

**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 December 18, 2024 at 4:00 p.m., at the Landmark Clubhouse, 10220 NW 66<sup>th</sup> Street, Doral, Florida 33178.

**Present were:**

Odel Torres	Chair
Sui Flan Jim	Vice Chair
Juan Javier De Maqua	Assistant Secretary
Jorge Finol (via telephone)	Assistant Secretary

**Also present:**

Kristen Thomas	District Manager
Gregory George	District Counsel
Angelo Camacho	District Engineer
Victor Castro	Field Operations Manager
Roni Kirchheimer	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Thomas called the meeting to order at 4:07 p.m. Supervisors Jim, Torres and De Maqua were present. Supervisor Finol attended via telephone. Supervisor Tellez was absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Discussion: Miami-Dade Class V Dewatering  
Permit for Maintenance Activities**

- A. **June 28, 2023 Memorandum [Report on the County's Code Changes Related to Operations, Maintenance, Design and Construction of Municipal Stormwater Systems;**

**Expanding the County's Asset Management System to Include Stormwater Infrastructure; and Conducting Educational Campaigns Related to Biscayne Bay-Directive No. 221513]**

The memorandum was included for informational purposes.

Mr. Camacho stated the Department of Environmental Resource Management (DERM) Representative advised that the CDD must engage one contractor to perform annual maintenance and to clean the storm drainage structures, based on Dade County's standards and specifications.

Ms. Thomas recalled engaging Raptor Vac for the annual storm drain cleaning project spanning a five-year period, beginning with Phases 1 and 5, which are completed. The CDD is waiting to receive the inspection report from the cameras and for the District Engineer's office to sign off on the projects. The French drain in Phase 5 collapsed causing major flooding to reach the garages; the French drain permit from the City and DERM, is pending.

The Board consensus was to designate Raptor Vac as the CDD's contractor of choice. For the next meeting, Mr. Camacho will obtain proposals to determine the next Phases.

**Mr. Finol arrived at the meeting at 4:23 p.m.**

**B. Alvarez Engineers, Inc, ArcGIS Proposal (as referenced in the MDC Memorandum)**

This item was not addressed.

**FOURTH ORDER OF BUSINESS**

**Discussion/Consideration:  
Parking Plans**

**Additional**

Mr. Camacho presented the proposed design plans and materials for five additional parking spaces next to the lake. The plans propose one less space than expected, as they located an underground observation monitoring well and light bulb in the area. The plan was emailed to everyone and is similar in design to what is throughout, with regard to parking in the community.

Discussion ensued regarding the design and \$40,000 estimate, slating the project for March 2025 and funding it with remaining funds, if any, from the lake bank beautification projects.

This item was tabled to February 2025 to allow Ms. Jim time to inspect the area and provide additional comments.

**FIFTH ORDER OF BUSINESS****CDD Updates**

Mr. Castro, Ms. Thomas and Mr. Camacho provided the following updates:

➤ BrightView installed pavers in the park area of the lake bank beautification project before obtaining the permit, which was delayed due to BrightView's error of using the HOA's address and not the CDD's address on the application. District Staff remedied the error after the stop work order was issued and BrightView paying a \$500 code violation and having to re-submit the site plans and proof of ownership to the City, in the hopes the City will allow the pavers to stay.

District Staff provide a timeline of project activities and actions taken, which included advising District Counsel and the contract terms and payments to date. To clear the CDD of any violations and avoid the City stopping other permit applications already underway, it was suggested District Counsel send a demand letter to BrightView to remove the pavers and restore the area to its original state, at their expense, and that the CDD engage another vendor for the project.

**On MOTION by Mr. Torres and seconded by Mr. Finol, with all in favor, authorizing District Counsel to send a demand letter to BrightView advising them to restore the portion of the Lake Bank Beautification projects, specifically including returning the concrete slabs back to grass or their original condition; and refunding the cost of that portion to the CDD, within 60-days or per the current Agreement scope of work, and to take all other actions consistent with the Agreement, was approved.**

Mr. Castro asked if they need to proceed with the fence portion of the Lake Bank Beautification Project. Ms. Thomas stated BrightView completed the slab; the only remaining project is to re-install existing fencing. She asked Mr. Castro to notify BrightView not to proceed with that project. Mr. George stated he will include this in the demand letter and email a copy of the small agreement to everyone.

**On MOTION by Mr. Finol and seconded by Mr. De Maqua with all in favor, eliminating the fence portion of the Lake Bank Beautification Project, was approved.**

- The French drain permit is on hold, due to the Class V directive.
- The canopy at Linear Park was replaced.
- The M&M Pool & Spa Services contract to repair the fountain to its original condition was executed; the project will commence on January 4, 2025. Ms. Thomas stated that the parcels were conveyed back to the CDD.
- The Sidewalk Slab Replacement and Repair Project was completed.
- Multiple proposals for rodent control at all seven parks were distributed and presented for consideration.

The Board consensus was to table this item to July 2025.

- The damaged tree was removed and the HOA will grind the stump.
- The CDD received a code violation directing the CDD to remove graffiti from the wetland signs by December 27, 2024. After an unsuccessful attempt, the pressure washer vendor advised that it would be less expensive to replace the signs, which are old. Staff will request an extension in order to obtain proposals for the next meeting. Purchasing additional extra signs was suggested, to have available if this occurs again.

Mr. Castro will inspect the signage tomorrow and email photos to the Board.

**On MOTION by Mr. Finol and seconded by Mr. De Maqua, with all in favor, purchasing signage, in a not-to-exceed amount of \$2,000, was approved.**

- The debris clean-up project within the five preserve areas related to the code violation was completed.
- Regarding the permit for the Landscape Lighting Project on NW 66<sup>th</sup> Street, the City requested the maintenance of traffic (MOT) plans, which will be submitted to the City tomorrow.

The project scope; start date; identifying CDD, City and County owned roadways; the traffic calming permit process and submitting the tree distribution plan to DERM were discussed.

➤ Regarding mailbox structures, the request for the structural engineering plans from the original Engineer is pending.

Mr. George stated his office is ordering the title and preparing the documents to convey the mailbox structures from the HOA to the CDD.

Mr. Camacho proposed and presented a proposal to digitize the CDD stormwater structures, for management purposes; although, Dade County only requires this of CDDs that discharge into public infrastructure.

Ms. Thomas reviewed the Engineering budget for Fiscal Year 2024 and 2025.

This item was tabled to March 2025.

➤ The Florida Power & Light (FPL) Easement for the NW 104<sup>th</sup> Path Lighting Project is underway.

➤ The Building Permit Department is reviewing the permit for the NW 66<sup>th</sup> Street Median LED Street Lighting Project.

The Board agreed to open public comments to allow Mr. Camacho to respond to a resident question before leaving the meeting.

Resident Roni Kirchheimer provided photos and, using a map, identified the collapsed walkway at the corner across from the school, which collapsed due to flooding. Concerns of students having to walk around it onto the street were discussed. Mr. Camacho stated he will file a complaint with the City, as he determined that the issue originates on City property. It was suggested that the school and others also file a complaint.

Ms. Jim asked for proposals to install fencing on the bike path to prevent another vehicular accident. She will email the details to Ms. Thomas.

Discussion ensued regarding a potential remedy that allows FPL access, cost to the CDD and the suggestion to file a complaint with the City, which will warrant conducting a traffic study.

Mr. Camacho was asked to include the traffic concerns at 66<sup>th</sup> St, 62<sup>nd</sup> St and 107<sup>th</sup> Avenue in the complaint to the City's Public Works Department and include supporting documentation.

Mr. Torres asked for an update on the rust prevention services. Mr. Casto stated he is having difficulty obtaining proposals and Rust Tech Services requested an update on whether they will be engaged or if they should remove the equipment, This third-party service was

removed from the BrightView contract. The CDD shares the system with the HOA, which does not have a meeting until next month.

The Board agreed with the recommendation to defer this item until the HOA conducts its meeting and Staff obtains proposals and for Rust Tech to remove their equipment and see if they are willing to sell the equipment.

Ms. Thomas asked Mr. Torres if there is anything to include in the Agreement with the HOA besides the porter services for the animal waste stations and fountain maintenance. Mr. George stated he will send the initial draft to the HOA and Ms. Thomas to review before presenting it in final form.

Mr. Castro asked Mr. Torres to tell the pool technician to keep the fountain pumps turned off until all repairs are completed.

➤ The Chair is reviewing the amendment to the BrightView Landscape contract.

Ms. Thomas reminded the Board Members to contact her with any questions about the agenda or other issues, concerns or questions that arise.

## **SIXTH ORDER OF BUSINESS**

### **Consent Agenda Items (5 minutes)**

Ms. Thomas presented the following:

- A. Acceptance of Unaudited Financial Statements as of October 31, 2024**
- B. Approval of November 20, 2024 Regular Meeting Minutes**

Discussion ensued regarding various budget line items, items posted on the CDD website and encouraging Supervisors to use their CDD email address instead of personal email address when conducting CDD business, due to public records requests.

Ms. Jim was asked to email Ms. Thomas a list of her requests for copies of contracts, etc.

Mr. Finol asked for everyone to stop using his personal email address and only send emails to his CDD email address.

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

**SEVENTH 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.

Mr. George stated he is waiting on the executed amendment from BrightView. He recalled the direction to change the termination clause from 30-days to 60-days.

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

There was nothing further to report.

**C. Field Operations Manager: UNUS Property Management, LLC**

This item was not addressed.

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

- **NEXT MEETING DATE: January 15, 2025 at 4:00 P.M.**

- **QUORUM CHECK**

Supervisor Torres, Finol, Jim and De Maqua confirmed their attendance at the January 15, 2025 meeting.

**EIGHTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**NINTH ORDER OF BUSINESS**

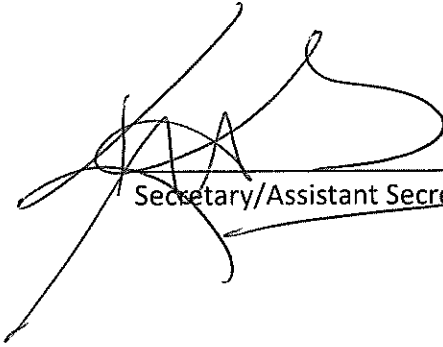
**Supervisors' Requests**

There were no Supervisors' requests.

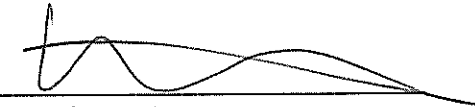
**TENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, the meeting adjourned at 6:28 p.m.**



Secretary/Assistant Secretary



Chair/Vice Chair