



**CENTURY GARDENS VILLAGE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
MARCH 7, 2024  
6:45 P.M.**

Special District Services, Inc.  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, FL 33193

[www.centurygardensvillagecdd.org](http://www.centurygardensvillagecdd.org)

786.303.3661 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**CENTURY GARDENS VILLAGE**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Kendall Executive Center  
8785 SW 165th Avenue, Suite 200  
Miami, Florida 33193  
**REGULAR BOARD MEETING**  
March 7, 2024  
6:45 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 5, 2023 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Update Regarding Tree Removal Permit and Installation of Royal Palms
  - 2. Update Regarding Irrigation System Repairs
- H. New Business
  - 1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 5
  - 2. Consider Resolution No. 2024-02 – Electronic Signature Policy.....Page 12
  - 3. Discussion Regarding Required Ethics Training.....Page 15
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

**MIAMI-DADE**

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared ROSANA SALGADO, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CENTURY GARDENS VILLAGE COMMUNITY DEVELOPMENT DISTRICT - FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

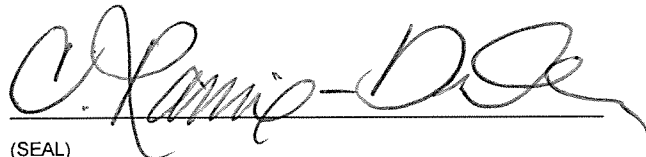
in the XXXX Court,  
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

09/25/2023

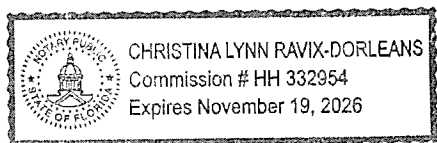
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.



Sworn to and subscribed before me this  
25 day of SEPTEMBER, A.D. 2023



(SEAL)  
ROSANA SALGADO personally known to me



**CENTURY GARDENS VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024  
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Century Gardens Village Community Development District (the "District") will hold Regular Meetings in the Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193 at 6:45 p.m. on the following dates:

- October 5, 2023
- November 2, 2023
- March 7, 2024
- April 4, 2024
- May 2, 2024
- June 6, 2024
- September 5, 2024

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (786)313-3661 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or two Board members 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. Said meeting(s) 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 (786)313-3661 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.

**CENTURY GARDENS VILLAGE COMMUNITY DEVELOPMENT DISTRICT**

[www.centurygardensvillagecdd.org](http://www.centurygardensvillagecdd.org)

9/25

23-38/0000685143M

**CENTURY GARDENS VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 5, 2023**

**A. CALL TO ORDER**

District Manager Armando Silva called the October 5, 2023, Regular Board Meeting of the Century Gardens Village Community Development District (the “District”) to order at 6:46 p.m. in the Kendall Executive Center Meeting Room located at 8785 SW 165<sup>th</sup> Street, Miami, Florida 33193.

**B. PROOF OF PUBLICATION**

Mr. Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 25, 2023, as part of the District’s Fiscal Year 2023/2024 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the attendance of Chairperson Paola Mastrodomenico and Supervisors Johanna Diaz and Gladelmis Rodriguez constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance were: District Manager Armando Silva of Regular District Services, Inc.; and General Counsel Scott Cochran and Liza Smoker of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**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. June 1, 2023, Regular Board Meeting and Public Hearing**

Mr. Silva presented the minutes of the June 1, 2023, Regular Board Meeting and Public Hearing and asked if there were any changes. There being no changes, a **motion** was made by Ms. Diaz, seconded by Ms. Mastrodomenico and unanimously passed approving the minutes of the June 1, 2023, Regular Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Update Regarding Tree Removal (Roots Causing Damage)**

Mr. Silva advised that the he had recently received a notification from Miami-Dade County (“County”) advising the District that they must apply for an after-the-fact permit for the removal of eleven (11) trees throughout the District. Mr. Silva stated that Trimscape has been assisting the District with the Tree

Removal Permit and that the County is requiring the installation of other trees throughout the District to assist with offsetting the trees that were removed. A discussion ensued after which;

A **motion** was made by Ms. Mastrodomenico, seconded by Ms. Rodriguez and unanimously passed approving an amount not to exceed \$12,000 for the installation of Royal Palms along SW 152<sup>nd</sup> Place and a donation to the County Tree Trust Fund.

## **2. Discussion Regarding Irrigation System**

Mr. Silva advised that the irrigation system repairs for Clock B are ongoing and the contractor is expected to complete the repairs within the next few months. He has also been made aware that Hotwire Telecommunications has been performing work within the District and has destroyed several irrigation lines that had been recently fixed by Trimscape. The Field Ops team is working with Hotwire and Trimscape to have these issues fixed.

## **H. NEW BUSINESS**

### **1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2022/2023 Amended Budget**

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

#### **RESOLUTION NO. 2023-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTURY GARDENS VILLAGE 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. Silva read the title into the record and provided an explanation for the document. He indicated that there was an operating fund balance of approximately \$192,792 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Ms. Mastrodomenico, seconded by Ms. Rodriguez and unanimously passed to adopt Resolution No. 2023-05, as presented, thereby setting the amended/revised budget for the 2022/2023 fiscal year.

### **2. Consider and Approve Auditor Renewal Option – Grau & Associates**

Mr. Silva explained that at the October 1, 2020, District meeting, the Board of Supervisors (the “Board”) selected Grau & Associates to perform the year end audits for the fiscal years ended 2020, 2021, and 2022 with an option to perform the 2023 and 2024 audits.

Mr. Silva stated that management was pleased with the services provided by Grau & Associates and recommended that the Board approve the renewal option to have them perform the year end audits for the fiscal years ending in 2023 and 2024. Additionally, Mr. Silva explained the process the Board would need to take should they elect not to approve the renewal option. A discussion ensued, after which:

A **motion** was made by Ms. Mastrodomenico, seconded by Ms. Rodriguez and unanimously passed approving the renewal option with Grau & Associates to perform the audits for the fiscal years ending in 2023 and 2024 in the amount of \$3,200 and \$3,200 respectively.

**I. ADMINISTRATIVE & OPERATIONAL MATTERS**

There were no Administrative and Operational matters at this time.

**J. BOARD MEMBER & STAFF CLOSING COMMENTS**

There were no Board Member and Staff Closing Comments.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Ms. Mastrodomenico, seconded by Ms. Diaz and unanimously passed to adjourn the Regular Board Meeting at 7:18 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTURY GARDENS VILLAGE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR THE FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (“Board”) of the Century Gardens Village 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 CENTURY GARDENS VILLAGE 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 June 6, 2024 at 6:45 p.m. in the Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

**PASSED, ADOPTED and BECOMES EFFECTIVE** this 7<sup>th</sup> day of March, 2024.

**ATTEST:**

**CENTURY GARDENS VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice-Chairperson

Century Gardens Village  
Community Development District

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



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

**PROPOSED BUDGET**  
**CENTURY GARDENS VILLAGE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2024/2025 BUDGET
<b>REVENUES</b>	
Administrative Assessments	77,386
Maintenance Assessments	63,925
Debt Assessments	212,048
Other Revenues	0
Interest Income	540
<b>TOTAL REVENUES</b>	<b>\$ 353,899</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE EXPENDITURES</b>	
Engineering/Inspections	1,500
Street/Roadway Maintenance	17,200
Field Operations Management	1,800
Miscellaneous Community Projects	32,765
Capital Improvements	3,625
Maintenance Contingency	3,200
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 60,090</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
Supervisor Fees	3,000
Payroll Taxes	230
Management	35,928
Legal	8,500
Assessment Roll	7,500
Audit Fees	3,200
Insurance	7,200
Legal Advertisements	2,000
Miscellaneous	1,400
Postage	300
Office Supplies	375
Dues & Subscriptions	175
Trustee Fee	3,500
Continuing Disclosure Fee	600
Website Management	2,000
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 75,908</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 135,998</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 217,901</b>
Bond Payments	(199,325)
<b>BALANCE</b>	<b>\$ 18,576</b>
County Appraiser & Tax Collector Fee	(7,067)
Discounts For Early Payments	(14,134)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (2,625)</b>
Carryover From Prior Year	2,625
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ (0)</b>

Note: Fiscal Year 2022/2023 Maintenance/Contingency Expenditures Included Storm Drain Cleaning, Irrigation Repairs & Tree Maintenance.

**DETAILED PROPOSED BUDGET**  
**CENTURY GARDENS VILLAGE 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
<b>REVENUES</b>				
Administrative Assessments	76,884	77,409	77,386	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	65,363	63,925	63,925	Expenditures/.94
Debt Assessments	212,050	212,048	212,048	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	5,592	300	540	Interest Estimated At \$45 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 359,889</b>	<b>\$ 353,682</b>	<b>\$ 353,899</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE EXPENDITURES</b>				
Engineering/Inspections	1,060	1,500	1,500	No Change From 2023/2024 Budget
Street/Roadway Maintenance	14,500	17,200	17,200	No Change From 2023/2024 Budget
Field Operations Management	1,800	1,800	1,800	No Change From 2023/2024 Budget
Miscellaneous Community Projects	599	32,765	32,765	No Change From 2023/2024 Budget
Capital Improvements	0	3,625	3,625	No Change From 2023/2024 Budget
Maintenance Contingency	40,120	3,200	3,200	No Change From 2023/2024 Budget
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 58,079</b>	<b>\$ 60,090</b>	<b>\$ 60,090</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
Supervisor Fees	1,700	3,000	3,000	No Change From 2023/2024 Budget
Payroll Taxes	130	230	230	Supervisor Fees * 7.65%
Management	33,876	34,884	35,928	CPI Adjustment (Capped At 3%)
Legal	8,573	8,500	8,500	No Change From 2023/2024 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,200	3,200	3,200	Accepted Amount For 2023/2024 Audit
Insurance	6,134	6,500	7,200	Fiscal Year 2023/2024 Expenditure Was \$6,594
Legal Advertisements	368	800	2,000	Costs Will Increase Due To Closing Of The Miami Business Review
Miscellaneous	577	1,500	1,400	\$100 Decrease From 2023/2024 Budget
Postage	168	300	300	No Change From 2023/2024 Budget
Office Supplies	340	375	375	No Change From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fee	3,500	3,500	3,500	No Change From 2023/2024 Budget
Continuing Disclosure Fee	600	600	600	No Change From 2023/2024 Budget
Website Management	2,000	2,000	2,000	No Change From 2023/2024 Budget
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 68,841</b>	<b>\$ 73,064</b>	<b>\$ 75,908</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 126,920</b>	<b>\$ 133,154</b>	<b>\$ 135,998</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 232,969</b>	<b>\$ 220,528</b>	<b>\$ 217,901</b>	
Bond Payments	(202,284)	(199,325)	(199,325)	2025 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 30,685</b>	<b>\$ 21,203</b>	<b>\$ 18,576</b>	
County Appraiser & Tax Collector Fee	(3,411)	(7,068)	(7,067)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(12,873)	(14,135)	(14,134)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 14,401</b>	<b>\$ (0)</b>	<b>\$ (2,625)</b>	
Carryover From Prior Year	0	0	2,625	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 14,401</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	

Note: Fiscal Year 2022/2023 Maintenance/Contingency Expenditures Included Storm Drain Cleaning, Irrigation Repairs & Tree Maintenance.

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**  
**CENTURY GARDENS VILLAGE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	4,846	100	500	Projected Interest For FY 2024/2025
NAV Tax Collection	202,284	199,325	199,325	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 207,130</b>	<b>\$ 199,425</b>	<b>\$ 199,825</b>	
<b>EXPENDITURES</b>				
Principal Payments	115,000	120,000	125,000	Principal Payment Due In 2025
Interest Payments	81,745	76,495	72,820	Interest Payments Due In 2025
Bond Redemption	0	2,930	2,005	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 196,745</b>	<b>\$ 199,425</b>	<b>\$ 199,825</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 10,385</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2020 Bond Refunding Information**

Original Par Amount =	\$2,469,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.00% - 4.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	December 2020		
Maturity Date =	May 2037		
Par Amount As Of 1/1/24 =	\$2,124,000		

## Century Gardens Village Community Development District Assessment Comparison

	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Assessment*	Fiscal Year 2024/2025 Projected Assessment*
Administrative Assessment For Townhomes	\$ 276.71	\$ 279.38	\$ 284.60	\$ 284.51
Maintenance Assessment For Townhomes	\$ 243.05	\$ 240.31	\$ 235.03	\$ 235.03
<u>Debt Assessment For Townhomes</u>	<u>\$ 589.54</u>	<u>\$ 589.54</u>	<u>\$ 589.54</u>	<u>\$ 589.54</u>
<b>Total</b>	<b>\$ 1,109.30</b>	<b>\$ 1,109.23</b>	<b>\$ 1,109.17</b>	<b>\$ 1,109.08</b>
Administrative Assessment For Single Family Homes	\$ 276.71	\$ 279.38	\$ 284.60	\$ 284.51
Maintenance Assessments For Single Family Homes	\$ 243.05	\$ 240.31	\$ 235.03	\$ 235.03
<u>Debt Assessment For Single Family Homes</u>	<u>\$ 1,139.47</u>	<u>\$ 1,139.47</u>	<u>\$ 1,139.47</u>	<u>\$ 1,139.47</u>
<b>Total</b>	<b>\$ 1,659.23</b>	<b>\$ 1,659.16</b>	<b>\$ 1,659.10</b>	<b>\$ 1,659.01</b>

**\* Assessments Include the Following :**

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

**Community Information:**

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Townhomes	178
<u>Single Family Units</u>	<u>94</u>
Total Units	272

**RESOLUTION 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTURY GARDENS VILLAGE 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 Gardens Village 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 by Ordinance No. 06-154 of the Board of County Commissioners of Miami Dade County, Florida (the “County”), effective November 3, 2006; 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 GARDENS VILLAGE 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 Gardens Village 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** at a meeting of the District Board of Supervisors, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CENTURY GARDENS VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair





## **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](http://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>.