

# South-Dade Venture <u>Community Development District</u>

http://southdade.cddsites.net

Jessica Cabrera, Chair
Mike Cruz, Vice Chair
Curtis Cooper, Supervisor
Victor Valladares, Supervisor
Desiree Rivera, Supervisor

**December 19, 2024** 





# South-Dade Venture Community Development District

Workshop Meeting Agenda

Seat 4: Jessica Cabrera – (C.)
Seat 3: Mike Cruz – (V.C.)
Seat 1: Curtis Cooper – (S.)
Seat 5: Victor Valladares – (S.)
Seat 2: Desiree Rivera – (S.)

Thursday December 19, 2024 4:00p.m. Waterstone Bay Clubhouse 1355 Waterstone Way, Homestead, FL 33033 Microsoft Teams

Meeting ID: 293 131 369 826 and Passcode: rAnuLh 1872-240-4685 and Phone Conference ID: 743 847 78#

- 1. Roll Call and Pledge of Allegiance
- 2. Discussion of Clubhouse Management Operations
- 3. Supervisors Requests and Audience Comments
- 4. Adjournment

Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: <a href="http://southdade.cddsites.net">http://southdade.cddsites.net</a>

OFM 2012R0214336 OR Bk 28048 Pss 1456 - 1458; (3pss) RECORDED 03/27/2012 10:00:43 DEED DOC TAX 0.60 SURTAX 0.45 HARVEY RUVIN; CLERK OF COURT MIANI-DADE COUNTY, FLORIDA

#### This Instrument Prepared by:

Gerald L. Knight, Esq.
Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
SunTrust Center, Sixth Floor
515 East Las Olas Boulevard
Fort Lauderdale, Florida 33301

Property Appraiser's Folio No.: 10-7910-025-0760

#### SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED (this "Deed") is made as of the day of \_\_eh/ugu \_\_\_\_\_, 2012, from WATERSTONE II MASTER ASSOCIATION, INC., a Florida non-profit corporation, with an address at 1355 Waterstone Way, Homestead, Florida 33033, ("Grantor"), to SOUTH DADE VENTURE COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, with an address at c/o Governmental Management Services, 5701 N. Pine Island Road, Suite 370, Fort Lauderdale, Florida 33321, ("Grantee").

#### WITNESSETH:

THAT Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), and other good and valuable consideration, the receipt of which is hereby acknowledged, by these presents does grant, bargain and sell unto Grantee, and Grantee's successors and assigns forever, all the right, title, interest, claim and demand that Grantor has or may have in and to the following described real property (the "Property") located and situate in the County of Miami-Dade, State of Florida, to wit:

#### See Exhibit A attached hereto and made a part hereof

**Subject To:** Covenants, conditions, restrictions, reservations, limitations, casements and agreements of record; taxes and assessments for the year 2012 and subsequent years; and all applicable zoning ordinances and/or restrictions and prohibitions imposed by appropriate governmental authorities, if any.

Further Subject To: The reservation to the Grantor of the right to occupy not more than 330 square feet of office space within the clubhouse building located on the Property, for so long as the clubhouse building exists, for the purpose of conducting business affairs relating to the Grantor's function as a homeowners' association within the Waterstone community. Such occupancy shall be at no cost to Grantor, and shall be at a location within the clubhouse building approved by Grantee, such approval not to be unreasonably withheld.

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#### TO HAVE AND TO HOLD the same in fee simple forever.

Grantor does hereby warrant, and will defend, the title to the Property hereby conveyed, subject as aforesaid, against the lawful claims of all persons claiming by, through or under Grantor, but none other.

IN WITNESS WHEREOF, Grantor has caused this Deed to be executed and its seal to be affixed the day and year first above written.

WITNESSES: WATERSTONE II MASTER ASSOCIATION, INC., a Florida nonprofit corporation STATE OF FLORIDA COUNTY OF Migmi Dade The foregoing instrument was acknowledged before me this U day of 2012, by Arnaldo W. aponk, as President of Waterstone II Master Association, Inc., a Florida non-profit corporation, who is personally known to me or who produced Al. Menze as identification, on behalf of the community development district. A153-013 - 75-333-0

My commission expires:

JENNIFER LORA Expires 8/17/2015 Print name:

{00008884.DOC v.1}

#### EXHIBIT "A"

Tract G of the plat of FLORIDIAN BAY ESTATES SOUTH, according to the plat thereof, recorded in Plat Book 163, Page 81, of the Public Records of Miami-Dade County, Florida.

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#### FOURTH AMENDMENT TO AGREEMENT

#### (DISTRICT MANAGEMENT SERVICES)

SOUTH DADE VENTURE COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government established and existing pursuant to Chapter 190, Florida Statutes, hereinafter referred to as "DISTRICT,"

and

GOVERNMENTAL MANAGEMENT SERVICES-SOUTH FLORIDA, LLC, a Florida limited liability company, whose address is 5385 N. Nob Hill Road, Sunrise, Florida 33351, hereinafter referred to as "MANAGER."

WHEREAS, the DISTRICT entered into a District Management Agreement with MANAGER, dated November 18, 2005, for the provision of non-exclusive management, accounting, and administrative consulting services for the DISTRICT, which Agreement was amended by the First Amendment to Agreement dated February 17, 2006, the Second Amendment to Agreement dated August 27, 2008, the Website Management Services amendment dated September 27, 2007, and the Third Amendment to Agreement dated December 13, 2010 (collectively, the "Agreement"); and

WHEREAS, at its meeting of February 25, 2021, the Board of Supervisors of the DISTRICT authorized the proper DISTRICT officials to enter into an amendment to the Agreement with MANAGER to add tasks pertaining to the provision of field and operational management services and clubhouse and pool management services to the scope of services of the Agreement; and

WHEREAS, the additional costs for the additional services to be provided by MANAGER pursuant to this Fourth Amendment have been approved as a part of the DISTRICT's Budgets for Fiscal Years 2020-2021 and 2021-2022; and

WHEREAS, MANAGER has been assisting the DISTRICT with such matters and tasks under the additional scope of services since the same were approved by the Board of Supervisors; and

South Dade Venture CDD GMS Amendment 4 Rev. 02-04-22 WHEREAS, MANAGER represents that it possesses the knowledge, ability, professional skills and qualifications to perform services and covenants to carry out the terms of this Fourth Amendment; and

**WHEREAS**, it is the intent of the parties to retroactively approve this Fourth Amendment to February 25, 2021, when this Fourth Amendment was authorized by the DISTRICT's Board of Supervisors.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

Section 1. The foregoing recitals are true and correct and are hereby incorporated into this Agreement.

<u>Section 2</u>. <u>Exhibit "A"</u> of the Agreement is hereby amended to add those tasks and responsibilities referred to a field and operational management services and clubhouse and pool management services to the scope of services of the Agreement, as more particularly described and for the compensation set forth in <u>Exhibit "A-4"</u> of this Fourth Amendment, attached hereto and made a part hereof.

<u>Section 3</u>. In all other respects the original Agreement, as defined above, between the parties, and all amendments thereto are hereby ratified, reaffirmed, and shall remain in full force and effect as provided by their terms.

<u>Section 4</u>. Upon approval and full execution, this Fourth Amendment shall be effective retroactively to February 25, 2021.

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South Dade Venture CDD GMS Amendment 4 Rev. 02-04-22

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IN WITNESS OF THE FOREGOING, the parties have set their hands and seals to this Fourth Amendment to Agreement.

#### SOUTH DADE VENTURE COMMUNITY DEVELOPEMENT DISTRICT

Chair, Board of Supervisors

\_\_\_\_\_ day of \_\_\_\_\_\_, 2022

**GOVERNMENTAL MANAGEMENT** SERVICES-SOUTH FLORIDA, LLC

16 day of 4chmy, 2022

South Dade Venture CDD GMS Amendment 4 Rev. 02-04-22

WITNESSES:

#### EXHIBIT "A-4"

#### Governmental Management Services-South Florida, LLC

#### Field and Operational Management Services and Clubhouse and Pool Management Services For

#### South Dade Venture Community Development District

The following services are to be added to the District Management Agreement, as previously amended, between Governmental Management Services-South Florida, LLC ("Manager") and the South Dade Venture Community Development District ("District"). Manager will provide such necessary services (and any additional services required) to ensure that the District's property is in compliance with all applicable laws and regulatory standards.

#### Field and Operational Management Services

- Field maintenance work, including existing and future needs of the District as directed by the District Manager and/or the Board of Supervisors
- Contract administration
- Perform regular site inspections
- Organize meetings with contractors, District staff, developers, residents, etc.
- Prepare monthly field reports
- Review agreements
- Assist with preparation of requests for proposals and other documents for soliciting bids

#### Clubhouse and Pool Management Services

- Greet Clubhouse residents, members, and guests
- Answer phones
- Respond to e-mails in a timely manner
- Enforce Clubhouse Rules
- Make resident vehicle Express Passes
- Make Clubhouse Membership Cards
- Make Clubhouse party rental reservations
- Maintain list of activated and de-activated pool cards and Express Pass (EPASS) decals
- Schedule vendor visits/appointments with the Field Manager
- Update spreadsheets with vendor proposals
- Maintain a clean workplace by disposing of any non-biohazard items from premises
- Clubhouse and pool contract administration
- Perform regular site inspections

South Dade Venture CDD GMS Amendment 4 Rev. 02-04-22

- Oversee Clubhouse and pool operations
- Coordinate with contractors, District staff, residents, Clubhouse members, etc.
- Assist with on-site administrative work and correspond to GMS office
- Attend Board of Supervisors meetings

#### **Compensation**

The above outlined services will be provided for the fixed monthly fee of \$8,333.34, (\$100,000.00, annually) plus reimbursable expenses for, but not limited to, postage, courier services, printing, and copying. The foregoing represents additional services provided by the Manager with the corresponding fees associated with those services.

South Dade Venture CDD GMS Amendment 4 Rev. 02-04-22



#### South-Dade Venture Community Development District

5385 N. Nob Hill Road

Sunrise, Florida 33351

954-721-8681 Telephone 954-721-9202 Facsimile

#### **MEMORANDUM**

To: South Dade Venture Supervisors

From: District Management

Date: 9/20/2024

**Subject: Clubhouse Operations** 

#### Rationale & Overview

A total of three (3) options will be presented for Clubhouse Operations. Each option will outline in detail estimated costs, scope of services, and estimated schedule.

#### **Option A**

Current set up. District Manager and Field Manager to work part-time to oversee field operations, club payroll, training and supervision of club attendants, training and supervision of Janitorial staff, oversee clubhouse maintenance, and process invoices. This is providing more than 40 years of combined experience.

Part Time Club Manager(s) 20 Hours Weekly

1 Full time attendant 11 AM – 7 PM 40 hours weekly

1 Part-Time Attendant 20 hours weekly

2 Part-Time Janitorial Staff 30 hours weekly

No changes or more fees anticipated



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#### **Option B**

Hire an experienced full time on site Clubhouse Manager with part time weekend attendants and part time janitorial staff. This person will be experienced so he/she will need minimal training and supervision from District management. He or she will be responsible for all club operations such as payroll, scheduling, maintenance, invoices payments, rentals, and supervision of staff. He or she can offer amenity style services which can include a variety of refreshment options (fees excluded from current budget), activities (fees excluded from current budget), and social events (fees excluded from current budget).

Full-time Club Manager Salary Range (Monday – Friday)

\$27 an hour X 40 hours = \$1,080 52 weeks = \$56,160

Part time Weekend attendant (Saturday – Sunday 10 AM – 7:00 PM)

 $18 \times 18 = 324$  hours of weekend coverage X 52 weeks = 16,848

Two Part Time Janitors (Daily) -  $16 \times 30 \text{ hours} = 24,690$ 

Insurance, benefits, & administrative fees = \$14,150.40

Total = \$111,848.40 \*Excludes retention incentives and field management fees (\$36,000), which are currently combined into club operations/staff.

#### **Option C**

Two Part Time Attendants. These will be experienced club attendants so minimal training and supervision will be needed from District management. They will be responsible for supervision of amenities, assisting residents with EPASS registration, club membership registration, party rental reservations, invoice processing, and scheduling.

2 part time attendants - \$20 X 30 hours 600 X 52 weeks = \$31,200 each Total = \$62,400

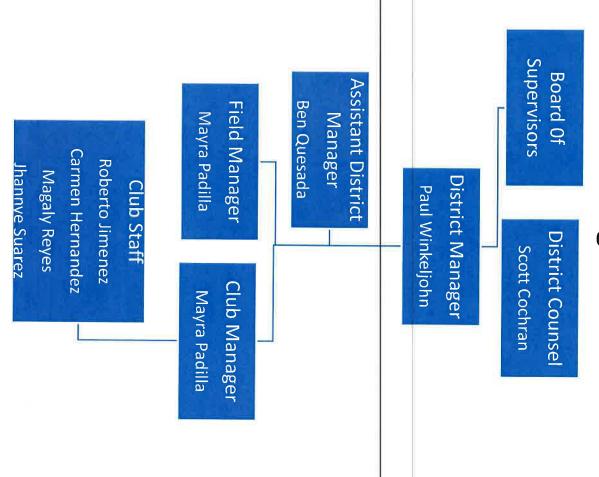
Two Part Time Janitors (Daily) -  $16 \times 30 \text{ hours} = 24,690$ 

Insurance, benefits, & administrative fees = \$14,150.40

Total =\$101,240 \*Excludes retention incentives and field management fees (\$36,000), which are currently combined into club operations/staff.



# South-Dade Venture CDD Organizational Chart





Job Title:	Clubhouse Attendant	Job Category:	Customer Service			
Department/Group:	South Dade Venture CDD	Job Code/ Req#:	N/A None			
Location:	Waterstone Bay Clubhouse	Travel Required:				

#### **Job Description**

#### **ROLE AND RESPONSIBILITIES**

- Greet Residents
- Answer Phones
- Respond to emails in a timely manner
- Clubhouse Rule Enforcement
- Make resident vehicle Express Passes
- Make Clubhouse Membership cards
- Make Clubhouse Party Rental Reservations
- Maintain list of activated and deactivated pool cards & EPASS decals
- Schedule vendor visits/appointments with Field Supervisor/Clubhouse Manager
- Update spreadsheets with vendor proposals
- Maintain a clean workplace by disposing of any non-biohazard items from premises
- Data entry
- To comply with all other duties deem necessary by management

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Must be proficient in Excel and Power Point

#### PREFERRED SKILLS

Bi-lingual CPR Certified



Job Title:	Custodian	Job Category:	Customer Service			
Department/Group:	South Dade Venture CDD	Job Code/ Req#:	N/A			
Location:	Waterstone Bay Clubhouse	Travel Required:	None			

#### ROLE AND RESPONSIBILITIES

- Maintains friendly and professional attitude
- Vacuuming, sweeping, and mopping
- Clean and sanitize restrooms
- · Restock supplies in restrooms and common areas
- Empty trash cans and replace liners
- Dusting and cleaning furniture
- Cleaning windows
- Periodically washing pool deck and common areas
- Using proper safety equipment and ladders to clean hard to reach places
- Maintain list/inventory of supplies
- Must be able to lift objects at least 25 pounds
- Subject to change any task deemed necessary by District Clubhouse Marager

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Must be able to read and speak English – Bilingual a Plus

#### **ADDITIONAL NOTES**

Must be able to work 8 a.m. – 1 p.m. Monday – Friday

\*This is a part time position and does not offer medical benefits or paid time of at this time.\*



## WORKSHOP OBJECTIVE

Evaluate existing services and staffing for consideration of improvements.



# HISTORY

- Following Board direction, SDVCDD purchased the Waterstone Bay Clubhouse for \$10 on February 6, 2012.
- Benefits of this transaction include:
- Ability to levy assessments and collect 100% of operating costs.
- Maintain infrastructure through District Staff with over 40 combined years of experience, including an Engineer.
- 3. Property Tax exemptions Successfully denied and upheld.
- 4. Lower insurance rates and sovereign immunity protections. Additional savings to HOA.
- Deed grants 330 ft. of rent-free office space to Waterstone II HOA staff to serve residents and host community events.

### BUDGET ASSESSMENTS 2012 - 2018

- FY2013 \$234,321
- FY2014 \$234,098
- FY2015 \$274,429
- FY2016 \$278,850
- FY2017 \$274,405
- FY2018 \$274,406

## BUDGET ASSESSMENTS 2018 - 2024

#### South-Dade Venture

Community Development District

Clubhouse Financial Activity - FY2018 through FY2024

	9/30/18		9/30/19		9/30/20		9/30/21		9/30/22		9/30/23		9/30/24
Revenues:													
Special Assessments - Tax Roll	\$ 275,463	\$	275,340	\$	274,251	s	273,925	s	273,890	\$	273,956	\$	274,133
Rental Income	2,650		2,045		350		-		1,150		2,250		2,000
Pool Entry Cards	1,005		995		375		841		800		755		180
Newsletter Ad Revenue	250		-		-		-		-		-		-
Donations	-		-		700		-		4,400		3,000		3,185
Miscellaneous Income	6,011		12,739		2,823		669		-		850		-
Total Revenues	\$ 285,379	\$	291,119	\$	278,499	\$	275,436	\$	280,240	\$	280,811	\$	279,498
Clubbouse Expenditures													
Security	\$ 40,666	\$	42,738	\$	37,038	s	43,900	s	38,486	\$	66,366	\$	74,902
Telephone	6,851		6,401		6,168		6,190		6,375		6,535		6,646
Utilities	32,163		42,006		28,213		22,872		28,271		44,760		41,359
Property Insurance	6,828		6,828		6,828		9,655		9,995		10,859		13,142
Alarm Monitoring	1,645		1,461		1,795		2,454		2,119		1,754		3,048
Pool Maintenance and Repairs	33,022		19,044		25,461		23,626		23,133		23,749		38,573
Club Operation/Staff	73,408		85,955		113,887		121,010		133,019		115,365		115,000
Workers' Compensation Insurance	-		-		-		-		-		1,158		1,500
Fitness Equipment Maintenance	2,614		2,715		1,835		7,884		2,786		6,301		4,691
Office Supplies and Printing	4,996		3,882		1,387		4,071		2,612		4,539		2,276
Repairs and Maintenance	44,957		30,010		22,450		27,057		27,952		35,336		35,255
Janitorial Supplies	7,170		9,247		10,015		5,974		5,373		6,923		5,443
Landscape Maintenance	6,843		8,358		7,071		4,800		6,051		6,292		8,958
Holiday Decorations	-		-		-		-		-		822		
Capital Outlay	-		-		85,145		-		-		42,211		20,000
Contingency	6,430		5,042		-		-		18,554		24,557		37,184
Total Clubhouse Expenditures	\$ 267,593	\$	263,688	\$	347,294	\$	279,492	\$	304,726	\$	397,528	\$	407,977
Excess (Deficiency) of Revenues over Expenditures	\$ 17,786	•	27,431	s	(68,795)	_	(4,057)	•	(24,486)	_	(116,717)	-	(128,479