

**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 March 15, 2023, 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
Juan Carlos Tellez	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Gregory George	District Counsel
Juan Alvarez	District Engineer
Sui Jim	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 4:24 p.m. Supervisors Bosco, Patterson, Torres and Tellez were present, in person. One seat was vacant.

Mr. Rom stated that the Oath of Office was administered to Mr. Juan Carlos Tellez prior to the meeting.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisor, Juan Carlos Tellez [SEAT 2] *(the following to be provided in a separate package)*

This item was addressed during the First Order of Business.

Mr. Rom provided and explained the following:

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

FOURTH ORDER OF BUSINESS

Consider Appointment of Jorge Finol to Fill Vacant Seat 3; *Term Expires November 2026*

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

Mr. Torres nominated Ms. Sui Jim to fill Seat 3.

Mr. Bosco nominated Mr. Jorge Finol to fill Seat 3.

No other nominations were made.

Asked why this item was on the agenda, Mr. Rom stated Mr. Finol showed interest and was nominated and appointed at the last meeting but it was, prior to the General Election appeal period expiring. This is the same reason Mr. Tellez had to wait for a certain length of time before actually taking his seat.

On MOTION by Mr. Torres and seconded by Mr. Tellez, with Mr. Torres and Mr. Tellez in favor and Mr. Bosco and Mr. Patterson dissenting, appointment of Ms. Sui Jim to Seat 3, was not approved. (Motion failed 2-2)

On MOTION by Mr. Bosco and seconded by Mr. Patterson, with Mr. Bosco and Mr. Patterson in favor and Mr. Torres and Mr. Tellez dissenting, appointment of Mr. Jorge Finol to Seat 3, was not approved. (Motion failed 2-2)

Mr. Rom stated since there is a stalemate, Seat 3 remains vacant. The Board can continue discussions or table this to the next meeting.

Mr. Rom was asked to make sure Mr. Finol is present at the next meeting.

This item was tabled.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date

Mr. Rom presented Resolution 2023-02. Mr. Patterson nominated the following slate:

Su Wun Bosco Leu	Chair
Todd Patterson	Vice Chair
Odel Torres	Assistant Secretary
Juan Carlos Tellez	Assistant Secretary
Daniel Rom	Assistant Secretary

No other nominations were made.

Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Bosco and seconded by Mr. Torres, with all in favor, Resolution 2023-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Rate Increases for District Staff

A. Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Mr. George stated Mr. Pawelczyk could not attend today’s meeting; going forward, he will be attending CDD meetings. He presented the Adjustment to District Counsel Fee Structure letter dated January 31, 2023, from Mr. Pawelczyk. If approved, the rate increase will be effective on April 1, 2023.

Asked about the percentage increase, Mr. Gregory stated he will find out.

Discussion of this item resumed later in the meeting.

B. Alvarez Engineers, Inc.

Mr. Alvarez presented the Personnel Billing Rate Increase letter dated February 16, 2023, including a table listing the “Current 2015 Rates” and “Proposed 2023 Rates”.

A Board Member noted that the request is for a 10% increase.

On MOTION by Mr. Patterson and seconded by Mr. Torres, with all in favor, the Alvarez Engineers, Inc., Personnel Billing Rate Increase request, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of BrightView Landscape Services, Proposals for Extra Work

A. 3rd Quarter Maintenance

B. 4th Quarter Maintenance

A Board Member voiced their opinion that BrightView did not do a good job weeding the property in the 1st and 2nd quarters and suggested holding off on approving the 3rd and 4th quarter proposals until the weeds are removed.

Discussion ensued regarding the proposals, plantings and the daily work supervisor.

Mr. Rom will review the financials and confer with Mr. Alvarez regarding obtaining a proposal for additional plantings.

This item was tabled.

▪ **Consideration of Rate Increases for District Counsel**

Discussion of this item, previously Item 6A, resumed.

Mr. George stated the request represents a 10% increase for the partners and 13% increase for the associates.

On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, the Billing, Cochran, Lyles, Mauro & Ramsey, P.A. Adjustment to District Counsel Fee Structure rate increase request, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Second Lake Fountain and Lighting

Mr. Rom presented the following:

- A. SOLitude Lake Management, LLC**
- B. TSTC**

The Board and Staff discussed the proposals and colored lights.

Staff will obtain proposals for colorful lighting and present them at the next meeting.

On MOTION by Mr. Bosco and seconded by Mr. Torres, with all in favor, the SOLitude Lake Management proposal for fountain installation, in the amount of \$12,076, and the TSTC lighting proposal, in the amount of \$3,300, were approved.

NINTH ORDER OF BUSINESS

Discussion: FP&L Transmission – TRIM and/or Removal Refusal Form Regarding Tree Trimming

Mr. Rom presented the Florida Power & Light (FPL) Trim and/or Removal Refusal Form. FPL offered to remove about 13 trees that are growing close to the electric lines at their cost.

Discussion ensued about a potential County canopy requirement and refusing FPL's offer.

TENTH ORDER OF BUSINESS

Updates

- A. Security Services of CDD Areas**

Mr. Rom stated the CDD has a Security Services Agreement with Allied as of January 1, 2023 and the Board approved an agreement with the HOA to administrator the contract.

- B. Response from SFWMD Regarding Enforcement Case No. 11428 [Encroachment of Signs in the Entry Wall and Unauthorized Filling of Wetlands]**

Mr. Rom stated the permit was previously approved but it was not going to closed out by the time the permit was set to expire so the South Florida Water Management District (SFWMD) allowed for the permit to be withdrawn and for the CDD to reapply.

On MOTION by Mr. Torres and seconded by Mr. Bosco with all in favor, authorizing submittal of the application to the SFWMD related to Enforcement Case No. 11428, was approved.

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

There was no update. This item will remain on the agenda.

Mr. Bosco left the meeting at 5:00 p.m.

ELEVENTH ORDER OF BUSINESS

Review of Responses to Request for Proposals (RFP) for Annual Audit Services

A. Affidavit of Publication

B. RFP Package

C. Respondents

I. Berger, Toombs, Elam, Gaines & Frank

Berger, Toombs, Elam, Gaines & Frank (BTEGF) proposed \$7,000.

II. Carr, Riggs & Ingram, LLC

Carr, Riggs & Ingram, LLC (CRI) proposed \$8,900.

D. Auditor Evaluation Matrix/Ranking

The Board evaluated, scored and ranked the respondents, as follows:

#1	BTEGF	90 points
#2	CRI	86 points

E. Award of Contract

On MOTION by Mr. Patterson and seconded by Mr. Torres, with all in favor, ranking Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent to the RFP for Annual Audit Services and awarding the Annual Audit Services contract beginning Fiscal Year 2023 to Berger, Toombs, Elam, Gaines & Frank, was approved.

TWELFTH ORDER OF BUSINESS

Consent Agenda Items

- A. **Acceptance of Unaudited Financial Statements as of January 31, 2023**
- B. **Approval of November 16, 2022 Regular Meeting Minutes**

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

- **Brightview Landscape Services Quarterly Maintenance**

There was no report.

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

- **NEXT MEETING DATE: April 19, 2023 at 4:00 P.M.**

- **QUORUM CHECK**

The next meeting will be held on April 19, 2023, unless cancelled.

FOURTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

FIFTEENTH ORDER OF BUSINESS

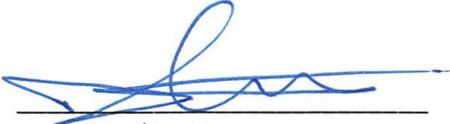
Supervisors' Requests

There were no Supervisors' requests.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, the meeting adjourned at 5:13 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair