



**VENETIAN ISLES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
APRIL 25, 2017
7:00 P.M.**

Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

www.venetianislescdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
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AGENDA
VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
Venetian Isles Community Clubhouse
15355 Egret Lake Circle
Miami, Florida 33185
REGULAR BOARD MEETING
April 25, 2017
7:00 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. February 28, 2017 Regular Board Meeting.....Page 2
 - 2. March 28, 2017 Regular Board Meeting (Cancelled – No Minutes)
- G. Old Business
 - 1. Discussion Regarding Pilot Project - Option “B” (Egret Lakes Circle)
 - 2. Community Street Sign Project – Update
- H. New Business
 - 1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget.....Page 6
 - 2. Consider Resolution No. 2017-02 – Authorizing Electronic Approvals and Check Signers.....Page 13
- I. Administrative & Operational Matters
 - 1. Discussion Regarding Seat #5 and Holdover Board Member
 - 2. Statement of Financial Interests **2016 Form 1**
- J. Board Member and Staff Closing Comments
- K. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, 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, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper in the issues of

10/14/2016

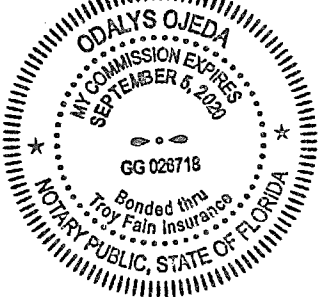
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as 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 or she has neither paid nor 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

Sworn to and subscribed before me this
14 day of OCTOBER, A.D. 2016

[Signature]

(SEAL)

MARIA MESA personally known to me



**VENETIAN ISLES COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2016/2017 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Venetian Isles Community Development District will hold Regular Meetings in the Venetian Isles Community Clubhouse Meeting Room located at 15355 Egmont Lake Circle, Miami, Florida 33185 at 7:00 p.m. on the following dates:

- October 25, 2016
- November 22, 2016
- November 29, 2016
- December 20, 2016
- December 27, 2016
- January 24, 2017
- February 28, 2017
- March 28, 2017
- April 25, 2017
- May 23, 2017
- June 27, 2017
- July 25, 2017
- September 26, 2017

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (305) 777-0761 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (305) 777-0761 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 canceled from time to time without advertised notice.

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT

www.venetianislescdd.org
10/14

16-58/0000160630M

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 28, 2017

A. CALL TO ORDER

The February 28, 2017, Regular Board Meeting of the Venetian Isles Community Development District was called to order at 7:05 p.m. in the Venetian Isles Community Clubhouse located at 15355 Egret Lake Circle, Miami, Florida 33185.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 14, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Vice Chairman Luis Baluja and Supervisors José Medina and Richard Borrazas constituted a quorum and it was in order to proceed with the meeting.

Staff members in attendance were: District Manager's Neil Kalin and Armando Silva of Special District Services, Inc.; and District Counsel Michael Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present were Alex Candelario, Affinity Property Management, Miami, Florida; Eduardo Alvarez of Miami, Florida; and Juan Cespedes of Miami, Florida.

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. October 25, 2016, Regular Board Meeting

The minutes of the October 25, 2016, Regular Board Meeting were presented and the Board was asked if there were any changes. There being no changes, a **motion** was made by Mr. Baluja, seconded by Mr. Borrazas and unanimously passed to approve the minutes of the October 25, 2016, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update on Pilot Project – Option “B” Egret Lake Circle - Discussion Regarding Permitting Process and Role of Venetian Isles Master HOA

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 28, 2017

Mr. Kalin stated that in order for Arking Solutions, Inc. to commence the installation services of Option “B” of the Pilot Project (on Egret Lakes Circle), Miami-Dade County requires the Venetian Isles Master Association, Inc. (the “Association”) to sign a notice of commencement and a permit application. The Association is the ownership entity of the land where the road right-of-ways are located within Egret Lakes Circle. The Venetian Isles Community Development District (the “District”) has an easement over Egret Lakes Circle that allows the District access to the roadway improvements (owned by the District) within the right-of-ways for upkeep and maintenance purposes. As requested by the Association representatives (Mr. Medina, Mr. Eduardo Alvarez and Mr. Juan Cespedes), Mr. Kalin provided a brief overview of the Pilot Project/Option B. A discussion between the Association’s representatives ensued after which they stated that at this time they could not support the Pilot Project/Option B and requested that they be given until the next meeting to make a final decision. The District Board acknowledged the request and Mr. Kalin stated that District Field Staff would inform Arking Solutions, Inc. to hold on commencing any further action regarding the Pilot Project.

2. Update on Community Street Sign Project

Mr. Kalin advised that upon final inspection of the Street Signs Project, Miami-Dade County (the “County”) had informed the District that there are four (4) street signs that lead to major public roadways (SW 26th Street, SW 152nd Avenue & SW 157th Avenue) that require a breakaway system, which enables the street sign post to break away upon impact by a vehicle. The County inspector also stated that the stop bars entering each subdivision are faded and need to be repainted. Mr. Candelario advised that District Field Staff had informed him of this and that it has since been repainted the applicable/referenced stop bars. Mr. Kalin stated that District Field Staff and Caltran Engineering Group, Inc. are working together to find a FDOT (Florida Department of Transportation) approved breakaway system that would fit the custom street signs. As soon as the applicable design has been established and approved, plans will then be made to modify the four street signs.

H. NEW BUSINESS

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

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Discussion Regarding Holdover Board Members and Filling Vacancies (Seats 1 & 5)

Mr. Kalin stated that Mr. Baluja, incumbent, serving as a holdover Board Member in vacant Seat #1 (vacancy declared effective November 22, 2016) had expressed interest in continuing to serve on the Board of Supervisors. A discussion ensued after which;

A **motion** was made by Mr. Medina, seconded by Mr. Borrazas and unanimously passed to *appoint* Mr. Baluja to the remaining 4-year term of office in Seat #1; and such term of office shall expire in November 2020.

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 28, 2017

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to Mr. Baluja and reminded him of his duties and responsibilities with emphasis on the Sunshine Law, Financial Disclosure, Public Records Law and the Code of Ethics for Public Officials.

Mr. Kalin asked Mr. Medina, incumbent and also knowledgeable in District business matters, serving as a holdover Board Member in vacant Seat #5 (vacancy declared effective November 22, 2016) if he would consider filling the vacancy in Seat #5 and continuing on the Board of Supervisors. A discussion ensued after which;

A **motion** was made by Mr. Baluja, seconded by Mr. Borrazas and unanimously passed to *appoint* Mr. Medina to the remaining 4-year term of office in Seat #5 effective at the conclusion of this meeting; and that such term of office shall expire in November 2020.

ADD-ON ITEM: Re-Election of Officers

Mr. Kalin stated that as a result of today's appointments to the Board and due to the General Election results of November 8, 2016, it would be in order to re-elect officers to the Board of Supervisors. The following names were suggested for election:

- Chairperson – Andres Vazquez
- Vice Chairperson – Luis Baluja
- Treasurer – José Medina
- Secretary – Neil Kalin
- Assistant Secretaries – Enrique Gonzalez, Richard Borrazas, Gloria Perez and Armando Silva.

A discussion ensued after which;

A **motion** was made by Mr. Borrazas, seconded by Mr. Baluja and unanimously passed to *elect* the officers of the Venetian Isles Community Development District Board of Supervisors, as listed above.

2. Staff Report, as Required

There was no Staff Report at this time.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no closing comments.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Baluja, seconded by Mr. Borrazas and unanimously passed to adjourn the Regular Board Meeting at 8:02 p.m.

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 28, 2017

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Venetian Isles Community Development District (“District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2017/2018 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 27, 2017 at 7:00 p.m. in the Venetian Isles Community Clubhouse Meeting Room located at 15355 Egret Lake Circle, Miami, Florida 33185, for the purpose of receiving public comments on the Proposed Fiscal Year 2017/2018 Budget.

PASSED, ADOPTED and EFFECTIVE this 25th day of April, 2017.

ATTEST:

**VENETIAN ISLES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Venetian Isles
Community Development District

**Proposed Budget For
Fiscal Year 2017/2018
October 1, 2017 - September 30, 2018**

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- IV ASSESSMENT COMPARISON

PROPOSED BUDGET
VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET
REVENUES	
Administrative Assessments	78,590
Maintenance Assessments	78,244
Debt Assessments	348,012
Other Revenues	0
Interest Income	300
TOTAL REVENUES	\$ 505,146
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Aquatic Maintenance - Lake Tracts - Herbicides	9,500
Aquatic Maintenance - Lake Tracts - Grass Carps	3,000
General Maintenance - Lake Tracts/Shoreline	2,750
Drainage Structure Maintenance/Cleaning	6,000
Roadway/Street Improvements - Repairs	4,800
Engineers Report/Inspections/Consulting	2,400
Community Sign Project/Upgrades	9,000
Miscellaneous Improvement Projects	15,000
Contingency (Maintenance)	3,600
Infrastructure Reserve Fund	17,500
TOTAL MAINTENANCE EXPENDITURES	73,550
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	6,000
Payroll Taxes	460
Management	29,436
Secretarial/Field Operations	4,500
Legal	9,000
Assessment Roll	6,000
Audit Fees	3,700
Insurance	6,545
Legal Advertisements	800
Web Site Admin, Payroll Services & Mileage	2,800
Office Supplies, Postage & Mailings	1,850
Dues & Subscriptions	175
Trustee Fee	3,400
Continuing Disclosure Fee	500
TOTAL ADMINISTRATIVE EXPENDITURES	75,166
TOTAL EXPENDITURES	\$ 148,716
REVENUES LESS EXPENDITURES	\$ 356,430
Bond Payments	(327,131)
BALANCE	\$ 29,299
County Appraiser & Tax Collector Fee	(10,097)
Discounts For Early Payments	(20,193)
EXCESS/ (SHORTFALL)	\$ (991)
Carryover From Prior Year	991
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	78,347	71,342	78,590	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	79,181	85,000	78,244	Expenditures/.94
Debt Assessments	348,066	348,501	348,012	Bond Payments/.94
Other Revenues	28,052	0	0	
Interest Income	383	240	300	Interest Projected At \$25 Per Month
TOTAL REVENUES	\$ 534,029	\$ 505,083	\$ 505,146	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance - Lake Tracts - Herbicides	8,340	9,000	9,500	\$500 Increase From 2016/2017 Budget
Aquatic Maintenance - Lake Tracts - Grass Carps	0	2,500	3,000	\$500 Increase From 2016/2017 Budget
General Maintenance - Lake Tracts/Shoreline	0	2,400	2,750	\$350 Increase From 2016/2017 Budget
Drainage Structure Maintenance/Cleaning	0	5,000	6,000	\$1,000 Increase From 2016/2017 Budget
Roadway/Street Improvements - Repairs	1,569	3,600	4,800	\$1,200 Increase From 2016/2017 Budget
Engineers Report/Inspections/Consulting	816	2,400	2,400	No Change From 2016/2017 Budget
Community Sign Project/Upgrades	65,949	12,000	9,000	\$3,000 Decrease From 2016/2017 Budget
Miscellaneous Improvement Projects	8,900	20,000	15,000	\$5,000 Decrease From 2016/2017 Budget
Contingency (Maintenance)	450	5,000	3,600	\$1,400 Decrease From 2016/2017 Budget
Infrastructure Reserve Fund	0	18,000	17,500	Infrastructure Reserve Fund
TOTAL MAINTENANCE EXPENDITURES	86,024	79,900	73,550	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	3,600	6,000	6,000	No Change From 2016/2017 Budget
Payroll Taxes	275	460	460	Supervisor Fees *7.65%
Management	28,644	28,836	29,436	CPI Adjustment
Secretarial/Field Operations	3,804	4,200	4,500	\$300 Increase From 2016/2017 Budget
Legal	9,909	9,000	9,000	No Change From 2016/2017 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,600	3,700	3,700	Accepted Amount For Fiscal Year 2016/2017 Audit
Insurance	5,665	6,232	6,545	Insurance Company Estimate
Legal Advertisements	361	900	800	\$100 Decrease From 2016/2017 Budget
Web Site Admin, Payroll Services & Mileage	2,246	3,000	2,800	\$200 Decrease From 2016/2017 Budget
Office Supplies, Postage & Mailings	2,119	1,650	1,850	\$200 Increase From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fee	3,225	3,500	3,400	\$100 Decrease From 2016/2017 Budget
Continuing Disclosure Fee	500	500	500	No Change From 2016/2017 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	70,123	74,153	75,166	
TOTAL EXPENDITURES	\$ 156,147	\$ 154,053	\$ 148,716	
REVENUES LESS EXPENDITURES	\$ 377,882	\$ 351,030	\$ 356,430	
Bond Payments	(329,181)	(327,591)	(327,131)	2018 P & I Payments Less Earned Interest
BALANCE	\$ 48,701	\$ 23,439	\$ 29,299	
County Appraiser & Tax Collector Fee	(4,877)	(10,097)	(10,097)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(17,842)	(20,193)	(20,193)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 25,982	\$ (6,851)	\$ (991)	
Carryover From Prior Year	0	6,851	991	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 25,982	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET
VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Interest Income	18	0	0	Projected Interest For 2017/2018
NAV Tax Collection	329,181	327,591	327,131	2018 P & I Payments Less Earned Interest
Total Revenues	\$ 329,199	\$ 327,591	\$ 327,131	
EXPENDITURES				
Principal Payments	225,000	225,000	230,000	Principal Payment Due In 2018
Interest Payments	109,381	102,591	97,131	Interest Payments Due In 2018
Total Expenditures	\$ 334,381	\$ 327,591	\$ 327,131	
Excess/ (Shortfall)	\$ (5,182)	\$ -	\$ -	

Series 2013 Bond Refunding Information

Original Par Amount =	\$3,825,000	Annual Principal Payments Due =	May 1st
Interest Rate =	1.25% - 3.875%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	May 2013		
Maturity Date =	May 2028		

Venetian Isles Community Development District Assessment Comparison

	Fiscal Year 2014/2015 Assessment*	Fiscal Year 2015/2016 Assessment*	Fiscal Year 2016/2017 Assessment*	Fiscal Year 2017/2018 Projected Assessment*
Administrative	\$ 131.68	\$ 131.68	\$ 124.29	\$ 136.92
Maintenance	\$ 143.17	\$ 143.17	\$ 148.08	\$ 136.31
<u>Debt</u>	<u>\$ 605.73</u>	<u>\$ 605.73</u>	<u>\$ 608.21</u>	<u>\$ 607.35</u>
Total	\$ 880.58	\$ 880.58	\$ 880.58	\$ 880.58

* Assessments Include the Following :

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

Community Information:

Total Units	574
<u>Prepayments</u>	<u>1</u>
Billed for Debt	573

RESOLUTION NO. 2017-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Venetian Isles Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl, Neil Kalin and _____ to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 25th day of April, 2017.

ATTEST:

**VENETIAN ISLES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson