actual 10/1/22 - 5/31/23
REVENUES			
Administrative Assessments	74,695	322	74,206
Maintenance Assessments	25,707	90	25,388
Debt Assessments	255,996	899	252,929
Interest Income	24	0	2,209
Developer Contribution	0	0	6,177
Total Revenues	\$ 356,422	\$ 1,311	\$ 360,909
EXPENDITURES			
Administrative Expenditures			
Supervisor Fees	0	0	0
Management	28,812	2,401	19,208
Legal	14,000	0	12,807
Assessment Roll	6,500	0	0
Audit Fees	3,700	0	0
Insurance	5,800	0	5,842
Legal Advertisements	1,400	0	83
Miscellaneous	1,150	148	214
Postage	225	43	100
Office Supplies	725	21	150
Dues & Subscriptions	175	0	175
Trustee Fees	4,050	0	4,031
Continuing Disclosure Fee	1,000	0	0
Website Management & ADA Compliance	1,500	126	1,000
Administrative Contingency	1,200	0	0
Total Administrative Expenditures	\$ 70,237	\$ 2,739	\$ 43,610
Maintenance Expenditures			
Engineering/Inspections	2,100	735	1,812
Miscellaneous Maintenance	9,970	0	0
Infrastructure Maintenance	12,095	0	0
Total Maintenance Expenditures	\$ 24,165	\$ 735	\$ 1,812
TOTAL EXPENDITURES	\$ 94,402	\$ 3,474	\$ 45,422
REVENUES LESS EXPENDITURES	\$ 262,020	\$ (2,163)	\$ 315,487
Bond Payments	(240,636)	(890)	(240,689)
BALANCE	\$ 21,384	\$ (3,053)	\$ 74,798
County Appraiser & Tax Collector Fee	(7,128)	(13)	(3,385)
Discounts For Early Payments	(14,256)	0	(13,655)
EXCESS/ (SHORTFALL)	\$ -	\$ (3,066)	\$ 57,758

Bank Balance As Of 5/31/23	\$ 134,196.27
Accounts Payable As Of 5/31/23	\$ 12,242.70
Accounts Receivable As Of 5/31/23	\$ 6,177.00
Available Funds As Of 5/31/23	\$ 128,130.57

Century Park South Community Development District
Budget vs. Actual
October 2022 through May 2023

	<u>Oct '22 - May 23</u>	<u>22-23 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
01-3100 · Administrative Assessment	74,205.86	74,695.00	-489.14	99.35%
01-3200 · Maintenance Assessment	25,388.10	25,707.00	-318.90	98.76%
01-3810 · Debt Assessments	252,928.80	255,996.00	-3,067.20	98.8%
01-3820 · Debt Assess-Paid To Trustee	-240,689.35	-240,636.00	-53.35	100.02%
01-3830 · Assessment Fees	-3,385.04	-7,128.00	3,742.96	47.49%
01-3831 · Assessment Discounts	-13,655.21	-14,256.00	600.79	95.79%
01-6000 · Developer Contribution	6,177.00	0.00	6,177.00	100.0%
01-9410 · Interest Income (GF)	2,209.54	24.00	2,185.54	9,206.42%
Total Income	<u>103,179.70</u>	<u>94,402.00</u>	<u>8,777.70</u>	<u>109.3%</u>
Expense				
01-1310 · Engineering	1,811.50	2,100.00	-288.50	86.26%
01-1311 · Management Fees	19,208.00	28,812.00	-9,604.00	66.67%
01-1315 · Legal Fees	12,806.40	14,000.00	-1,193.60	91.47%
01-1318 · Assessment/Tax Roll	0.00	6,500.00	-6,500.00	0.0%
01-1320 · Audit Fees	0.00	3,700.00	-3,700.00	0.0%
01-1450 · Insurance	5,842.00	5,800.00	42.00	100.72%
01-1480 · Legal Advertisements	83.02	1,400.00	-1,316.98	5.93%
01-1512 · Miscellaneous	214.47	1,150.00	-935.53	18.65%
01-1513 · Postage and Delivery	100.19	225.00	-124.81	44.53%
01-1514 · Office Supplies	150.25	725.00	-574.75	20.72%
01-1515 · Website management	1,000.00	1,500.00	-500.00	66.67%
01-1540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
01-1550 · Trustee Fees (GF)	4,031.25	4,050.00	-18.75	99.54%
01-1743 · Continuing Disclosure Fee	0.00	1,000.00	-1,000.00	0.0%
01-1750 · Administrative Contingency	0.00	1,200.00	-1,200.00	0.0%
01-1800 · Infrastructure Maintenance	0.00	12,095.00	-12,095.00	0.0%
01-1815 · Miscellaneous Maintenance	0.00	9,970.00	-9,970.00	0.0%
Total Expense	<u>45,422.08</u>	<u>94,402.00</u>	<u>-48,979.92</u>	<u>48.12%</u>
Net Income	<u><u>57,757.62</u></u>	<u><u>0.00</u></u>	<u><u>57,757.62</u></u>	<u><u>100.0%</u></u>

**CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT
TAX COLLECTIONS
2022-2023**

#	ID#	Payment From	DATE	FOR	Tax Collect Receipts Gross	Interest Received	Commission Paid	Discount	Net From Tax Collector	Administrative Assessment Income (Before Discounts & Fees)	Maintenance Assessment Income (Before Discounts & Fees)	Debt Assessment Income (Before Discounts & Fees)	Administrative Assessment Income (After Discounts & Fees)	Maintenance Assessment Income (After Discounts & Fees)	Debt Assessment Income (After Discounts & Fees)	Debt Assessment Paid to Trustee
									\$356,398	\$74,695	\$25,707	\$255,996	\$74,695	\$25,707	\$255,996	
									\$335,014	\$70,213	\$24,165	\$240,636	\$70,213	\$24,165	\$240,636	\$240,636
1	1	Miami-Dade Tax Collector	11/23/22	NAV Taxes	\$ 173,876.50		\$ (1,669.26)	\$ (6,951.08)	\$ 165,256.16	\$ 36,444.50	\$ 12,536.50	\$ 124,895.50	\$ 34,637.61	\$ 11,915.00	\$ 118,703.55	\$ 118,703.55
2	2	Miami-Dade Tax Collector	11/25/22	NAV Taxes	\$ 15,010.08		\$ (144.10)	\$ (600.37)	\$ 14,265.61	\$ 3,146.08	\$ 1,082.25	\$ 10,781.75	\$ 2,990.06	\$ 1,028.55	\$ 10,247.00	\$ 10,247.00
3	3	Miami-Dade Tax Collector	12/07/22	NAV Taxes	\$ 150,100.80		\$ (1,440.97)	\$ (6,003.69)	\$ 142,656.14	\$ 31,461.10	\$ 10,822.30	\$ 107,817.40	\$ 29,900.69	\$ 10,285.50	\$ 102,469.95	\$ 102,469.95
4	4	Miami-Dade Tax Collector	01/11/23	NAV Taxes	\$ 1,250.84		\$ (12.00)	\$ (50.03)	\$ 1,188.81	\$ 262.14	\$ 90.20	\$ 898.50	\$ 249.06	\$ 85.75	\$ 854.00	\$ 854.00
5	5	Miami-Dade Tax Collector	02/09/23	NAV Taxes	\$ 1,250.84		\$ (12.26)	\$ (25.02)	\$ 1,213.56	\$ 262.14	\$ 90.20	\$ 898.50	\$ 254.26	\$ 87.55	\$ 871.75	\$ 871.75
6	Int - 1	Miami-Dade Tax Collector	02/13/23	Interest		\$ 342.06			\$ 342.06	\$ 342.06			\$ 342.06			\$ -
7	6	Miami-Dade Tax Collector	03/08/23	NAV Taxes	\$ 2,501.68		\$ (24.76)	\$ (25.02)	\$ 2,451.90	\$ 524.28	\$ 180.40	\$ 1,797.00	\$ 513.75	\$ 176.85	\$ 1,761.30	\$ 1,761.30
8	7	Miami-Dade Tax Collector	04/07/23	NAV Taxes	\$ 6,879.63		\$ (68.81)		\$ 6,810.82	\$ 1,441.93	\$ 496.05	\$ 4,941.65	\$ 1,427.47	\$ 491.10	\$ 4,892.25	\$ 4,892.25
9	8	Miami-Dade Tax Collector	05/10/23	NAV Taxes/Interest	\$ 1,250.84	\$ 37.52	\$ (12.88)		\$ 1,275.48	\$ 299.66	\$ 90.20	\$ 898.50	\$ 296.63	\$ 89.30	\$ 889.55	\$ 889.55
10	Int - 2	Miami-Dade Tax Collector	05/17/23	Interest		\$ 21.97			\$ 21.97	\$ 21.97			\$ 21.97			\$ -
11									\$ -							\$ -
12									\$ -							\$ -
13									\$ -							\$ -
14									\$ -							\$ -
					\$352,121.21	\$ 401.55	\$ (3,385.04)	\$ (13,655.21)	\$ 335,482.51	\$ 74,205.86	\$ 25,388.10	\$ 252,928.80	\$ 70,633.56	\$ 24,159.60	\$ 240,689.35	\$ 240,689.35

Assessment Roll = 356,400.37

Note: \$356,474, \$74,771, \$25,707 and \$255,996 are 2022/2023 budgeted assessments before discounts and fees.
\$335,086, \$70,285, \$24,165, and \$240,636 are 2022/2023 budgeted assessments after discounts and fees.

\$ 352,121.21	
\$ 401.55	\$ 335,482.51
\$ (74,205.86)	\$ (24,159.60)
\$ (25,388.10)	\$ (70,633.56)
\$ -	\$ (240,689.35)
\$ (252,928.80)	\$ -
\$ -	\$ -



SPECIAL DISTRICT (CDD) ELECTION PROCEDURES

1. Landowners' Meeting

In accordance with the provisions of Chapter 190, Florida Statutes, it is required that an initial meeting of the Landowners of the District be held within ninety (90) days following the effective date of the rule or ordinance establishing the District and thereafter every two (2) years during the month of November for the purpose of electing Supervisors. The second election by landowners shall be held on the first Tuesday in November; thereafter, there shall be an election of supervisors every two (2) years in November on a date established by the Board of Supervisors. The assembled Landowners shall organize by electing a Chairperson, who shall preside over the meeting; and a Secretary shall also be elected for recording purposes.

2. Establishment of Quorum

Any Landowner(s) present or voting by proxy shall constitute a quorum at the meeting of the Landowners.

3. Nomination of Candidates

At the meeting, the Chairperson shall call for nominations from the floor for Candidates for the Board of Supervisors. When there are no further nominations, the Chairperson shall close the floor for nominations. The names of each Candidate and the spelling of their names shall be announced. Nominees need not be present to be nominated.

4. Voting

Each Landowner shall be entitled to cast one (1) vote for each acre (or lot parcel), or any fraction thereof, of land owned by him or her in the District, for each open position on the Board. (For example, if there are three (3) positions open, an owner of one (1) acre or less (or one lot parcel) may cast one (1) vote for each of the three (3) positions. An owner of two (2) acres (or two lot parcels) may cast two (2) votes for each of the three (3) positions.) Each Landowner shall be entitled to vote either in person or by a representative present with a lawful written proxy.

5. Registration for Casting Ballots

The registration process for the casting of ballots by Landowners or their representatives holding their proxies shall be as follows:

- a) At the Landowners' Meeting and prior to the commencement of the first casting of ballots for a Board of Supervisor position, each Landowner, or their representative if proxies are being submitted in lieu thereof, shall be directed to register their attendance and the total number of votes by acreage (or lot parcels) to which each claims to be entitled, with the elected Secretary of the meeting or the District's Manager.

- b) At such registration, each Landowner, or their representative with a lawful proxy, shall be provided a numbered ballot for the Board of Supervisor position(s) open for election. A District representative will mark on the ballot the number of votes that such Landowner, or their representative, is registered to cast for each Board of Supervisor position open for election.
- c) All Landowner proxies shall be collected at the time of registration and retained with the Official Records of the District for subsequent certification or verification, if required.

6. Casting of Ballots

Registration and the issuance of ballots shall cease once the Chairperson calls for the commencement of the casting of ballots for the election of a Board of Supervisor(s) and thereafter no additional ballots shall be issued.

The Chairperson will declare that the Landowners, or their representatives, be requested to cast their ballots for the Board of Supervisor(s). Once the ballots have been cast, the Chairperson will call for a collection of the ballots.

7. Counting of Ballots

Following the collection of ballots, the Secretary or District Manager shall be responsible for the tabulation of ballots in order to determine the total number of votes cast for each candidate that is seeking election.

At the second and subsequent landowner elections*, the two (2) candidates receiving the highest number of votes will be declared by the Chairperson as elected to the Board of Supervisors for four-year terms. The candidate receiving the next highest number of votes will fill the remaining open position on the Board of Supervisors for a two-year term, as declared by the Chairperson.

* At the final landowner election (*after the 6th or 10th year*), the candidate receiving the highest number of votes will be elected to the Board of Supervisors for a four-year term (two (2) supervisors are elected by General Election).

8. Contesting of Election Results

Following the election and announcement of the votes, the Chairperson shall ask the Landowners present, or those representatives holding proxies for Landowners, whether they wish to contest the election results. If no contests are received, said election results shall thereupon be certified.

If there is a contest, the contest must be addressed to the Chairperson and thereupon the individual casting a ballot that is being contested will be required to provide proof of ownership of the acreage (or lot parcels) for which they voted at the election within five (5) business days of the Landowners' Meeting. The proof of ownership shall be submitted to the District Manager who will thereupon consult with the District's General Counsel and together they will review the material provided and will determine the legality of the contested ballot(s). Once the contests are resolved, the Chairperson shall reconvene the Landowners' Meeting and thereupon certify the election results.

9. Recessing of Annual Landowners' Meeting

In the event there is a contest of a ballot or of the election, the Landowners' Meeting shall be recessed to a future time, date and location, at which time the election findings on the contest shall be reported in accordance with the procedure above and the newly elected Supervisor(s) shall thereupon take their Oath of Office.

10. Miscellaneous Provisions

- a) Each Landowner shall only be entitled to vote in person or by means of a representative attending in person and holding a lawful written proxy in order to cast said Landowner's votes.
- b) Proxies will not require that proof of acreage (or lot parcel) ownership be attached. Rather, proof of ownership must be provided timely by the holder of the proxy, if the proxy is contested in accordance with the procedure above.

**LANDOWNER PROXY
CENTURY PARK SOUTH
COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the CENTURY PARK SOUTH COMMUNITY DEVELOPMENT DISTRICT Community Development District to be held on NOVEMBER 14, 2023 at 10:30 a.m. at CONFERENCE ROOM AT CENTURY HOMEBUILDERS GROUP, LLC 1805 PONCE DE LEON BLVD, UNIT 100, CORAL GABLES, FL 33134, and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may be considered at said meeting including, but not limited to the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may be legally considered at said meeting.

This proxy is to continue in full force and effect from the hereof until the conclusion of the above noted landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

Parcel Description*

of Acres

* Insert in the space above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. [If more space is needed, identification of Parcels owned may be incorporated by reference to an attachment hereto.]

Pursuant to section 190.006(2) (b), Florida Statutes (2023), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto.

TOTAL NUMBER OF AUTHORIZED VOTES: _____

Please note that each eligible acre of land or fraction thereof is entitled to only one vote, for example, a husband and wife are together entitled to only one vote per their residence if it is located on one acre or less of real property.

If the Legal Owner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g. bylaws, corporate resolution, etc.)

DRAFT

BALLOT

BALLOT # _____

**CENTURY PARK SOUTH
COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

ELECTION OF BOARD SUPERVISORS

NOVEMBER 14, 2023

The undersigned certifies that he/she is the owner (____) or duly authorized **representative of lawful proxy of an owner** (____) of land in the **Century Park South Community Development District**, constituting _____ acre(s) and hereby casts up to the corresponding number of his/her vote(s) for the following candidate/candidates to hold the above-named open position:

Name of Candidate

Number of Votes

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature: _____

Printed Name: _____

Street Address or Tax Parcel Id Number for your Real Property:

