

**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 November 20, 2024 at 4:00 p.m., at the Landmark Clubhouse, 10220 NW 66th Street, Doral, Florida 33178.

Present were:

Odel Torres
Sui Flan Jim
Juan Javier De Maqua

Chair
Vice Chair
Assistant Secretary

Also present:

Kristen Thomas
Gregory George
Angelo Camacho
Victor Castro

District Manager
District Counsel
District Engineer
Field Operations Manager

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Thomas called the meeting to order at 4:11 p.m. The Oath of Office was administered to Supervisors Sui Flan Jim, Juan Javier De Maqua and Odel Torres prior to the meeting and the items in the Supervisor's package were explained.

Supervisors Jim, De Maqua and Torres were present. Supervisors Finol and Tellez were absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office (the following to be also provided in a separate package)

This item was discussed during the First Order of Business.

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**

- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2025-03,
Electing and Removing Officers of the
District and Providing for an Effective Date**

Ms. Thomas presented Resolution 2025-03. Mr. De Maqua nominated the following:

Odel Torres	Chair
Sui Flan Jim	Vice Chair
Juan Carlos Tellez	Assistant Secretary
Jorge Finol	Assistant Secretary
Juan Javier De Maqua	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Su-Wun Bosco Leu	Chair
Todd Patterson	Vice Chair
Daniel Rom	Assistant Secretary

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

Craig Wrathell	Secretary
Kristen Thomas	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, Resolution 2025-03, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-04,
Providing the District Manager and the
Field Operations Manager, 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**

On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, Resolution 2025-04, Providing the District Manager and the Field Operations Manager, 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.

SIXTH ORDER OF BUSINESS

**Discussion/Consideration: Pet Waste
Eliminator Invoice for Dog Waste Stations
[\$858.99]**

Ms. Thomas presented the Pet Waste Eliminator Invoice, which will exclude sales tax, as the CDD is exempt from paying sales tax. The cost is significantly less than the prior invoice, as the HOA will install the pet waste stations at no charge to the CDD.

Discussion ensued regarding District Counsel preparing a Service Agreement with the HOA and the installation areas.

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, authorizing Mr. Castro to place an order with Pet Waste Eliminator for Dog Waste Stations, in the amount of \$858.99, and prepare a list of items the HOA will install and maintain and authorizing District Counsel to prepare a Service Agreement with the HOA to install and maintain the pet waste stations and other items to which the HOA agreed, were approved.

SEVENTH ORDER OF BUSINESS

**Discussion/Consideration: Allstate
Resource Management, Inc. Special Service
Agreement/Debris Clean-Up [One-Time
Special Debris Clean-Up within the Five
Preserve Areas on Site \$2,523.00]**

Ms. Thomas presented the Allstate Source Management, Inc. (Allstate) Special Service Agreement for one-time Special Debris Clean-up. Mr. Castro stated he is at a stalemate in his discussions with HOA South Management and Aldis about maintenance responsibilities for the parking lots to prevent debris from blowing into the wetlands. He suggests proceeding with a

one-time cleanup and for District Counsel to continue the discussions and request reimbursement for expenses incurred.

Ms. Thomas stated that Allstate is the vendor mitigating the wetland areas.

On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, the Allstate Resource Management, Inc. Special Service Agreement/Debris Clean-Up for One-Time Special Debris Clean-Up within the Five Preserve Areas, in the amount of \$2,523.00, was approved.

EIGHTH ORDER OF BUSINESS**Ratification Items****A. The Pressure Cleaning Man, Inc. Invoice No. 8154 [Extra Pressure Washing Area \$850]**

Ms. Thomas stated that the invoice adds two additional areas that were excluded from the original proposal. The current Agreement will be amended to include these two areas, as the CDD initiated a two-year contract. Mr. Castro stated the CDD overpaid the vendor \$850 because it was given an \$850 discount for the first year.

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, Pressure Cleaning Man, Inc. Invoice No. 8154 for Extra Pressure Washing Areas, in the amount of \$850, subject to Mr. Castro obtaining a revised invoice utilizing the credit, resulting in a zero-balance due, was ratified.

B. Landmark at Doral Homeowners Association, Inc. Agreement for Enforcement of Parking Rules and Regulation

Ms. Thomas noted that Mr. Torres executed Items 8B and 8C as she was unable to reach the Chair and Vice Chair.

The HOA will enforce the CDD Parking Rules and Regulations.

On MOTION by Mr. De Maqua and seconded by Ms. Jim, with all in favor, the Landmark at Doral Homeowners Association, Inc. Agreement for Enforcement of Parking Rules and Regulation, was ratified.

C. Headley Construction Group, Inc. Small Project Agreement [Sidewalk Slab Replacement and Repairs]

Mr. Torres stated the vendor anticipates completing this project by December 2, 2024.

Discussion ensued regarding the vendor issuing a separate invoice to replace 13 slabs and prune the roots, lifting the sidewalks and live oaks identified by Raptor Vac during the storm drain cleaning project.

On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, the Headley Construction Group, Inc. Small Project Agreement for 163 Sidewalk Slab Replacements and Repairs, in the amount of \$21,275, was ratified.

NINTH ORDER OF BUSINESS**Consent Agenda Items (5 minutes)**

Ms. Thomas presented the following:

- A. Acceptance of Unaudited Financial Statements as of September 30, 2024**
- B. Approval of October 16, 2024 Regular Meeting Minutes**

Ms. Jim asked for a copy of the BrightView Agreement.

On MOTION by Mr. De Maqua and seconded by Ms. Jim, 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.**

Mr. George reminded the Board Members to complete the required four hours of ethics training by December 31, 2024. The new Board Members are not required to complete it until 2025.

- B. District Engineer: Alvarez Engineers, Inc.**

Mr. Camacho stated the City permit process to install median lights on NW 66th Street is underway. Ms. Thomas will ensure this is included in the CDD's general liability insurance policy. Mr. Camacho asked for the City's plans to install speed humps within the CDD and two mid-block crossings within the medians, to ensure the projects do not affect the CDD's lighting designs. Lennar will be asked for the bollard light receipt to ensure the same models are purchased.

Mr. George stated that the mailbox structure and cracking at the corner of 10523 NW 67th and 105th Place is failing. He will ask Lennar for the structural engineering plans to determine who is at fault.

Mr. Torres stated he wants the mailboxes conveyed from the HOA to the CDD and the garbage structures from the CDD to the HOA. Ms. Thomas asked that the HOA submit the mailbox request to her for District Counsel to review. As the garbage structures can only be conveyed to another governmental entity, Mr. Torres asked District Counsel to research if the original plan was for them to be conveyed to the HOA and not the CDD.

Mr. Camacho asked about obtaining proposals to add additional parking spots next to the lake, which will also require preparing plans to create an island to protect the light bulb.

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, authorizing Mr. Camacho to prepare design plans for additional parking spots near the lake, was approved.

Mr. Camacho stated the Permit Department asked for Raptor Vac to provide an elevation survey for the French drain permit. Raptor Vac deemed Phases 1 and 5 to be in poor condition.

C. Field Operations Manager: UNUS Property Management, LLC

The Field Operations Manager Report was included for informational purposes.

Mr. Castro presented BrightView proposals to remove the damaged tree or to remove and replace the tree. He thinks the tree is a safety concern and that it might have been struck by a large truck. He was asked to obtain another proposal.

On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, authorizing Mr. Castro to proceed with tree removal, in a not-to-exceed amount of \$2,000, was approved.

Mr. Castro presented a \$6,080 proposal from M&M Pool & Spa Services to repair the north side pump and renovate/resurface both fountains and a \$9,746.90 proposal from Miami Pool Tech to resurface the two fountains, plus an additional \$2,816 to repair the pump. Ms. Thomas stated \$13,000 was designated to operate and maintain the fountains.

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, the M&M Pool & Spa Services proposal to repair the north side pump and to renovate/resurface both fountains, in a not-to-exceed amount of \$6,080, and authorizing District Counsel to prepare a small project agreement to include any warranty work, was approved.

Mr. Castro discussed suggested changes and amending the Landscape Contract with BrightView Landscape Services, Inc.

Discussion ensued regarding the scope of services in the current contract, annuals, tree trimming/maintenance, amending the contract, rust removal services, etc.

On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, amending the Landscape & Irrigation Service Agreement with BrightView Landscape Services, Inc., to remove \$14,404 for Phase 4 annuals installation, add a 60-day termination clause and other amended items discussed, including removing rust services from the contract, was approved.

On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, authorizing the Chair and Operations Manager to evaluate the rust situation in the CDD and to obtain three proposals for Board consideration, was approved.

Mr. Castro noted resident complaints about rodents at the Linear Park on 66th; that Park has never been serviced for rodents. He presented a rodent services proposal and will obtain a new proposal with just rodent control services and obtain at least two more proposals.

Mr. Castro stated that the canopy at Linear Park was removed; it will be repaired.

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

- **NEXT MEETING DATE: December 18, 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

A Board Member recalled submitting a request for repair of a mailbox.

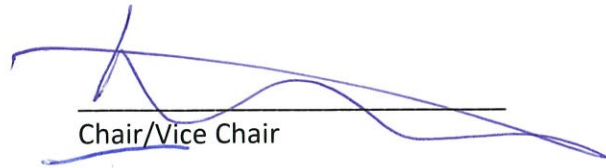
THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, the meeting adjourned at 5:56 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair