

**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 15, 2024 at 4:00 p.m., at the Landmark Clubhouse, 10220 NW 66th Street, Doral, Florida 33178.

Present were:

Su-Wun Bosco Leu	Chair
Todd Patterson	Vice Chair
Odel Torres	Assistant Secretary
Juan Carlos Tellez	Assistant Secretary
Jorge Finol (via telephone initially)	Assistant Secretary

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC (WHA)
Gregory George	District Counsel
Alejandro Aleman	District Engineer
Angelo Camacho	Alvarez Engineers, Inc.
Shannon Denouden (via telephone)	BrightView Landscaping (BrightView)

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 4:05 p.m.

Supervisors Bosco, Patterson, Torres and Tellez were present. Supervisor Finol was attending via telephone at roll call.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Discussion/Consideration (90 minutes)

- A. Resolution 2024-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-02.

On MOTION by Mr. Torres and seconded by Mr. Patterson, with all in favor, Resolution 2024-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date, was adopted.

- B. Resolution 2024-03, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date**

Mr. Rom presented Resolution 2024-03. The Resolution will take effect immediately upon adoption.

On MOTION by Mr. Torres and seconded by Mr. Patterson, with all in favor, Resolution 2024-03, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date, was adopted.

Ms. Denouden rejoined the meeting, after being disconnected.

- C. Resolution 2024-04, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-04.

On MOTION by Mr. Patterson and seconded by Mr. Torres, with all in favor, Resolution 2024-04, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date, was adopted.

D. Brightview Landscape Services Proposals for Extra Work

I. NW 104th Path Wetlands Encroachment Remediation

Ms. Denouden presented the 104th Path Wetlands Encroachment Remediation proposal and responded to questions. Bordering parties have or will be informed of their areas of responsibility, as denoted by the blue line indicated on the map.

On MOTION by Mr. Bosco and seconded by Mr. Torres, with all in favor, BrightView SO# 8354564 for 104th Path Wetlands Encroachment Remediation, in the amount of \$15,221.32, was approved.

II. Open Park Sod Remediation

Ms. Denouden presented the proposal for extra work at the open space currently utilized for soccer.

Mr. Finol arrived at the meeting at 4:20 p.m.

The Board and Staff discussed the use of the open space and the proposal, which totals approximately \$17,900. No action was taken at this time.

III. Mailboxes, Parking, and Median Beautification

Ms. Denouden presented the proposal for mailbox, site entrances and median beautification and responded to questions.

The Board and Staff discussed the proposal and the scope of work.

On MOTION by Mr. Bosco and seconded by Mr. Finol, with all in favor, Brightview SO# 8408821 for mailbox, site entrances and median beautification, in the amount of \$29,997.22, was approved.

IV. Quarterly Maintenance of CDD Areas

Ms. Denouden presented the proposal for quarterly maintenance of CDD, HOA and Landmark South, three separate areas indicated on the attached map.

The Board and Staff discussed the proposal, the map and the scope of the work.

Discussion ensued regarding the possible need for future revisions to the Agreement and whether to separate the \$3,600 QSA expenditure. It was decided to separate the two scopes.

On MOTION by Mr. Patterson and seconded by Mr. Finol, with all in favor, Brightview SO# 8409137 for quarterly maintenance of CDD areas, including the full bike path, in the amount of \$24,636.07, was approved.

V. Landscape and receptacles

This item was an addition to the agenda.

Mr. Bosco presented a bid for the purchase of two trash receptacles to match the existing receptacles for a mailbox area which has none.

Discussion ensued regarding damage to landscaping at 107th Avenue. It was noted that an FPL contractor working in the area damaged existing landscaping, and that FPL has a claims process for such instances. The consensus was to have Staff assist in this regard along with an on-site representative.

The decision was made to purchase two trash receptacles. Ms. Denouden stated that the two receptacles to be purchased will be identical to existing receptacles; she will attempt to combine freight charges with an existing furniture order.

On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, ordering two trash receptacles identical to those existing in the CDD, in an amount not-to-exceed \$2,600, was approved.

VI. Lake Bank Change Order

This item was an addition to the agenda.

Mr. Rom stated the lake bank restoration project previously approved in a not-to-exceed amount of \$99,000 needs a change to the scope of work for additional Ficus, Cocoplum and mulch. The change order will not cause the project to exceed the not-to-exceed amount.

On MOTION by Mr. Bosco and seconded by Mr. Patterson, with all in favor, the Change Order, in the amount of \$3,480.10, was approved.

E. Alvarez Engineers, Inc. Items

I. Exercise Park Project Design

Mr. Alejandro Aleman, from the District Engineer's office, presented the Exercise Park design.

The Board and Staff discussed the proposal, the Exhibits and the scope of work.

The location and usage of the exercise park, the lake project, equipment costs, installation and various turf surfaces including rubber mats, mulch, rubber mulch, grass, potential liability issues, walking paths and path and equipment maintenance were discussed.

The consensus was for Mr. Finol to work with the District Engineer and the HOA to update the exercise park and the path around the lake as Option 2 and for the HOA to send an e-blast survey.

II. Consideration of 104th Path Lighting Photometrics

Mr. Aleman presented the 104th Path Lighting Photometrics diagram.

Discussion ensued regarding the project. It was noted that FPL needs to know how many poles are needed. Current lighting and the scope of work were discussed.

Mr. Rom stated that proposals will be presented at the next meeting.

III. Widening of Alleyways - Radii Pavement

Mr. Aleman presented the Roadway Deficiencies and Recommendations Report. He noted 13 areas observed where widening is potentially needed; however, utility infrastructure is present at the locations. It was determined that the roadways were previously widened. The recommendation is to install curbs to protect vegetation areas and infrastructure.

Mr. Finol asked for the alley on 105th Place to be added to the project.

Discussion ensued regarding the project, road conditions and the photographs of locations in the Report. It was noted that curbing is expensive but it would prevent driving on the grass and in locations containing electrical equipment.

Mr. Torres left the meeting at 5:27 p.m. and returned at 5:29 p.m.

The Board directed Mr. Finol to work with the District Engineer to identify areas where curbs, rather than widening, is recommended; the information will be presented to the Board.

IV. Landscape Lighting Project Estimate - 66th Street

Mr. Aleman discussed the 66th Street median landscape lighting project and presented estimated costs.

The Board and Staff discussed the project and suggested adjustments to quantities.

Mr. Aleman noted that the costs are estimated hard costs, minus plans and survey. A set of plans must be produced so that contractors can provide bids.

On MOTION by Mr. Bosco and seconded by Mr. Finol, with all in favor, landscape lighting plans, in an amount not-to-exceed \$10,000 was approved.

V. Raptor Vac

This item was an addition to the agenda.

Mr. Rom provided and discussed a proposal for a previously identified French drain installation and noted, while the initial estimate was expected to be approximately \$5,500, the proposal is \$18,900 due to the size required.

Discussion ensued regarding the scope of work and previous French drain(s) installed.

Mr. Rom noted that the proposal is the lowest priced responsive bid and Mr. Alvarez confirmed that this proposal applies to work in the same area as Phase 1 storm drain cleaning; the proposed storm drain was recommended several meetings ago following the initial storm drain inspection and will measure 30 linear feet.

On MOTION by Mr. Finol and seconded by Mr. Torres, with all in favor, the Raptor Vac French drain installation proposal, in the amount of \$18,900 was approved.

F. Brightview Landscape Services Quality Site Assessment Map

- **Maintenance Scorecard Review of CDD Property**
 - I. Landmark at Doral CDD**
 - II. Landmark at Doral HOA**
 - III. Landmark at Doral South**

Ms. Denouden presented the BrightView Landscape Services Quality Site Assessment (QSA) Map and the QSAs, which depict general information, customer focus areas and maintenance items for each property to address and review every month.

Mr. Rom stated the District Manager's office will forward the QSAs to the appropriate property managers monthly; he does not believe further comment to the property managers is needed other than a request for updates regarding corrective actions planned and/or taken.

The Board and Staff discussed how progress will be measured. Ms. Denouden stated that tasks have been communicated to areas within her purview and items are being addressed. It was noted that the Report should grow smaller each month.

Mr. Rom noted that, at some point, a Field Operations Manager should be engaged to periodically be on the property to address such issues.

Ms. Denouden stated that the Report includes items that require Board approval, for example, tree removal. It was noted that would require HOA approval.

FOURTH ORDER OF BUSINESS**Ratification (1 minute)**

Mr. Rom presented the following:

A. Termination of SCS Engineers Consulting Services Agreement

On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, termination of the SCS Engineers Consulting Services Agreement, was ratified.

B. Brightview Landscape Services Proposals for Extra Work: NW 66th Street Remediation

On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, the BrightView Landscape Services Proposals for Extra Work: NW 66th Street Remediation, in the amount of \$19,800, was ratified.

FIFTH ORDER OF BUSINESS**Updates (15 minutes)****A. Landmark at Doral Homeowner's Association Correspondence**

Mr. Rom stated, in their latest communication dated March 26, 2024, the HOA reiterated that the existing CDD/HOA Maintenance Agreement will terminate effective September 30, 2024. They would like to enter into a new Parking Enforcement Agreement to become effective on October 1, 2024. The HOA offered to continue overseeing on-site landscape maintenance at no cost to the CDD but the CDD would pay the landscape maintenance expenses.

Mr. Rom noted that items such as "maintenance and pressure cleaning of sidewalks, curbs and gutters", "routine and regular maintenance of the entrance features" and "monuments and signage" are not included in the proposed Fiscal Year 2025 budget being presented today; these can be addressed during budget discussions.

B. (SW-1656) Additional Extension Request

Mr. Rom stated the new consulting Engineer is finalizing the Report to be submitted to the Department of Emergency Resource Management (DERM). He stated that the District Engineer reviewed the Report and provided the following email, which Mr. Rom read into the record:

"I spoke with Jeff, who is the Consulting Engineer. My recommendation is that he submit the Report to DERM as is. The Background Study that he did improves in our favor the iron target values from what they were before. It seems that four more quarters of water sampling will be necessary from the same existing wells, so no installation of new. At this time, no additional wells are proposed, or notifications to the neighbors to the north. The aim is that DERM accepts the new target values and the methodology presented in Jeff's Report and to have a firm scope of work for the next phase acceptable to DERM. That includes one more

frequent sampling to obtain additional data to input into the model to see how the results react towards the new target levels.”

Discussion ensued regarding the Report, futures testing, and costs.

Mr. Rom stated the Report will be presented at the next meeting.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2024-05, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date (1 minute)**

Mr. Rom presented Resolution 2024-05. He reviewed the proposed Fiscal Year 2025 budget highlighting increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any adjustments.

Mr. Rom stated that the total field operations budget increased by approximately \$460,000 due to landscape, maintenance and irrigation. BrightView provided a breakout of CDD and HOA areas, which indicated that expenses related to CDD areas total approximately \$200,000. Assuming the CDD will take over in Fiscal Year 2025, it will be necessary to publish a Request for Proposals (RFP); a buffer was included accordingly. It will be necessary to set an assessment ceiling today, which can theoretically be reduced at the public hearing if the Board desires.

The Board and Staff discussed various line items compared to the Fiscal Year 2024 budget. It was noted that a report regarding sidewalk repairs is expected and proposals for sidewalk grinding will be considered when received; repairs can be done with a phased approach with priority given to liability considerations.

Discussion ensued regarding areas of CDD and HOA responsibility and transition of responsibilities. Mr. Rom will research costs related to pressure cleaning. It was noted that a Field Operations Manager might be engaged in the future and that clear delineation of HOA and CDD areas is needed concerning landscaping.

The Board and Staff discussed implementing parking management and the use of unassigned funds to keep the Operation & Maintenance (O&M) assessment increase at a not-to-exceed amount of \$500 per unit. Mr. Bosco will work with Mr. Rom to further refine the budget in advance of the next meeting.

The following changes were made to the proposed Fiscal Year 2025 budget:

Page 2: Increase "Sidewalk repairs" to "30,000"

Page 2: Change "Widening alleyways" to "Curbing alleyways"

Page 2: Increase "Installation of median lights (NW 66th St)" to "100,000"

Page 2: Decrease "Installation of median lights (NW 104th Path)" to "50,000"

Page 2: Decrease "Landscape improvements" to "0"

Page 2: Add "Pressure cleaning sidewalks" for "25,000"

Page 2: Add "Parking mgmt" for "20,000"

Page 2: Add "Field ops mgr" line item

On MOTION by Mr. Finol and seconded by Mr. Bosco, with all in favor, Resolution 2024-05, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended with the Operation & Assessment increase not exceeding \$500 per unit, and Setting a Public Hearing Thereon Pursuant to Florida Law for September 12, 2024 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.

Mr. Patterson left the meeting at 6:27 p.m.

SEVENTH ORDER OF BUSINESS

Authorization of RFP for Landscape Services (1 minute)

On MOTION by Mr. Finol and seconded by Mr. Tellez, with all in favor, authorizing Staff to publish the RFP for Landscape Services, was approved.

EIGHTH ORDER OF BUSINESS

Consent Agenda Items (5 minutes)

- A. Acceptance of Unaudited Financial Statements as of March 31, 2024
- B. Approval of February 21, 2024 Regular Meeting Minutes

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

NINTH ORDER OF BUSINESS

Staff Reports

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

Mr. George reminded the Board Members that the required four hours of ethics training must be completed by December 31, 2024. Supervisors should have received an email to register with the Commission on Ethics so they can submit Form 1 electronically by July 1, 2024.

- B. District Engineer: Alvarez Engineers, Inc.
- C. District Manager: Wrathell, Hunt and Associates, LLC

There were no District Engineer or District Managers' Reports.

- NEXT MEETING DATE: July 17, 2024 at 4:00 P.M.
- QUORUM CHECK

TENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

ELEVENTH ORDER OF BUSINESS

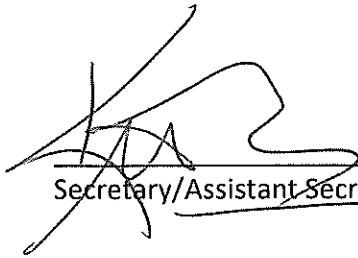
Supervisors' Requests

Mr. Bosco would like to focus discussions on parking and delineation at the next meeting.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bosco and seconded by Mr. Finol, with all in favor, the meeting adjourned at 6:31 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair