



**SAUSALITO BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 6, 2025  
6:15 P.M.**

Special District Services, Inc.  
8785 SW 165 Avenue, Suite 200  
Miami, FL 33193

[www.sausalitobaycdd.org](http://www.sausalitobaycdd.org)  
786.347.2700 ext. 2027 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**  
Conference Room at Kendall Executive Center  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, Florida 33193  
**REGULAR BOARD MEETING**  
February 6, 2025  
6:15 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Resolution No. 2025-01 – Declaring Vacancies (Seats 3, 4 and 5).....Page 2
- E. Discussion Regarding Vacancies and Appointments to Fill Vacancies
- F. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- G. Elections of Officers
- H. Additions or Deletions to Agenda
- I. Comments from the Public for Items Not on the Agenda
- J. Approval of Minutes
  - 1. October 3, 2024 Regular Board Meeting.....Page 4
- K. Old Business
  - 1. Discussion Regarding Aquatic Maintenance Agreement (Ratify District Manager’s Actions)
- L. New Business
  - 1. Discussion Regarding Tree and Palm Trimming.....Page 8
  - 2. Consider Resolution No. 2025-02 – Adopting a Fiscal Year 2025/2026 Proposed Budget.....Page 10
  - 3. Consider Resolution No. 2025-03 – Registered Agent Change.....Page 17
- M. Administrative & Operational Matters
- N. Board Member & Staff Closing Comments
- O. Adjourn



The Beaufort Gazette  
 The Belleville News-Democrat  
 Bellingham Herald  
 Centre Daily Times  
 Sun Herald  
 Idaho Statesman  
 Bradenton Herald  
 The Charlotte Observer  
 The State  
 Ledger-Enquirer

Durham | The Herald-Sun  
 Fort Worth Star-Telegram  
 The Fresno Bee  
 The Island Packet  
 The Kansas City Star  
 Lexington Herald-Leader  
 The Telegraph - Macon  
 Merced Sun-Star  
 Miami Herald  
 El Nuevo Herald

The Modesto Bee  
 The Sun News - Myrtle Beach  
 Raleigh News & Observer  
 Rock Hill | The Herald  
 The Sacramento Bee  
 San Luis Obispo Tribune  
 Tacoma | The News Tribune  
 Tri-City Herald  
 The Wichita Eagle  
 The Olympian

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
142065	593799	Print Legal Ad-IPL01947870 - IPL0194787		\$764.16	2	50 L

**Attention:** Laura J. Archer

Sausalito Bay Community Development District  
 c/o Special District Services, Inc.  
 2501A Burns Road  
 Palm Beach Gardens, Florida 33410  
 LArcher@sdsinc.org

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
 FISCAL YEAR 2024/2025 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors (the "Board") of the **Sausalito Bay Community Development District** (the "District") will hold Regular Meetings in the Conference Room at Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, on the following dates: at **6:15 p.m.** on the following dates:

- October 3, 2024**
- November 7, 2024**
- February 6, 2025**
- March 6, 2025**
- April 3, 2025**
- May 1, 2025**
- June 5, 2025**
- September 4, 2025**

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 [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) 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 Board members 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 ensure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) 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 with no advertised notice.

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**  
[www.sausalitobaycdd.org](http://www.sausalitobaycdd.org)  
 IPL0194787  
 Sep 19 2024

**PUBLISHED DAILY  
 MIAMI-DADE-FLORIDA**

**STATE OF FLORIDA  
 COUNTY OF MIAMI-DADE**

Before the undersigned authority personally appeared: Mary Castro, who on oath says that he/she is CUSTODIAN OF RECORDS of The Miami Herald, a daily newspaper published at Miami in Miami-Dade County, Florida; that the attached copy of the advertisement that was published was published in said newspaper in the issue (s) of:

Publication: Miami Herald

1 insertion(s) published on:

09/19/24

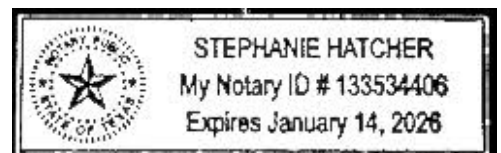
Affiant further says that the said Miami Herald is a newspaper published at Miami, in the said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Dade County, Florida each day and has been entered a second class mail matter at the post office in Miami, in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid or promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper(s). The McClatchy Company complies with all legal requirements for publication in chapter 50, Florida Statutes.

*Mary Castro*

Sworn to and subscribed before me this 19th day of September in the year of 2024

*Stephanie Hatcher*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**RESOLUTION NO. 2025-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT DECLARING VACANCIES ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to the provisions of Section 190.006, Florida Statutes, the members of the Board of Supervisors (the “District Board”) of the Sausalito Bay Community Development District (the “District”) are to be elected by the qualified electors of the District at a general election to be held on November 5, 2024 (the “General Election”); and

**WHEREAS**, the District provided published notice of the qualifying period for election to the District Board at least two (2) weeks prior to the start of the qualifying period for the General Election, as required by Section 190.006(3)(b), Florida Statutes; and

**WHEREAS**, the **Miami-Dade** County Supervisor of Elections has confirmed that at the close of the qualifying period for election to the District Board, no elector qualified for Seat 3, Seat 4, or Seat 5 to be filled in the General Election; and

**WHEREAS**, pursuant to Section 190.006(3)(b), Florida Statutes, the District is required to declare the seats to be filled by the election to which no qualified elector has qualified as vacant and to appoint a qualified elector to fill each such vacancy within 90 days of the second Tuesday following the General Election.

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

1. The recitals above are true and correct and are hereby made a part of this Resolution.
2. The District Board hereby declares Seat 3, Seat 4, and Seat 5 to be vacant, effective on the second Tuesday following the General Election.
3. The District Board shall appoint a qualified elector to Seat 3, Seat 4, and Seat 5 within 90 days of the second Tuesday following the General Election, as required by Section 190.006(3)(b), Florida Statutes. Until such appointment, the incumbent board member in such seat shall remain in office.

4. This Resolution shall take effect immediately upon its passage and adoption.

**PASSED AND ADOPTED** this 6<sup>th</sup> day of February, 2025 by the Board of Supervisors of the Sausalito Bay Community Development District.

**ATTEST:**

**SAUSALITO BAY COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 3, 2024**

**A. CALL TO ORDER**

District Manager Nancy Nguyen called the October 3, 2024, Regular Board Meeting of the Sausalito Bay Community Development District (the “District”) to order at 6:15 p.m. in the Kendall Executive Center Second Floor Conference Room located at 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193.

**B. PROOF OF PUBLICATION**

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Herald* on September 19, 2024, as part of the District’s Fiscal Year 2024/2025 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Ms. Nguyen determined that the attendance of Chairman Miguel Picar, Vice Chairman Robert Penna and Supervisors Yuray Rodriguez and Georgie Garcia constituted a quorum and it was in order to proceed with the meeting.

Staff members in attendance were District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel Liza Smoker of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. April 4, 2024, Regular Board Meeting & Public Hearing**

Ms. Nguyen presented the minutes of the April 4, 2024, Regular Board Meeting and Public Hearing and asked if there were any changes.

There being no changes, a **motion** was made by Mr. Picar, seconded by Mr. Rodriguez and unanimously passed approving the minutes of the April 4, 2024, Regular Board Meeting and Public Hearing, as presented.

**G. OLD BUSINESS**

**1. Staff Report, as Required**

There was no staff report at this time.

**H. NEW BUSINESS**

**1. Discussion Regarding Townhome Lake Condition**

Ms. Nguyen explained that she was contacted by Ms. Glenda Belliard, the Sausalito Bay Townhome HOA President. She further explained that Ms. Belliard had concerns with the lack of maintenance, deterioration of wildlife, irrigation pump failure, and pollution in the District's Townhome section lake. Ms. Belliard requested that District staff meet her, the HOA Vice President, and the commissioner's staff on-site to review her concerns. Ms. Nguyen requested that Allstate Resource Management (Allstate), the District's aquatic maintenance contractor, coordinate to have a Senior Biologist present for the requested on-site meeting. District staff, and Steve Montgomery of Allstate, met with the President and Vice President of the HOA to review their concerns. During the meeting, Mr. Montgomery stated that the overall health of the lake appears very good. He noted that there was minor surface algae present; however, he noted that it was already treated during previous visits. Mr. Montgomery explained that oftentimes after treatments, homeowners may notice floating vegetation that will take time to settle to the bottom of the lake and decompose into sediment. The HOA representatives stated that they believe that the District aquatic vegetation has caused the HOA irrigation pump to stop working. Mr. Montgomery inspected the area where the irrigation pipe is located and it was noted by all present that there was no vegetation surrounding the pipe. Following the meeting, Mr. Montgomery provided a letter summarizing the meeting, which letter was presented to the Board and provided additional documentation for the HOA to share with its residents to better understand the functions of the lake as well as articles on live vs dead algae. No additional information on this item is needed at this time.

## **2. Discussion Regarding Aquatic Maintenance Increase Letter (Allstate Resource Management)**

Ms. Nguyen presented a letter from Allstate Resource Management stating that they understand that budgets were tight and with the current climate of inflation, they are requesting a 3% increase for services in 2025. Ms. Nguyen explained that the 3% increase would result in an increase of approximately \$19 per month (\$228 for the calendar year 2025). Mr. Picar explained that a 3% increase was minimal compared to the increases he has seen in his profession. The other Supervisors agreed with Mr. Picar. A discussion ensued, after which:

A **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed accepting the Allstate Resource Management, Inc. increase of 3% for calendar year 2025, further authorizing District Counsel and the District Manager to prepare and execute any agreements or amendments required.

## **3. Consider Resolution No. 2024-05 – Adopting a Fiscal Year 2023/2024 Amended Budget**

Ms. Nguyen presented Resolution No. 2024-05, entitled:

### **RESOLUTION NO. 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2023/2024 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen provided an explanation for the document. She indicated that there was an operating fund balance of approximately \$223,000 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Mr. Rodriguez, seconded by Mr. Garcia and unanimously passed to adopt Resolution No. 2024-05, as presented, thereby setting the amended/revised budget for the 2023/2024 fiscal year.

#### **4. 2024 Legislative Session Update Memorandums (BCLMR)**

Ms. Smoker presented two (2) memorandums prepared by her firm summarizing the legislative acts that had become law during the most recent legislative session. Ms. Smoker provided an explanation of the laws that pertain to the District. Ms. Smoker noted that if they have any questions regarding these new laws, they may contact the District Manager or her office.

#### **5. Consider Resolution No. 2024-06 – Adopting Goals and Objectives**

Ms. Nguyen presented Resolution No. 2024-06, entitled:

##### **RESOLUTION 2024-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen explained that new legislation states that starting October 1, 2024, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District's achievement of these goals and objectives. Ms. Nguyen further explained that the goals and objectives included in Exhibit A of the resolution were items that are currently requirements of the District per Florida Statutes. It was further explained that at the end of the fiscal year, the Board will have the opportunity to determine if the goals were met.

A **motion** was made by Mr. Penna, seconded by Mr. Garcia and unanimously passed accepting Resolution No. 2024-06, further establishing the Sausalito Bay Community Development District's goals, objectives, and performance measures.

#### **I. ADMINISTRATIVE & OPERATIONAL MATTERS**

##### **1. Update: Miami-Dade County Supervisor of Elections 2024 Qualified Candidate Results**

Ms. Nguyen reminded the Board that there were three (3) seats whose terms were expiring in November 2024 and would be on the November 5, 2024, general election. Those seats are Seat 3 (currently held by Mr. Rodriguez), Seat 4 (currently held by Mr. Picar) and Seat 5 (currently held by Mr. Penna). Ms. Nguyen stated that there were no candidates for Seat 3, 4, and 5 and further explained that the new terms of office for Seats 3, 4 and 5 would commence on the second Tuesday following the general election (November 19, 2024).

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

Mr. Picar stated that he had noticed some dead trees on the District owned parcel on 152<sup>nd</sup> Avenue. The Board consensus was to have Ms. Nguyen present proposals for tree trimming, and tree removal/replacement during the February or March 2025 meetings.



There were no additional Board Member comments.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Penna, seconded by Mr. Rodriguez and unanimously passed adjourning the Regular Board Meeting at 6:47 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson



**Proposal #636**

Date: 1/17/2025

PO #

**Bill To:**  
Sausalito Bay C.D.D.  
15282 Sw 11 St  
Miami, FL 33194

**Property Address:**  
Sausalito Bay C.D.D.  
15282 Sw 11 St  
Miami, FL 33194

**Description**

**Common Areas: Prune Trees and Palms**

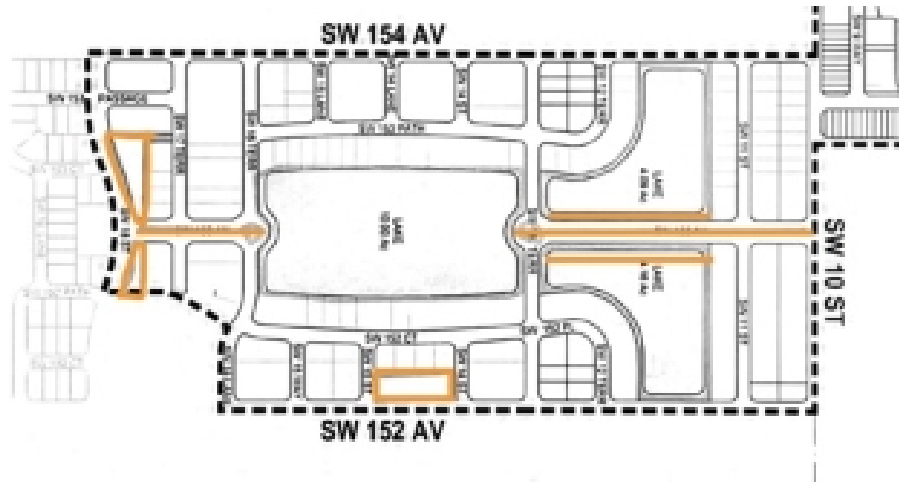
**Scope of work**

**Trees**

- Prune 62 Trees
- Trees included
  - All common area trees
- Specs
  - Rise Trees over roads for 14ft vehicle clearance when possible
  - Rise Trees over sidewalks for 8 ft walking clearance
  - Selective pruning to shape canopy as needed per tree
- Remove debris generated by work
- See service map attached

**Palms**

- Prune 32 palms
- Palms Included
  - All common area palms
- Specs
  - Palms will be pruned up to 3 and 9 o'clock specs
  - Dead fronds and seed pods will be removed
- Remove debris generated by work
- See service map attached



**Services**

**Tree Pruning**

Items	Quantity	Unit		
Labor Arbor	1	Each		
			<b>Tree Pruning :</b>	<b>\$3,840.00</b>

**Palm Purning**

Items	Quantity	Unit		
Labor Arbor	1	Each		
			<b>Palm Purning:</b>	<b>\$1,320.00</b>

**PROJECT TOTAL:        \$5,160.00**

**Terms & Conditions**

By   
**Nelson Carrillo**

By \_\_\_\_\_

Date 1/17/2025  
**Plant Brothers Landscaping Inc.**

Date \_\_\_\_\_  
**Sausalito Bay C.D.D.**

**RESOLUTION NO. 2025-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM ASSESSMENTS FOR FISCAL YEAR 2025/2026; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the “Board”) of the Sausalito Bay Community Development District (the “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 2025/2026 has been prepared and considered by the Board.

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

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2025/2026 attached hereto as Exhibit “A” is approved and adopted by the Board.

**Section 2.** A Public Hearing is hereby scheduled for May 1, 2025, at 6:15 p.m. in the Kendall Executive Center Conference Room located at 8785 SW 165<sup>th</sup> Avenue, Suite 200, Miami, Florida 33193, for the purpose of receiving public comments on the Proposed Fiscal Year 2025/2026 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 6<sup>th</sup> day of February, 2025.

**ATTEST:**

**SAUSALITO BAY  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Sausalito Bay  
Community Development District

**Proposed Budget For  
Fiscal Year 2025/2026  
October 1, 2025 - September 30, 2026**

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

**PROPOSED BUDGET**  
**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	<b>FISCAL YEAR 2025/2026 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	87,234
Maintenance Assessments	25,984
Debt Assessments	183,996
Other Revenues	0
Interest Income	1,200
<b>TOTAL REVENUES</b>	<b>\$ 298,414</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE EXPENDITURES</b>	
Aquatic Maintenance (SFH - 50)	6,130
Aquatic Maintenance (TH - 23)	1,630
Lawn Maintenance (SFH - 50)	22,500
Lawn Maintenance/Lake Tracts (TH - 23)	6,000
Lake Tract Shoreline Maintenance (SFH - 50)	900
Lake Tract Shoreline Maintenance (TH - 23)	480
Miscellaneous Maintenance Expenses (SFH - 50)	8,000
Miscellaneous Maintenance Expenses (TH - 23)	750
Misc Grounds Maintenance/Mulch/Fertilizer	3,800
Engineering/Inspections	1,600
Outside Janitorial Services (SFH - 50)	3,000
Maintenance Contingency	2,020
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 56,810</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
Supervisor Fees	4,000
Payroll Taxes (Employer)	306
Management	35,064
Secretarial & Field Operations	6,180
Legal	8,000
Assessment Roll	6,000
Audit Fees	3,500
Insurance	7,400
Legal Advertisements	2,700
Miscellaneous	1,300
Postage	250
Office Supplies	375
Dues & Subscriptions	175
Trustee Fee	3,700
Continuing Disclosure Fee	350
Website Management	2,000
Administrative Contingency	700
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 82,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 138,810</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 159,604</b>
Bond Payments	(172,956)
<b>BALANCE</b>	<b>\$ (13,352)</b>
County Appraiser & Tax Collector Fee	(5,944)
Discounts For Early Payments	(11,889)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (31,185)</b>
Carryover From Prior Year	31,185
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	FISCAL YEAR 2023/2024 ACTUAL	FISCAL YEAR 2024/2025 BUDGET	FISCAL YEAR 2025/2026 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	84,571	86,189	87,234	Expenditures/.94
Maintenance Assessments	33,511	29,202	25,984	Expenditures Less Interest & Carryover/.94
Debt Assessments	184,654	183,996	183,996	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	14,405	600	1,200	Interest Projected At \$100 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 317,141</b>	<b>\$ 299,987</b>	<b>\$ 298,414</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE EXPENDITURES</b>				
Aquatic Maintenance (SFH - 50)	7,441	5,400	6,130	No Change From 2024/2025 Budget
Aquatic Maintenance (TH - 23)	0	1,800	1,630	No Change From 2024/2025 Budget
Lawn Maintenance (SFH - 50)	16,112	22,500	22,500	No Change From 2024/2025 Budget
Lawn Maintenance/Lake Tracts (TH - 23)	5,674	6,000	6,000	No Change From 2024/2025 Budget
Lake Tract Shoreline Maintenance (SFH - 50)	0	900	900	No Change From 2024/2025 Budget
Lake Tract Shoreline Maintenance (TH - 23)	0	480	480	No Change From 2024/2025 Budget
Miscellaneous Maintenance Expenses (SFH - 50)	0	8,000	8,000	No Change From 2024/2025 Budget
Miscellaneous Maintenance Expenses (TH - 23)	0	750	750	No Change From 2024/2025 Budget
Misc Grounds Maintenance/Mulch/Fertilizer	0	4,800	3,800	\$1,000 Decrease From 2024/2025 Budget
Engineering/Inspections	1,100	1,600	1,600	No Change From 2024/2025 Budget
Outside Janitorial Services (SFH - 50)	200	3,000	3,000	No Change From 2024/2025 Budget
Maintenance Contingency	10,391	2,020	2,020	Maintenance Contingency
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 40,918</b>	<b>\$ 57,250</b>	<b>\$ 56,810</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
Supervisor Fees	2,200	5,000	4,000	Supervisor Fees
Payroll Taxes (Employer)	168	383	306	Supervisor Fees *7.65%
Management	33,096	34,080	35,064	CPI Adjustment
Secretarial & Field Operations	6,180	6,180	6,180	No Change From 2024/2025 Budget
Legal	8,185	8,000	8,000	No Change From 2024/2025 Budget
Assessment Roll	6,000	6,000	6,000	No Change From 2024/2025 Budget
Audit Fees	3,300	3,400	3,500	Accepted Amount Of 2024/2025 Audit
Insurance	6,594	7,100	7,400	Fiscal Year 2024/2025 Expenditure Was \$6,858
Legal Advertisements	2,646	1,800	2,700	Costs Have Increased Due To Closing Of The Miami Business Review
Miscellaneous	765	1,400	1,300	\$100 Decrease From 2024/2025 Budget
Postage	191	250	250	No Change From 2024/2025 Budget
Office Supplies	232	400	375	\$25 Decrease From 2024/2025 Budget
Dues & Subscriptions	175	175	175	No Change From 2024/2025 Budget
Trustee Fee	3,548	3,800	3,700	\$100 Decrease From 2024/2025 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2024/2025 Budget
Website Management	2,000	2,000	2,000	No Change From 2024/2025 Budget
Administrative Contingency	0	700	700	Administrative Contingency
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 75,630</b>	<b>\$ 81,018</b>	<b>\$ 82,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 116,548</b>	<b>\$ 138,268</b>	<b>\$ 138,810</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 200,593</b>	<b>\$ 161,719</b>	<b>\$ 159,604</b>	
Bond Payments	(176,084)	(172,956)	(172,956)	2026 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 24,509</b>	<b>\$ (11,237)</b>	<b>\$ (13,352)</b>	
County Appraiser & Tax Collector Fee	(2,912)	(5,988)	(5,944)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,111)	(11,975)	(11,889)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 10,486</b>	<b>\$ (29,200)</b>	<b>\$ (31,185)</b>	
Carryover From Prior Year	0	29,200	31,185	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 10,486</b>	<b>\$ -</b>	<b>\$ -</b>	



**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2025/2026

OCTOBER 1, 2025 - SEPTEMBER 30, 2026

	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	FISCAL YEAR 2025/2026	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	9,365	500	1,100	Projected Interest For FY 2025/2026
NAV Tax Collection	176,084	172,956	172,956	2026 P & I Payments Less Earned Interest
<b>Total Revenues</b>	<b>\$ 185,449</b>	<b>\$ 173,456</b>	<b>\$ 174,056</b>	
<b>EXPENDITURES</b>				
Principal Payments	110,000	115,000	120,000	Principal Payment Due In 2026
Interest Payments	64,738	58,456	54,056	Interest Payments Due In 2026
<b>Total Expenditures</b>	<b>\$ 174,738</b>	<b>\$ 173,456</b>	<b>\$ 174,056</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 10,711</b>	<b>\$ -</b>	<b>\$ -</b>	

Series 2013 Bond Refunding Information

Original Par Amount =	\$2,595,000	Annual Principal Payments Due =	May 1st
Interest Rate =	1.375% - 4.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	March 2013		
Maturity Date =	May 2035		

Par Amount As Of 1/1/25 = \$1,530,000

# Sausalito Bay Community Development District Assessment Comparison

	Original Projected Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Assessment Before Discount*	Fiscal Year 2024/2025 Assessment Before Discount*	Fiscal Year 2025/2026 Projected Assessment Before Discount*
Administrative Assessment For Lot Size 23	\$ -	\$ 191.69	\$ 195.74	\$ 200.91	\$ 203.35
Maintenance Assessment For Lot Size 23	\$ -	\$ 29.13	\$ 30.39	\$ 26.48	\$ 22.85
<u>Debt For Lot Size 23</u>	<u>\$ -</u>	<u>\$ 378.18</u>	<u>\$ 371.29</u>	<u>\$ 369.96</u>	<u>\$ 369.96</u>
<b>Total</b>	<b>\$ 625.00</b>	<b>\$ 599.00</b>	<b>\$ 597.42</b>	<b>\$ 597.35</b>	<b>\$ 596.16</b>
Administrative Assessment For Lot Size 50	\$ -	\$ 191.69	\$ 195.74	\$ 200.91	\$ 203.35
Maintenance Assessment For Lot Size 50	\$ -	\$ 117.32	\$ 121.40	\$ 105.79	\$ 94.77
<u>Debt For Lot Size 50</u>	<u>\$ -</u>	<u>\$ 493.05</u>	<u>\$ 484.06</u>	<u>\$ 482.33</u>	<u>\$ 482.33</u>
<b>Total</b>	<b>\$ 750.00</b>	<b>\$ 802.06</b>	<b>\$ 801.20</b>	<b>\$ 789.03</b>	<b>\$ 780.45</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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Twenty Three Foot Lots	204
<u>Fifty Foot Lots</u>	<u>225</u>
Total Units	429

## RESOLUTION 2025-03

### A RESOLUTION OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT DESIGNATING MICHAEL J. PAWELCZYK AS THE DISTRICT'S REGISTERED AGENT AND DESIGNATING THE OFFICE OF BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A. AS THE REGISTERED OFFICE

**WHEREAS**, Section 189.014, Florida Statutes requires that the Sausalito Bay Community Development District (the "District") designate a registered office and a registered agent, and further authorizes the District to change its registered office and registered agent, at the discretion of the District Board of Supervisors (the "Board"); and

**WHEREAS**, the designation of both a registered office and a registered agent is for the purpose of accepting service of process, notice, or demand that is required or permitted by law to be served upon the District; and

**WHEREAS**, the Board has been informed by the office of District Counsel that there is a need to designate a new registered agent for the District; and

**WHEREAS**, the Board seeks designate Michael J. Pawelczyk as the registered agent for the District, and update the business address of the registered office of the District, as necessary.

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT, THAT:

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

**Section 2.** Michael J. Pawelczyk is hereby designated as the registered agent for the District, thereby replacing any previously designated registered agent.

**Section 3.** The registered office of the District is hereby designated as the office at Billing, Cochran, Lyles, Mauro & Ramsey, P.A., 515 East Las Olas Boulevard, Suite 600, Fort Lauderdale, Florida 33301. The registered office is identical to the business address of the registered agent designated in Section 2 of this Resolution.

**Section 4.** Pursuant to the requirements of Section 189.014(2), Florida Statutes, the District's Secretary shall transmit copies of this Resolution to the local governing authority or authorities and to the Florida Department of Economic Opportunity.

**Section 5.** All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

**Section 6.** 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 7.** This Resolution shall be effective immediately upon adoption.

**PASSED AND ADOPTED THIS 6<sup>th</sup> DAY OF FEBRUARY, 2025.**

**SAUSALITO BAY  
COMMUNITY DEVELOPMENT DISTRICT**

**ATTEST:**

\_\_\_\_\_

Print name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_

Print name: \_\_\_\_\_  
Chair/Vice-Chair, Board of Supervisors