

**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 October 16, 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 (via telephone)
Juan Carlos Tellez

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Kristen Thomas
Daniel Rom (via telephone)
Gregory George
Angelo Camacho
Victor Castro

District Manager
Wrathell, Hunt and Associates, LLC (WHA)
District Counsel
District Engineer
Field Operations Manager

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Thomas called the meeting to order at 4:09 p.m. Supervisors Torres, Tellez, Patterson and Bosco were present. Supervisor Finol was not present at roll call.

Supervisor Finol joined the meeting at 4:10 p.m., via telephone.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Ratification of BrightView Landscape Services Inc. Landscape & Irrigation Services Agreement

Ms. Thomas stated that this is the BrightView Landscape Services Agreement Mr. Torres executed after being awarded the CDD Landscape and Irrigation Maintenance Services Contract.

Mr. Bosco stated that he observed landscaping crews not picking up landscape debris and voiced his opinion that BrightView's landscaping crews are working with a reduced crew, in

comparison to the new contract. He asked about the project scope, irrigation system, billing between the CDD and HOA and changing the planting scope. Ms. Thomas stated that she emailed the CDD schedule, which coincides with the HOA schedule, to everyone. She reviewed the CDD project scope, which is more robust than the HOA's scope, and is based on the Request for Proposals (RFP). Regarding wet checks and irrigation repairs, District Counsel is speaking with the HOA and BrightView on preparing an Addendum to the CDD Agreement to ensure invoices are split 52% to the CDD and 48% to the HOA, per the Cost Share Agreement. A similar Addendum will be implemented regarding the annual plantings. Mr. Torres executed the Agreement, as she was unable to reach the Chair and Vice Chair.

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, the BrightView Landscape Services Inc. Landscape & Irrigation Services Agreement, was ratified.

FOURTH ORDER OF BUSINESS**Discussion/Consideration of BrightView
Landscape Services, Inc. Landscape &
Irrigation Services Agreement**

Ms. Thomas stated that Mr. Bosco asked for these items to be on the agenda; Item 4A was essentially covered during the Third Order of Business.

A. Contract Summary

Mr. Bosco suggested revising the landscape program and switching the hours allocated to pumps to maintain tree tops over the course of one year. He discussed the termination terms. He wants the CDD and HOA BrightView Agreements to be consistent. Mr. Castro was asked to discuss the Board's concerns with Shannon regarding leaf flowing and debris removal, irrigation, pet stations and District Counsel preparing future Addendums.

B. Rust and Irrigation

On MOTION by Mr. Bosco and seconded by Mr. Patterson, with Mr. Bosco, Mr. Patterson and Mr. Finol in favor and Mr. Torres and Mr. Tellez dissenting, adding an addendum the BrightView Agreement to add the rust and irrigation cost shares and to change the termination clause to 60-days' notice by either party, and going through Phase Four to discuss the annuals section and adding a tree canopy, was approved. [Motion passed 3-2]

**Discussion/Consideration of Amendment
to UNUS Property Management, LLC Field
Management Agreement**

A. Evening Visits and Expansion of Scope

B. Reporting

Discussion ensued regarding the suggestion to amend the UNUS Property Management, LLC (UNUS) Field Management Agreement to expand the scope of work to include evening visits, requiring the Field Operations Manager to provide monthly reports, replacing light bulbs, etc.; approving a spending threshold for the Field Operations Manager via Resolution at the next meeting; and the BrightView Quality Site Assessment (QSA) Report. The decision was made for the Field Operations Manager to check on Security three months from now, after 6:00 p.m., to confirm if Security is doing the reporting and then consider if adding evening visits is necessary.

SIXTH ORDER OF BUSINESS

Update: 66th Street Lighting Project

Mr. Camacho presented the \$75,000 BrightView proposal for the 66th Street Lighting Project, which is for full replacement. It is significantly higher than the two prior bids. Ms. Thomas presented an executed Agreement with Traffic Systems Technology Company, the CDD's fountain vendor and lowest bidder, for the Chair or Vice Chair to execute, which Mr. Camacho and Mr. Castro endorsed.

Discussion ensued regarding lumens, project scope, timeline, scheduling a pre-construction meeting upon receipt of the permit, the status of the NW 104th Path Lighting Project and up-righting downed bollards.

SEVENTH ORDER OF BUSINESS

Discussion/Consideration

Ms. Thomas stated that she was directed to secure updated and additional proposals.

A. Sidewalk Project Related Items

I. 305 Residential Repairs LLC Estimate #189

Ms. Thomas stated that the proposal amount of \$13,855 did not change; it is to complete only the areas marked in yellow.

II. Florida Sidewalk Solutions, LLC [Sidewalk Safety Evaluation and Quote – 152 Trip Hazards \$17,865.96]

Ms. Thomas stated that Florida Sidewalk Solutions did not respond to the request for a proposal for the areas marked red on the map.

III. Headley Construction Group Estimate #1561 [163 Trip Hazards - \$21,725]

Ms. Thomas stated that the proposal to complete the entire project is \$21,725, which was submitted after Mr. Headley's walkthrough. She noted that Mr. Camacho highly recommends them; this contractor was subcontracted to install the French drains.

On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, Headley Construction Group Estimate #1561, for 163 Sidewalk Trip Hazard repairs, in the amount of \$21,725, and authorizing Staff to execute a contract, was approved.

B. BrightView Landscape Services

I. Proposals for Extra Work [Animal Waste Station Installation for Pedestrian Pathway]

Ms. Thomas stated the CDD received a violation for debris on the pedestrian pathway but was not fined. She presented two waste station options and noted the waste program was prepared in coordination with the Code Enforcement Officer, BrightView and District Management. Mr. Bosco suggested obtaining additional proposals as he thinks the amount is excessive. Mr. Torres stated the HOA will volunteer to install the waste stations at no charge.

On MOTION by Mr. Patterson and seconded by Mr. Torres, with all in favor, purchasing six fully-equipped dog waste stations, in a not-to-exceed amount of \$2,000, with the HOA installing them, was approved.

II. Quality Site Assessments [August and September 2024]

Ms. Thomas stated that the CDD areas were 100% completed as of September 1, 2024.

III. Quality Site Assessments - HOA Areas [September 2024]

Ms. Thomas stated that the HOA areas were 76% completed as of September 1, 2024. Mr. Castro is working with the Property Manager to ensure the QSA for September is completed, along with all the lighting.

IV. Quality Site Assessments - South [August and September 2024]

Ms. Thomas stated that the South area landscaping, irrigation and wet checks are underway; mulch will be installed the first week of January 2025. The contractor will work with the CDD's landscaping team to ensure the mulch abuts the CDD's mulch.

Discussion ensued regarding Aldi's being 65% completed and illegal dumping.

C. Drainage Maintenance Phasing [Storm Drain Cleaning – Phases 2, 3 and 4]

Mr. Castro stated that he expects Phases 1 and 5 to be completed by the end of the month. The contractor will need another week for the County inspection.

Ms. Thomas presented the Contractor Proposals Comparison Spreadsheet for storm drain cleaning, specifically for Phases 2, 3 and 4.

Regarding a suggestion to complete all phases now, due to areas flooding because of the recent storms, and using working capital to fund the project, Ms. Thomas, advised not to do so. She noted that several CDDs she manages depleted those funds to repair several lake bank areas that collapsed because of the rain.

Board Members voiced their opinions about whether to use working capital to proceed with the entire project.

Since the pricing and Agreement with Raptor Vac was approved, Ms. Thomas stated that Mr. Castro will ask Raptor Vac if they will amend the mobilization fees, since the Board decided to complete the entire project at once.

On MOTION by Mr. Bosco and seconded by Mr. Finol, with Mr. Bosco, Mr. Finol and Mr. Patterson in favor and Mr. Torres and Mr. Tellez dissenting, proceeding with storm drain cleaning for Phases 2, 3 and 4 and utilizing funds from the "3 months working capital" budget line item to fund the work, was approved. [Motion passed 3-2]

D. Presentation of Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2023, Prepared by Berger, Toombs, Elam, Gaines and Frank

Ms. Thomas presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

I. Consideration of Resolution 2025-01, Hereby Accepting the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2023

On MOTION by Mr. Bosco and seconded by Mr. Patterson, with all in favor, Resolution 2025-01, Hereby Accepting the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2023, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Thomas presented Resolution 2025-02. Mr. Torres nominated the following:

Kristen Thomas	Assistant Secretary
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No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

Su-Wun Bosco Leu	Chair
Todd Patterson	Vice Chair
Odel Torres	Assistant Secretary
Juan Carlose Tellez	Assistant Secretary
Daniel Rom	Assistant Secretary
Craig Wrathell	Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, Resolution 2025-02, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consent Agenda Items (5 minutes)

Ms. Thomas presented the following:

- A. Acceptance of Unaudited Financial Statements as of August 31, 2024**
- B. Approval of September 12, 2024 Public Hearings and 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, respectively.

TENTH ORDER OF BUSINESS

Staff Reports

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

Ms. Thomas read the following email:

“Lennar will now add indemnification language to the Affidavit. Their attorney is currently updating the title, once the update comes back, which should be within the next two weeks, we can finalize the conveyance.”

Regarding if the CDD can charge Lennar for maintaining the property, Ms. Thomas stated it is an option but Lennar will probably ignore it. It was noted that District Counsel’s fees might not justify trying to take action.

Mr. Patterson asked if the fountain is necessary or if it can be changed to a flower bed. Ms. Thomas suggested tabling this until the asset is conveyed to the CDD. Mr. Torres stated that the HOA is maintaining the fountains and included the costs under pool maintenance.

Mr. George reminded the Board Members to complete the required four hours of ethics training by December 31, 2024. Ms. Thomas will email links to the online courses.

B. District Engineer: Alvarez Engineers, Inc.

There was nothing further to report.

Regarding a comment about asphalt repairs, Mr. Castro stated that he will inspect the area and report his findings at the next meeting.

C. Field Operations Manager: UNUS Property Management, LLC

Mr. Castro reported that the pressure cleaning project was completed.

D. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: November 20, 2024 at 4:00 P.M.**

- **QUORUM CHECK**

ELEVENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

TWELFTH ORDER OF BUSINESS

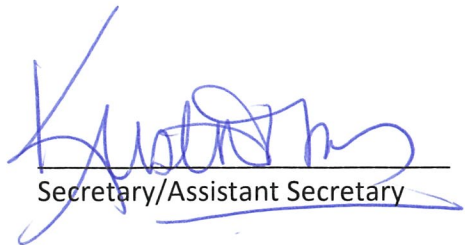
Supervisors’ Requests

There were no Supervisor’s requests.

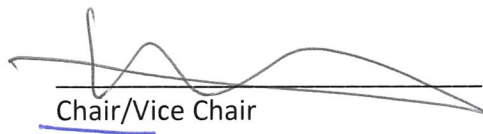
THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, the meeting adjourned at 5:46 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair