

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

The Board of Supervisors of the Landmark at Doral Community Development District held Public Hearings and a Regular Meeting on September 12, 2024 at 4:00 p.m., at the Landmark Clubhouse, 10220 NW 66th Street, Doral, Florida 33178.

Present were:

Su-Wun Bosco Leu
Todd Patterson
Odel Torres
Jorge Finol

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Daniel Rom
Kristen Thomas
Gregory George
Alejandro Aleman
Angelo Camacho
Juan De Maqua
Sui Flan Jim

District Manager
Wrathell, Hunt and Associates, LLC (WHA)
District Counsel
District Engineer
Alvarez Engineers, Inc.
Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 4:02 p.m. Supervisors Bosco, Patterson, Torres were present. Supervisor Finol was not present at roll call. Supervisor Tellez was absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

▪ **Public Hearing on Adoption of Fiscal Year 2024/2025 Budget (30 minutes)**

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

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Finol arrived at the meeting at 4:00 p.m.

Mr. Rom recalled that, at the last meeting, the Fiscal Year 2025 budget line items were reviewed extensively and Staff was directed to include specific amounts and proposals discussed to the Operation and Maintenance (O&M) portion of the assessments, in the amount of \$500 per unit or less. This resulted in an \$82.58 assessment increase per unit over Fiscal Year 2024. 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 changes.

Discussion ensued regarding the O&M assessment amount of \$499.43 per unit, the budget line items, bond payments, the Truth In Millage (TRIM) Notice, Unassigned Fund Balance, “3 months working capital” line item, Doral Cay stormwater funds, status of current projects, potential changes to the expenditures and lowering the overall O&M assessment using Unassigned/Surplus Funds.

The Board considered removing the \$20,000 “Parking management” and \$23,400 “Landmark South landscape maintenance” line items, increasing “Installation of median lights” from \$100,000 to \$160,000 and reducing “Contingencies” from \$22,196 to \$9,000.

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

No affected property owners or members of the public spoke.

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

Mr. Bosco proposed lowering the O&M assessment, using Unassigned Fund Balance.

Mr. Rom suggested lowering the Unassigned Fund Balance to \$70,000.

Discussion ensued regarding the “3 months working capital” line item, zeroing out the Unassigned Fund Balance to lower the O&M assessment, whether using all the surplus funds would be beneficial and the Miami-Dade Tax Collector.

On MOTION by Mr. Bosco and seconded by Mr. Patterson, with Mr. Bosco, Mr. Patterson and Mr. Finol in favor, and Mr. Torres dissenting, zeroing out and utilizing all the Unassigned Fund Balance to offset a portion of the O&M assessments, was approved. (Motion passed 3-1)

Mr. Rom asked for final direction to Management regarding the budget.

Discussion ensued regarding what items to remove from the budget, reducing the “3 months working capital” line item to reflect the expenditures, the utility line items and annual permits.

The decision was made to remove “Curbing alleyways” at \$31,500.

Mr. Rom articulated the motion to amend the budget and removing the line items that were identified, increasing the median lights from \$100,000 to \$160,000 and zeroing out the Unassigned Fund Balance.

On MOTION by Mr. Torres and seconded by Mr. Finol, with Mr. Finol in favor and Mr. Patterson, Mr. Torres, and Mr. Bosco dissenting, Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025, as amended, as stated; Authorizing Budget Amendments; and Providing an Effective Date, to amend the budget, as stated, was not adopted. (Motion failed 3-1)

Discussion ensued regarding property values, the HOA’s maintenance responsibilities, the CDD’s maintenance responsibilities, vendors, the new Field Operations Manager’s salary and responsibilities, whether to remove the “Parking management” line item, adjusting the “Pressure-washing” line item from \$17,000 to \$10,000, reducing the “Utilities-irrigation” line item from \$25,000 to \$12,000 and adding \$13,000 to the net.

Mr. Rom articulated the motion to adopt the budget, as amended, removing “Parking management” at \$20,000, removing “Landmark South landscape maintenance” at \$23,400, removing “Curbing alleyways” at \$31,500, removing “Exercise park” at \$88,000, removing “Exercise park maintenance” at \$5,000, reducing the “Utilities-irrigation” line item from \$25,000 to \$12,000, reducing “Contingencies” from \$22,196 to \$9,000, increasing “Installation of median lights” from \$100,000 to \$160,000 and zeroing out the Unassigned Fund Balance.

On MOTION by Mr. Patterson and seconded by Mr. Finol, with Mr. Patterson, and Mr. Finol in favor and Mr. Bosco and Mr. Torres dissenting, Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025, as amended as stated; Authorizing Budget Amendments; and Providing an Effective Date, was not adopted. (Motion failed 2-2)

Mr. Torres stated that he would like to keep the assessment levels the same as they were in Fiscal Year 2024, with no overall increase, by making additional cuts out of the budget. He voiced his concerns about the landscape maintenance and irrigation costs.

Ms. Thomas stated Staff anticipates that the Field Ops Manager will secure the contracts and ensure that the CDD’s vendors coordinate with the HOA’s vendors to make sure that the residents are taken care of. Asked which entity would pay to repair damaged sprinkler pumps, Mr. Rom stated it depends on which entity owns the pumps.

Discussion ensued regarding whether to adopt the budget as previously stated.

On MOTION by Mr. Torres and seconded by Mr. Finol, with Mr. Torres, Mr. Finol and Mr. Patterson in favor, and Mr. Bosco dissenting, Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025, as amended as stated; Authorizing Budget Amendments; and Providing an Effective Date, was adopted. (Motion passed 3-1)

Mr. Torres exited the meeting at 5:58 p.m.

- **Public Hearing to Hear Comments and Objections on the Imposition of Special Assessments for Operations and Maintenance for Fiscal Year 2024/2025, Pursuant to Florida Law (5 minutes)**

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

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

- B. Consideration of Resolution 2024-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; 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 2024-07.

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

In response to a Board Member’s question, Mr. George stated the purpose of this Resolution is to place the assessments on the tax roll.

No affected property owners or members of the public spoke.

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

Mr. Torres returned to the meeting at 6:01 p.m.

On MOTION by Mr. Patterson and seconded by Mr. Finol, with all in favor, Resolution 2024-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; 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.

THIRD ORDER OF BUSINESS

Consideration of Responses to RFP for Landscape and Irrigation Maintenance Services

A. Respondents

- I. BrightView Landscape Services**
- II. Project Xerofitus, LLC**

B. Ranking

Mr. Rom distributed the Evaluation Criteria and stated each vendor was required to participate in the mandatory on-site visit but BrightView was the only vendor that attended. Asked what to do about the respondent that did not attend the mandatory on-site visit, Mr. Rom stated the Board has the option to decline their proposal.

Mr. Rom reviewed the Proposal Evaluation Form and stated Alvarez Engineers, Inc. drafted the scope of work portion of the Request for Proposals (RFP) and hosted the on-site visit.

Discussion ensued regarding costs and the number of cuts that BrightView will perform.

C. Award of Contract/Authorization to Contract with Highest Ranked Respondent

The District Engineer scored and ranked the respondents as follows:

#1	Brightview Landscape Services	100 points
#2	Project Xerofitus, LLC	87 points

On MOTION by Mr. Patterson and seconded by Mr. Finol, with Mr. Patterson, Mr. Finol and Mr. Torres in favor and Mr. Bosco dissenting, accepting the District Engineer’s scores and ranking of Brightview Landscape Services as the #1 ranked respondent to the RFP for Landscape and Irrigation Maintenance Services, with a score of 100 points, as the Board’s scores and ranking; awarding the Landscape and Irrigation Maintenance Services contract to BrightView; and directing Staff to negotiate a contract with BrightView, was approved. (Motion passed 3-1)

FOURTH ORDER OF BUSINESS

Discussion/Consideration (90 minutes)

Mr. Rom and Ms. Thomas presented the following:

A. Exercise Lake Path Concept

This item was not considered.

B. FPL Proposals for LED Streetlights

I. NW 104th Path Lighting Project

- Preliminary Plan
- FPL LED Lighting Pricing Calculator - Landmark at Doral HOA
- FPL LED Streetlight Agreement - Landmark at Doral HOA
- New FPL LED Account Information

On MOTION by Mr. Patterson and seconded by Mr. Torres, with all in favor, the Florida Power & Light (FPL) Proposals for LED Streetlights for the NW 104th Path Lighting Project, authorizing Staff to obtain an FPL Easement and authorizing District Counsel to prepare an Agreement, was approved.

II. NW 66 Street Median Lighting Project

- Median Lighting Plans
- Lighting Estimated Quantities
- Proposed Lighting Equipment

On MOTION by Mr. Finol and seconded by Mr. Patterson, with all in favor, the FPL Proposals for LED Streetlights for the NW 66 Street Median Lighting Project, in a not-to-exceed amount of \$160,000, and authorizing Staff to engage the lowest-priced vendor, was approved.

C. Alvarez Engineers, Inc. District Engineer’s Report for Fiscal Year 2024-2025 Pursuant to Section 9.21(b) of the Master Trust Indentures as they relate to Special Assessment Bonds, Series 2006 and Series 2016

Mr. Rom presented the District Engineer’s Report for Fiscal Year 2024-2025 dated June 27, 2024.

On MOTION by Mr. Torres and seconded by Mr. Finol, with all in favor, the Alvarez Engineers, Inc. District Engineer’s Report for Fiscal Year 2024-2025 Pursuant to Section 9.21(b) of the Master Trust Indentures as they relate to Special Assessment Bonds, Series 2006 and Series 2016, was approved.

D. Sidewalk Project Related Items

I. 305 Residential Repairs LLC Estimate #189 in the amount of \$14,000

II. Florida Sidewalk Solutions, LLC in the amount of \$18,000

Discussion ensued regarding proposal costs, scope of work, the HOA, establishing a not-to-exceed amount of \$32,000 and requesting updated proposals.

The Board directed Staff to secure updated proposals.

Mr. Torres motioned to approve the sidewalk proposals in a not-to-exceed amount of \$32,000. The motion failed due to lack of a second.

III. The Pressure Cleaning Man Inc. Estimate No 2274 for Pressure Cleaning of Sidewalks, Curbs and Swales

On MOTION by Mr. Bosco and seconded by Mr. Patterson, with all in favor, Pressure Cleaning Man Inc. Estimate No 2274 for Pressure Cleaning of Sidewalks, Curbs and Swales, in the amount of \$17,000, was approved.

E. Termination Notice of EHOFF Congress Doral, LLC Maintenance Agreement

I. Consideration of Landmark South Landscape Maintenance Agreement

On MOTION by Mr. Bosco and seconded by Mr. Patterson, with all in favor, the Termination Notice of the EHOFF Congress Doral, LLC Maintenance Agreement, was accepted.

F. Proposals for Field Operations Manager

I. First Service Residential

II. UNUS Property Management LLC

Discussion ensued regarding the proposals.

Mr. Rom recommended engaging UNUS Property Management LLC.

On MOTION by Mr. Patterson and seconded by Mr. Finol, with all in favor, the UNUS Property Management LLC proposal for Field Operations Manager Services and authorizing Staff to enter into an Agreement with UNUS Property Management LLC, was approved.

G. BrightView Landscape Services Items

- **Quality Site Assessment Maintenance Scorecard Review of CDD Property**

I. Landmark at Doral CDD

Ms. Thomas stated this item is 100% complete.

II. Landmark at Doral HOA

Ms. Thomas stated the CDD portion of the HOA is 70% complete.

III. Landmark at Doral South

Ms. Thomas stated this item is still in progress. The vendor is cooperating.

FIFTH ORDER OF BUSINESS

Ratification of BrightView Landscape Services Proposals for Extra Work - Trash Receptacles (1 minute)

Mr. Rom presented the BrightView Landscape Services Proposals for Extra Work related to Trash Receptacles, which was previously executed.

On MOTION by Mr. Finol and seconded by Mr. Bosco, with all in favor, the BrightView Landscape Services Proposals for Extra Work related to Trash Receptacles, were ratified.

SIXTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2024/2025 Budget (30 minutes)

This item was presented following the Second Order of Business.

SEVENTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Special Assessments for Operations and Maintenance for Fiscal Year 2024/2025, Pursuant to Florida Law (5 minutes)

This item was presented following the Second Order of Business.

EIGHTH ORDER OF BUSINESS

Updates (5 minutes)

Mr. Rom presented the following:

A. SW-1656

- I. Miami Environmental & Civil Engineering, LLC Subregional Groundwater Background Study for Iron**
- II. Miami-Dade County Department of Regulatory and Economic Resources Review of Background Study for Iron in Groundwater**

On MOTION by Mr. Patterson and seconded by Mr. Finol, with all in favor, the Miami Environmental & Civil Engineering, LLC Subregional Groundwater Background Study for Iron, in the amount of \$21,500, and the Miami-Dade County Department of Regulatory and Economic Resources Amendment, were approved.

NINTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]

Mr. Rom presented the Memorandum explaining the requirement for the CDD to develop goals and objectives. He presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals.

On MOTION by Mr. Finol and seconded by Mr. Torres, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

TENTH ORDER OF BUSINESS

Consent Agenda Items (5 minutes)

- A. **Acceptance of Unaudited Financial Statements as of July 31, 2024**
- B. **Approval of May 15, 2024 Regular Meeting Minutes**

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

ELEVENTH ORDER OF BUSINESS

Staff Reports

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

Mr. George stated the Board was previously informed about the new Goals and Objectives requirement from the Legislature.

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

There were no reports from the District Engineer or the District Manager.

- **NEXT MEETING DATE: October 16, 2024 at 4:00 P.M.**
 - **QUORUM CHECK**

TWELFTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests

There were no Supervisor's requests.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Patterson and seconded by Mr. Torres, with all in favor, the meeting adjourned at 6:50 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair