

**MINUTES OF MEETING  
LANDMARK AT DORAL  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Landmark at Doral Community Development District held a Regular Meeting on May 18, 2022, at 4:00 p.m., at The Landmark Clubhouse, 10220 NW 66<sup>th</sup> Street, Doral, Florida 33178. Members of the public were able to participate in the meeting via teleconference at 1-888-354-0094, Passcode: 528 064 2804.

**Present for Landmark at Doral CDD:**

Su Wun Bosco Leu	Chair
Todd Patterson	Vice Chair
Odel Torres	Assistant Secretary

**Also present were:**

Daniel Rom	District Manager
Michael Pawelczyk	District Counsel
Juan Alvarez	District Engineer
Maylene Martin	Weller Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 4:38 p.m. Supervisors Bosco and Patterson were present, in person. Supervisor Mazzei was not present. Two seats were vacant.

Mr. Rom stated he received Supervisor Mazzei's resignation via email at 4:32 p.m., effective immediately.

▪ **Acceptance of Resignation of Supervisor M. Florencia Mazzei, Seat 1**

**This item was an addition to the agenda.**

Mr. Rom presented Ms. M. Florencia Mazzei's resignation letter.

<p><b>On MOTION by Mr. Patterson and seconded by Mr. Bosco with all in favor, the resignation of Ms. M. Florencia Mazzei, from Seat 1, was accepted.</b></p>
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Mr. Pawelczyk noted that only two Supervisors remain on the Board and three Seats are vacant. Mr. Rom stated it would be necessary to appoint at least one Board Member in order to have a quorum and proceed with the meeting.

▪ **Consider Appointment to Fill Seat 1**

**This item was an addition to the agenda.**

Mr. Patterson nominated Mr. Odel Torres to fill Seat 1.

No other nominations were made.

**On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, the appointment of Mr. Odel Torres to Seat 1, term expires November 2024, was approved.**

▪ **Administration of Oath of Office to Newly Appointed Supervisor**

**This item was an addition to the agenda.**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Torres. Mr. Pawelczyk stated that he and Mr. Rom would review the items listed in the Third Order of Business with Mr. Torres after the meeting.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke. There were no additional interested Board Member candidates present.

Mr. Rom stated the Board directed the District Manager to work with the HOA property Managers to send e-blasts advising residents about the vacant positions on the CDD Board. Castle sent an e-blast on April 29, 2022 and Landmark South sent one yesterday morning. No responses have been received from interested parties.

**THIRD ORDER OF BUSINESS**

**Consider Appointment of Qualified Elector to Fill Unexpired Term of Seat 2 (*Term Expires November 2022*)**

This item was deferred.

**A. Administration of Oath of Office to Newly Appointed Supervisor *(the following to be provided in separate package)***

- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- II. Membership, Obligations and Responsibilities**
- III. Financial Disclosure Forms**
  - a. Form 1: Statement of Financial Interests**
  - b. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - c. Form 1F: Final Statement of Financial Interests**
- IV. Form 8B – Memorandum of Voting Conflict**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Qualified Elector to Fill Unexpired Term of Seat 3 *(Term Expires November 2022)***

- **Administration of Oath of Office**

This item was deferred.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Rom presented Resolution 2022-03. Mr. Patterson nominated the following slate of officers:

Chair	Su Wun Bosco Leu
Vice Chair	Todd Patterson
Secretary	Craig Wrathell
Assistant Secretary	Odel Torres
Assistant Secretary	Vacant
Assistant Secretary	Vacant
Assistant Secretary	Daniel Rom

No other nominations were made. Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

**On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, Resolution 2022-03, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Rom presented Resolution 2022-04. He reviewed the proposed Fiscal Year 2023 budget, which was unchanged since it was last presented.

Discussion ensued regarding security concerns, HOA versus CDD management, funding for security, hours of security services desired, budget adoption and the Mailed Notice process.

The following change was made to the proposed Fiscal Year 2023 budget:

EXPENDITURES: Add "Security services" line item at \$150,000

Discussion ensued about landscape management, possibly hiring a property manager and competitive bidding requirements.

Mr. Pawelczyk stated, while the CDD cannot fund landscaping on non-CDD property, landscaping improvements to on CDD common areas are permitted.

The following change was made to the proposed Fiscal Year 2023 budget:

EXPENDITURES: Add "Landscape improvements" line item

Mr. Rom was directed to work with the Chair and adjust the new and existing line items to ensure that the total Operation & Assessment (O&M) assessment does not to exceed \$350 per unit.

Discussion ensued regarding cost sharing with the HOAs.

Mr. Pawelczyk discussed instances in which cost sharing with HOAs is permitted, such as for security services.

Discussion ensued regarding hours of service, hourly rates and available staffing.

**On MOTION by Mr. Torres and seconded by Mr. Bosco, with all in favor, Resolution 2022-04, Approving a Proposed Budget for Fiscal Year 2022/2023, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for September 13, 2022 at 4:00 p.m., at The Landmark Clubhouse, 10220 NW 66th Street, Doral, Florida 33178; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date**

Mr. Rom presented Resolution 2022-05.

**On MOTION by Mr. Patterson and seconded by Mr. Torres, with all in favor, Resolution 2022-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Update: Status of Request to DERM for Additional Extension for Site Assessment Report Addendum (SARA) Submittal by SCS Engineers**

Mr. Rom stated there is no further update from the Department of Environmental Resources Management (DERM). This item will remain on the agenda until it is resolved.

**NINTH ORDER OF BUSINESS**

**Update: Status of SFWMD Enforcement Case No. 11428 – Encroachment of Signs in the Entry Wall and Unauthorized Filling of Wetlands**

Mr. Rom stated that Lennar Homes provided additional documentation but further work remains to be done. He asked the Board to designate one Supervisor to work with the District Manager and Lennar to address the matter and close out the file, with the documentation to be ratified at the following meeting.

Regarding legal review, Mr. Pawelczyk stated that he is waiting for Lennar to provide verification of ownership, which will be amended to the correct easement, as required by South Florida Water Management District (SFWMD). Mr. Pawelczyk noted that Lennar is paying the cost of the enforcement action and all associated costs.

**On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, authorizing Mr. Torres to work with Staff to finalize documentation pertaining to SFWMD Enforcement Case No. 11428, was approved.**

**TENTH ORDER OF BUSINESS**

**Discussion/ Consideration of Quit Claim Deed to Lennar Homes, LLC, of Tracts R and X, LANDMARK AT DORAL CENTRAL (correction re: 15 square feet)**

Mr. Pawelczyk presented the Quit Claim Deed to Lennar Homes, LLC, for Tracts R and X, which are undevelopable parcels jointly owned by Lennar and the CDD. He discussed ongoing discussion with Lennar’s attorney, plats and quit claim deeds processed in conjunction with a land swap and the need to review associated documentation and research records on file with the Property Appraiser. The issue became known when tax bills were received in 2019 for property that is not owned by the CDD.

The Board directed Mr. Pawelczyk to work with the Chair and Staff to research the issues and advise if the 2019 corrective deed compares to the list from the Property Appraiser’s website; all tracts should be corrected at once.

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of March 31, 2022**

Mr. Rom presented the Unaudited Financial Statements as of March 31, 2022.

**On MOTION by Mr. Bosco and seconded by Mr. Patterson, with all in favor, the Unaudited Financial Statements as of March 31, 2022, were accepted.**

**TWELFTH ORDER OF BUSINESS**

**Approval of April 20, 2022 Regular Meeting Minutes**

Mr. Rom presented the April 20, 2022 Regular Meeting Minutes.

**On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, the April 20, 2022 Regular Meeting Minutes, as presented, were approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.***

There was no report.

**B. District Engineer: *Alvarez Engineers, Inc.***

There was no report.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: June 15, 2022 at 4:00 P.M.**

- **QUORUM CHECK**

The June 15, 2022 meeting would probably be canceled. The next meeting would likely be the September 13, 2022 Public Hearing and Regular Meeting.

Discussion ensued regarding the need to obtain a security services proposal later in the calendar year, due to the January 1, 2023 start date, and for Mr. Rom to work with the HOA to determine the security coverage needed.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

There were no Supervisors' requests.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

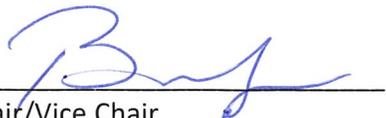
There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Patterson and seconded by Mr. Torres, with all in favor, the meeting adjourned at 5:51 p.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair