

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

The Board of Supervisors of the Landmark at Doral Community Development District held Multiple Public Hearings and a Regular Meeting on September 13, 2022, at 4:00 p.m., at The Landmark Clubhouse, 10220 NW 66th Street, Doral, Florida 33178.

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
Ginger Wald	District Counsel
Juan Alvarez	District Engineer
Dillon Reio (via telephone)	SCS Engineers
Jenny Carolina Garcia	Resident
Yasenska Peterson	Resident
Juan Carlos Tellez	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 4:10 p.m. Supervisors Bosco, Patterson and Torres were present, in person. Two seats were vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

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

This item, previously the Fifteenth Order of Business, was presented out of order.

Mr. Reio presented the updated "Response to Comments and Site Assessment Report Addendum" submitted to the Department of Environmental Resources Management (DERM).

He stated DERM is requiring additional delineation for iron in the groundwater at the site. Delineation has been obtained to the east and the south of the property boundary and is still needed to the north and to the west. Access to the property to the north was requested but the property owner did not respond to the requests. DERM's latest response recommended taking samples from all on-site wells to determine the additional delineation needed in various directions.

Mr. Bosco questioned the need to re-sample the wells.

Mr. Reio stated DERM prefers groundwater data less than nine months old and some of the current data is over one year old; groundwater conditions change and fluctuate between the wet and dry seasons. As noted in SCS's March 11, 2021 memo, SCS's strategy is a long-term process. Installation of a new cluster well to the north and an intermediate well to the west are needed. If the northern owners continue refusing to cooperate, they may be responsible for any contamination found on their property in the future.

Re-sampling, installation of new wells, CDD boundaries and scheduling the re-sampling were discussed.

Mr. Reio recommended the CDD do what it can and put the rest on DERM.

Discussion ensued regarding well installation locations and the associated costs.

Mr. Reio discussed the importance of documentation and stated that monitoring might be required, in perpetuity.

Mr. Reio will consult with DERM in advance to ensure the intended well location is acceptable. DERM is extremely data-driven so test results are needed to support any conclusions.

Discussion ensued regarding a not-to-exceed amount for the work.

Mr. Reio will advise if funds remain to pay for another well installation; re-testing all wells is another change in scope. DERM will be consulted to determine which wells need to be re-tested to hopefully save costs.

Mr. Reio left the meeting at 4:32 p.m.

THIRD ORDER OF BUSINESS

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

- **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**

Mr. Rom stated two individuals qualified for seats in the General Election.

This item was deferred.

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 2022-06, Designating Certain Officers of the District, and Providing for an Effective Date

This item was deferred.

SIXTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2022/2023 Budget

- A. **Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

- B. **Consideration of Resolution 2022-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending**

September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Rom presented Resolution 2022-07. He reviewed the proposed Fiscal Year 2023 budget, which was presented in detail at the last meeting. A line item was added for “Wetlands vegetation trimming” to address overgrowth in the conservation areas, at the request of the City; a proposal from BrightView would be presented later in the meeting. The goal of keeping the per-unit Operation & Maintenance (O&M) portion of the assessment at or below \$350 was achieved.

Discussion ensued regarding the need to determine funding for security and the desired hours for security.

Mr. Rom suggested designating a Board Member to work with him to develop a scope of services. A “Security services” line item was added and \$150,000 was budgeted.

Ms. Wald discussed the need for a scope of services in order to publish a Request for Proposals (RFP), including the services to be provided and funded by the CDD versus the HOA. The CDD can develop the scope of services, publish the RFP and consider proposals or enter into an Agreement with the HOA whereby the HOA will provide services and the CDD will provide funding, as long as the security is general security for the CDD.

Discussion ensued about staffing, developing the scope of services and the RFP process.

On MOTION by Mr. Torres and seconded by Mr. Patterson, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Torres and seconded by Mr. Patterson, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Bosco and seconded by Mr. Torres, with all in favor, Resolution 2022-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Special Assessments for Operations and Maintenance for Fiscal Year 2022/2023, Pursuant to Florida Law

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2022-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Rom presented Resolution 2022-08.

On MOTION by Mr. Bosco and seconded by Mr. Torres, with all in favor, the Public Hearing was opened.

In response to a question from the public, Mr. Rom stated the agenda is posted on the CDD website, www.landmarkatdoralcdd.net.

On MOTION by Mr. Torres and seconded by Mr. Bosco, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Torres and seconded by Mr. Bosco, with all in favor, Resolution 2022-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-09, Providing the District Manager, Daniel Rom or Craig Wrathell from the District

Management Firm, Wrathell, Hunt & Associates, LLC, With Limited Discretionary Spending Authority Under Conditions Specified Herein; Authorizing the District Manager to Execute Certain Agreements and Proposals on Behalf of the District in Connection With Such Authority; Providing for Reporting to and Ratification by the Board of Supervisors; and Providing for an Effective Date and for Termination

Mr. Rom presented Resolution 2022-09.

On MOTION by Mr. Torres and seconded by Mr. Bosco, with all in favor, Resolution 2022-09, Providing the District Manager, Daniel Rom or Craig Wrathell from the District Management Firm, Wrathell, Hunt & Associates, LLC, With Limited Discretionary Spending Authority Under Conditions Specified Herein; Authorizing the District Manager to Execute Certain Agreements and Proposals on Behalf of the District in Connection With Such Authority; Providing for Reporting to and Ratification by the Board of Supervisors; and Providing for an Effective Date and for Termination, was adopted.

NINTH ORDER OF BUSINESS

Presentation of Engineer’s Report

Mr. Alvarez presented the District Engineer’s Report as required by the Master Trust Indenture for the Series’ 2006 and 2016 bonds. He described the portions of improvements funded by each bond series and noted the following:

- All projects intended to be funded by the Series 2006 bonds were completed.
- The only project still to be completed and funded by the Series 2016 bonds is the final lift of asphalt. Remaining funds are reserved for that expense.

Mr. Alvarez responded to questions regarding the Report.

Discussion ensued regarding the timing of the final lift of asphalt and remaining work to be done. Mr. Rom will contact Lennar regarding the timing of the final lift of asphalt.

A question was raised regarding trash service. The consensus was that trash is not a CDD issue, as the CDD does not own the facility.

The meeting recessed at 5:06 p.m., and reconvened at 5:07 p.m.

Mr. Bosco stated he received an email regarding installing speed bumps in the community. Mr. Rom stated he forwarded a Traffic Study that can be shared with residents.

On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, the Third Supplemental Engineer’s Report, dated July 1, 2022, was accepted.

Mr. Bosco stated residents expressed interest in having speed bumps installed on CDD roads. Mr. Rom stated an Engineering Study would be required. Mr. Alvarez discussed the need to justify an expenditure for speed bumps by demonstrating a need for them. Mr. Rom stated speed bumps were not included in the Fiscal Years 2022 or 2023 budgets. Ms. Wald stated anything requiring a permit must go through the City and, if the City will not issue a permit, the CDD cannot proceed.

Discussion ensued about speeding and coordinating with work being done by the HOA.

TENTH ORDER OF BUSINESS

Presentation of Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2021, Prepared by Keefe McCullough

Mr. Rom presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021. There were no findings, recommendations, deficiencies on internal control, irregularities or instances of noncompliance; it was an unmodified opinion, otherwise known as a clean audit.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-10, Hereby Accepting the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2021

Mr. Rom presented Resolution 2022-10.

On MOTION by Mr. Torres and seconded by Mr. Bosco, with all in favor, Resolution 2022-10, Hereby Accepting the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2021, was adopted.

TWELFTH ORDER OF BUSINESS

Ratification of BrightView Landscape Services Proposal for Extra Work (Removal of Growth Coming Over Guardrail Along 62nd St From 102nd Ave to NW 104th Path)

Mr. Rom presented the BrightView Landscape Services Proposal for Extra Work for removal of growth over the guardrail along 62nd Street from 102nd Avenue to NW 104th Path, previously executed by the Chair.

On MOTION by Mr. Bosco and seconded by Mr. Torres, with all in favor, the BrightView Landscape Services Proposal for Extra Work, in the amount of \$3,600.01, was ratified.

THIRTEENTH ORDER OF BUSINESS

Consideration of BrightView Landscape Services Proposal for Extra Work (Upland Buffer Planting as Per Plans Dated 4/20/2022)

Mr. Alvarez stated the proposal needs to be modified as palm trees are not desired.

Discussion ensued regarding the need to remove palm trees and watering.

Regarding watering, Ms. Wald stated the contract needs clarification. It was noted that a not-to-exceed amount for this project was already approved. Ms. Wald suggested directing Staff to negotiate the scope of work and the agreement, subject to the total remaining within the already approved not-to-exceed amount of \$12,000.

FOURTEENTH ORDER OF BUSINESS

Consideration of FPL Request for Removal of 17 Palms

Mr. Rom presented the request from Florida Power & Light (FPL) for removal of 17 palm trees.

Discussion ensued regarding removal of 17 palm trees and means of mitigating the loss.

Staff was directed to explain the mitigation issue to FPL and indicate that the Board will identify a suitable location for relocation, if FPL is willing to do it.

FIFTEENTH ORDER OF BUSINESS

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

This item was presented following the Second Order of Business.

SIXTEENTH 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 the South Florida Water Management District (SFWMD) requested additional information from the District Engineer. Mr. Alvarez confirmed that the information was sent by Lennar; a response from the SFWMD is pending.

SEVENTEENTH 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. Rom stated the Board previously approved a corrective deed; a response is pending.

EIGHTEENTH ORDER OF BUSINESS

Discussion: 20% Cleaning of Stormwater Drainage

Mr. Alvarez stated a five-year plan must be developed such that every year the CDD cleans 20% of the stormwater drainage infrastructure. Referring to a map of the CDD, he identified those stormwater drains most in need of cleaning and stated, if Lennar cleans a section of drains, the total cleaned for the year will be closer to 40%. He identified the portion of the inlets most in need of maintenance and suggested obtaining bids.

Mr. Bosco stated the plan is good but the HOA spent a good amount performing cleanings the previous year to cure a violation. The City also cleans a portion of the drains and suggested coordinating with the HOA and the City to determine what was cleaned and adjust the CDD's scope accordingly. This would also allow the HOA to adjust its future planned

cleanings based on CDD cleanings. Mr. Rom will contact Ms. Cynthia Duarte to determine the name of the vendor and the drains cleaned.

NINETEENTH ORDER OF BUSINESS

Ratification of Stormwater Needs Analysis

Mr. Rom discussed the 20-year Stormwater Management Needs Analysis Report required to document the CDD’s anticipated future stormwater system needs. The initial Report was submitted in a timely manner.

Mr. Alvarez stated the State wants to know how much the CDD will spend on stormwater management in the next 20 years. He estimated the cost to be approximately \$39,000 every year; the budget only reflects \$20,000 for Fiscal Year 2023 because Lennar is going to clean a portion in Fiscal Year 2023 but, in future years, the CDD will need to budget for the full cost.

On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, the Stormwater Management Needs Analysis Report, was ratified.

TWENTIETH ORDER OF BUSINESS

Consent Agenda Items

Mr. Rom presented the following:

- A. Acceptance of Unaudited Financial Statements as of July 31, 2022**
- B. Approval of May 18, 2022 Regular Meeting Minutes**

On MOTION by Mr. Torres and seconded by Mr. Bosco, with all in favor, the Consent Agenda Items, as presented, were accepted and approved.

TWENTY-FIRST 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.***

Mr. Alvarez stated the vegetation on 62nd Avenue will need to be trimmed every three months. He discussed the BrightView proposal and responded to questions. The consensus was that the maintenance frequency can be adjusted if necessary.

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

I. 1,039 Registered Voters in District as of April 15, 2022

II. NEXT MEETING DATE: October 19, 2022 at 4:00 P.M.

o **QUORUM CHECK**

The next meeting will be held on October 19, 2022, unless canceled.

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

TWENTY-SECOND ORDER OF BUSINESS

Public Comments

Resident Jenny Garcia inquired about streetlights.

TWENTY-THIRD ORDER OF BUSINESS

Supervisors' Requests

The Board directed the District Engineer to make sure the fence is repaired.

TWENTY-FOURTH ORDER OF BUSINESS

Adjournment

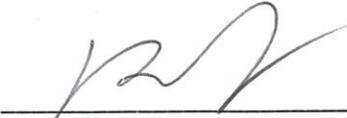
There being nothing further to discuss, the meeting adjourned.

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair