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# MINUTES OF MEETING
# PALM GLADES
# COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Palm Glades Community Development District was held on Tuesday, April 9, 2024, at 6:30 p.m., at 23770 SW 115th Avenue, Miami, Florida.

Present and constituting a quorum were:

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| Mauricio Pelaez | Chairman |
| Julie Varela-Medina | Vice Chairman |
| Zuzer Calero | Assistant Secretary |
| Lakisha Macias | Assistant Secretary |

Also present were:

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| Juliana Duque | District Manager |
| Jesus Lorenzo | Governmental Management Services |
| Scott Cochran | District Counsel |
| Oscar Borras | KWPM |
| Anelis Esquijarosa | KWPM |
| Jennifer Mendoza | HOA Property Manager |
| Several Residents | |

## FIRST ORDER OF BUSINESS — Roll Call and Pledge of Allegiance

Ms. Duque called the meeting to order, called the roll, and the Pledge of Allegiance was recited by all who attended the meeting.

## SECOND ORDER OF BUSINESS — Organizational Matters

**A. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office – Seat #5 (11/2026)**
**B. Oath of Office for Elected/Newly Appointed Supervisor(s)**
**C. Election of Officer(s)**

Ms. Duque: The next item is organizational matters, and I would like to remind the Board of Supervisors that we have an open seat, seat #5 for the unexpired term of office which expires November 2026. Do I have any direction from the Board at this moment?

Mr. Pelaez: Not at this time.

Ms. Duque: So, we can table this item for next time.

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## THIRD ORDER OF BUSINESS Approval of Minutes of the March 12, 2024 Meeting

Ms. Duque: The next item is the approval of the minutes of the March 12, 2024 meeting. This is the moment to present any additions, corrections, or deletions. If there are none, a motion to approve them will take place.

Mr. Cochran: I have a couple. On page 28 of the minutes, about halfway down the top paragraph, 7 lines from the bottom of that paragraph, it says, on the bottom of page 69, you'll see that we're working on the percales for terminates, I think that should be termites, I don't know what the percales is, but I think maybe that should be "pergolas for termites".

Mr. Lorenzo: Pergolas, yes.

Ms. Duque: Yes, I think it is pergolas so it should be, on the pergolas for termites.

Mr. Cochran: Ok, got it. Then the only other one on page 32, my comments, the third line from the bottom, it says, opportunity just to overt any problems, that should be avert with an "a" instead of an "o".

Ms. Duque: Ok.

Mr. Cochran: And that's it.

Ms. Duque: Thank you so much, Scott. Do I have any other corrections, deletions, or comments? Not hearing any, a motion to approve the minutes with the changes stated by Scott will take place.

> On MOTION by Ms. Varela-Medina seconded by Ms. Macias with all in favor, the Minutes of the March 12, 2024 Meeting with the indicated changes were approved.

Ms. Duque: And if the Board allows me, we have a resident today with us, Mr. Adones Taylor, he would like to present his case to the Board of Supervisors. It's not part of the agenda because we received the request after the agenda went out to the Board of Supervisors. So, Jesus, if you would like to give a little bit of background to the Board before Mr. Taylor talks to the Board.

Mr. Lorenzo: Yes. So, as you already know there was some damage to the sod by the roundabout, the rotunda area, back in February, and you'll see the pictures and

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the notice I passed out before the meeting. We were able to pinpoint the unit and Adones reached out to me once he received the letter in regard to the notice to see what we can do in regard to getting that invoice and reimbursement aid, and also wanted to present his case to the Board.

Ms. Duque: So, Mr. Taylor, go ahead, and Mr. Taylor can you please say your name for the record?

Mr. Taylor: Yes, my name is Adones Taylor, and I live at 23715 SW 114th Place, in Silver Palms, and upon receiving the letter I understood exactly the stance of you guys and the damage that was caused at the roundabout but, talking to Jesus, he was saying, oh well it was directly sent to us and what was going on, and I understand it completely but when I was talking to him, is there any way we could, because the services were paid to remove some stuff from my backyard, and instead of the gentleman parking in front of my home and going around and getting the stuff with the dump, they pulled their box truck in the backyard and so I wasn't privy to the box truck being pulled in the backyard or gave them permission to do that. So, once I approached the vehicle it was already stuck there and I believe my neighbor is a police officer on the roundabout, and so it was already stuck, and he came and we took pictures, and we exchanged information and everything like that. So, I come today to ask, long story short, is there anyway we could reformat the invoice so we could get the money from the individuals who did the damages rather than me, that lives in the unit, or if you guys have the option maybe, since I paid them to do the service and they damaged your property, is there a percentage where I pay, and then I could reach out to them because I paid for their service, and they could receive an invoice of some sort, me paying the whole $3,000 for something that, yes, I did pay them for their services, yes, but to pull in the backyard and make that mess, no, that was totally ridiculous. So, I've come here to ask you, is there any way that you guys could help me out in regard to that? If I do something, I would like to cover my debt, I'm not here just so you know to say, I don't want to pay anything, that's not what I'm saying. I do feel at fault for not managing what was going on, I paid for a service, I should have had my eye on everything going on but, in regard to paying the full $3,000, I would like them to pay most of the chunk for doing something so crazy like that. So, I was talking to Jesus about giving all of their information and stuff like that, which is very easy, so that's really all I have to say. Thank you so much.

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Mr. Lorenzo: And that's what we had discussed and he brought up the same concerns, I wasn't sure because he had ties to the unit, and hopefully they have insurance, and this would maybe be our best bet to reach out to them regarding that.

Ms. Duque: But the District did not contract with them, so we do not have an agreement with them, we don't have anything that we can force them to make the payment. I understand and I really appreciate you being here, and I really appreciate your words but, generally we do not have residents that come here and kind of talk to the Board, so I appreciate that but, the bottom line is we go to the unit because they're the responsible party. Now, I will leave it up to the Board, what can be done, and let me ask you something Mr. Taylor, do you have a relationship with this vendor, or you just called them one time?

Mr. Taylor: My best friend, he used to work for the company, so he recommended them.

Ms. Duque: So, is there a way, and I'm just brainstorming now, is there a way for you to reach out to them again, show them what is being charged to you, and then you can discuss it with them?

Mr. Taylor: I wanted to talk to you guys first before I reached out to them, so I can have a clear delineation of how to approach them when I do talk to them.

Ms. Duque: And then maybe the Board can grant more time, allowing you to go back to them, and extend the time, that's something that I was just thinking because we do not have a contract with this vendor, we did not contract the vendor for services, the bottom line is the District property was damaged and that's kind of the problem.

Mr. Pelaez: And again, yes, I appreciate you being here, maybe you could show them this invoice and tell them this is what you're going to have to pay and try to go after them and maybe we can extend this to another 30 days until the next meeting and revisit, at least that way you have a month now to talk them and show them what's going on, and then take it from there.

Ms. Varela-Medina: I agree.

Mr. Taylor: And It's not like a Mom and Pop type company, I'm sure they have insurance and the whole nine yards, so if it's not going to come out of their pocket I guess they might not care but, if there are ways to go about it where the people who are actually

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responsible, but like I said, I take responsibility for using their services and not managing it with my eyes but, the damage that was done is just ridiculous.

Mr. Lorenzo: The more they drilled the more damage they created, they tried to go out the other side from what I saw, and they would have probably avoided most of it but, then they came back this way towards the rotunda, and then they damaged the irrigation.

Mr. Taylor: So, I'm sorry about that. So, I would like to get that to you guys as soon as possible.

Ms. Duque: So, Mr. Taylor, Jesus is going to send you an email, so I'm hearing from the Board, I have a motion from the Board to extend the request for 30 days.

> On MOTION by Mr. Pelaez seconded by Ms. Varela-Medina with all in favor, authorizing to extend the time period for 30 days for reimbursement of damages to District property at 23715 SW 114th Place as stated on the record was approved.

Ms. Duque: And Mr. Taylor, Jesus, and I will be in contact with you, and we'll go from there and then we'll discuss this again at the next meeting.

Mr. Taylor: Ok. I do have to take off because my mother is making dinner at her home but, I do have something really quick. So, I've seen recently, maybe over the last 2 months, I've been seeing rats running all around Silver Palms like I will be out on a job, or I'll be with my kids on their bikes, and either I'm seeing rats running around or a cat that has a rat in their mouth in the middle of the day and the tail will be sticking out. So, I do see individuals coming around spraying and stuff like that, I just wanted to ask, am I the only person who sees this because I was talking to Oscar as well, and I don't think so because there are people going around promoting pest control, so I said ok, I don't think I'm the only one because they're putting pest control advertisements on people's doors now. So, I wanted to ask, is it just me, or is it a controlled situation?

Ms. Duque: So, Mr. Taylor this is the first time I've heard of this just so you know, I don't believe anyone else has experienced that within the community. So, there's two different entities, one entity is the governmental entity which is the body that you're seeing right now that represents the CDD, and the other entity is the HOA. As far as the

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CDD and I can talk to you only about the CDD, not the HOA, in our agreement on the landscape, we do not have that type of pest control included. So, that would have additional charges to the CDD, just so you know. What I could do is, we can reach out to the HOA, ask the HOA if they've heard about the situation, and what's the status, and maybe we can move from there.

Mr. Taylor: Yes, please, because I think, and you can call me crazy but, like I said, it's been 2 months roughly, and maybe a lot of the rain that we're getting and maybe they like that for some nesting situation, I'm not sure, but I'm saying what can I do to stop these guys from getting into my house, that was the first thing, because I'm seeing them running and how fast they are, and I can't imagine one in my house, and I have cats. So, just being preventative, and like I said, I do see people spraying around but, like you said, that's probably not part of the budgeted contract in this instance.

Ms. Duque: But I can get together with the HOA, and we'll see, and we'll get back to you and let you know what we find.

Mr. Taylor: Ok, and would that be a part of the same email in regard to the email?

Ms. Duque: No, that's a separate email. The invoice issue and the extension that was granted by the Board, you'll get that and then in a separate email, we'll talk about the other item.

Mr. Taylor: Ok, thank you guys for your time.

Mr. Pelaez: Thank you, nice meeting you.

Ms. Varela-Medina: Thank you.

Ms. Duque: Thank you, Mr. Taylor. Let's move forward with our next item, we have Oscar here from KW and Oscar would you like to give a little bit of feedback to the Board about what's taking place in the clubhouse?

Mr. Borras: Sure. So, in an effort to try to streamline our operations and make things a little more consistent with respect to employee standards and how we're executing the process of going from the HOA and the clubhouse side, we've made some changes to the staffing model. We consolidated both clubhouse operations and HOA under one umbrella so Jennifer will be taking the lead from here on out, and Anelis will take on a little more responsibility on the HOA side to support that transition. Monica and Keslee are in the process of transitioning the property to both of them, and they will move on to other roles within KW. Keslee will be working at a property called Cetade in the

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Edgewater area as a manager assistant and Monica will likely be taking on a role in our corporate office with one of my peers. That will probably fully materialize within the next three weeks, if not sooner but, we've already started handing over and working with Jennifer and Anelis obviously you can see them here, and it's a process but, we're working through it.

Ms. Duque: Thank you so much, Oscar. Are there any questions from the Board?

Mr. Pelaez: We just want to thank Monica and Keslee for all their efforts and great work, so please let them know on behalf of the Board that we appreciate everything.

Mr. Borras: Will do.

Ms. Duque: And welcome Jennifer and Anelis, I look forward to working with you on the CDD side.

Ms. Mendoza: Thank you, everybody, we're very excited about being here.

Ms. Duque: Thank you so much, Oscar, I appreciate that.

## FOURTH ORDER OF BUSINESS Consideration of Resolution #2024-02 Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing

Ms. Duque: Let's move forward with the next item which is consideration of resolution #2024-02 approving the proposed fiscal year 2025 budget and setting the public hearing. So, in your agenda, you're going to find the proposed budget for fiscal year 2025. As the Board is aware the budget is the financial plan that serves as the basis for the expenditures of the decision making and subsequent control of the expenditures. If the Board allows me before we go to that resolution, I would like you to go to your general fund, which is on page 1 of the proposed fiscal year budget. So, pages 1, 2, and 3 are the general fund, and so this is our operation and maintenance assessment, this is the first component that makes up the Non-Ad Valorem Assessment that the property owners of the District will see on their annual tax bill from Miami-Dade County. This portion of the budget deals with the day-in and day-out of the needs of the District, the administration, and the operation of the District facilities and the infrastructure, so pages, 1, 2, and 3 we'll go back to soon. Pages 4 through 8 are the narrative, and the narrative explains each line item in the general fund. Page 9 is the capital reserve fund, and the debt assessment is on pages 10 to 20, for the purpose of

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today's meeting, and a better understanding to the Board about our budget, this is the second component for our Non-Ad Valorem Assessments. The Series Bond 2016, 2017, 2018A-1/A-2, and 2020 and Series Bond 2021, and their associated interest are a fixed amount, payable from and secured from the Non-Ad Valorem Assessment which is again levied against all of those units within the District. Now, the amortization schedule for the Series Bond 2016, is on page 11, and its maturity date is May 1, 2036. The amortization schedule for Debt Service Series 2017 is on page 13, and the maturity date is May 1, 2039. The amortization schedule for Series Bond 2018 A1 is on page 15, and the maturity is November 1, 2048, for the 2018 A2, that's on page 16, maturity date of November 1, 2048, and the amortization schedule for Series Bond 2020 which is for the expansion area is on page 18, and the maturity date is May 1, 2050, and for Series Bond 2021 that amortization schedule is on page 20, maturity date December 15, 2051. Now page 21, is the Non-Ad Valorem Assessment comparison, this chart shows the proposed budget, and the annual assessment and compares it with the prior fiscal year to see if that amount has been decreased or increased. This is a new chart that we're using so that it's easier for the residents, as well as the Board of Supervisors, to follow those charges in terms of the annual maintenance assessment and the annual debt assessment in comparing those with the prior fiscal year. So, if you go back to the general fund which is pages 1, 2, and 3, and in reality this is the portion of the budget the Board can discuss, as I mentioned the debt portion of it is a fixed amount. So, for the general fund, you're going to be able to see some of the changes, and I'm just going to mention some of them, and those changes are related as the Board knows, the total assessment is not being increased, so it is the same amount that was paid last year. Now, each line item has changed, so you're going to be seeing some increases, and some decreases, but that is because as the Board knows when GMS works on the budget we work with projections, with projected numbers. The fiscal year just started in October, so we kind of try to see what we have spent in prior years, as per our existing contracts, how much we're going to be spending and that's how we go up and down in those line items, and it also goes with increases or decreases depending on contracts or increases or decreases that had been requested. One of them, as you can see, the annual audit went up, if you go to the expenditure in the administrative portion of it and that is because of a contract. You're going to see some increases on the dissemination

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agent, also management fees for the administrative portion, and field fees for the field management under the field expenditures, and that is a 10% increase, as well as the insurance general liability. There are some other line items that we worked on, as you can see the capital reserve that we have under the field used to be $275,000 we moved that down to $175,000 so that we could allocate those other amounts, so it's pretty much playing with the numbers and making sure we have the sufficient funds to be able to cover those expenditures. In reality, unless there are any questions from the Board, there isn't anything else that I need to mention to the Board of Supervisors. In terms of the holiday decorations, we wanted to make sure that the proper amount was included in the proposed budget for 2025, and you're going to be able to see that in the field expenditures, and also in the amenity expenditures. There is an increase in the amenity, the biggest increase in the amenity expenditures has to do with the janitorial services, and that's because the Board approved the increase that was requested by All Professional Cleaning. As you might recall, they had requested that increase for a couple of years already, and the Board had never approved it, so that's one of the big changes that you're going to be able to see. Also, under the contingency for the club, for the amenities, it's $34,000, I still believe this amount is a little bit low but, as the Board knows we've been working on a lot of projects, and those projects should last a couple of years, so we're going to be able to kind of create those reserve amounts again and be able to allocate in different line items. For the contingency of the clubhouse, we are eating up a lot of the repairs related to the pool, the pump, and the motors, we wanted to have it there because in terms of the repairs and maintenance in general for the pool and the spa, we have a line item but, what we have seen is that we are overseeing that line item and it's been increasing. My suggestion for the Board is maybe we can bring a company to kind of look at the entire clubhouse, all of our equipment, and what they do pretty much is that they will come and assess like I said, all of the equipment, they will say the life expectancy, what they believe we're going to change, and I think that's something that is important, it doesn't hurt to do our due diligence and see how much it costs. Normally, there are engineers involved in the process, but there is like a lot of professionals who really know what they're doing, and what they're looking at, and they will be able to give us numbers. The clubhouse was built in 2013 around that time, so it's been over 10 years already, so it's always good to go back and do our due diligence, and

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once again, it doesn't hurt, we can just get quotes, try to see how much it costs, and the Board can go from there. If we have that report, I think it's going to help us too, to get ourselves prepared and covered for the coming fiscal years. Perhaps it's not something we need to do right now, maybe we need to allocate more funds in our reserves, I'm not sure if at some point we will need to increase the budget, so if that's the case, as the Board understands we need to advertise and send letters to the residents, so it's a different process but, it could happen, we don't know, maybe we do not. Hopefully next month, I'm going to be able to see the financials and see how much money we were able to carry forward that also is going to help us when we have that exact amount. So, just for the Board to know, unless there are any questions about the budget or any questions about any particular line item, and if there are none, I'll move forward to our resolution. So, the District must annually adopt the proposed operation and maintenance budget before June 15th, and we need to transmit that to the Clerk of the Court of the County Commissions of Miami-Dade County. After a minimum of 60 days of the submittal to the county, the District must conduct at least one public hearing to allow the public comments and testimony about that operation and maintenance budget. So, 60 days from today will be June 8th, and our meeting is on June 11th, so if the Board agrees we can set up a public hearing for June 11th, it's up to the Board.

Mr. Pelaez: That sounds good.

Ms. Calero: I won't be here on June 11th, if that makes any difference.

Ms. Duque: Not really Zuzer, I mean we will have our May meeting and at that meeting, if there are any questions about the budget we can always discuss it again about the proposed budget, we can always discuss it again. For the June meeting, there's only 4 Board of Supervisors so that means if we have the public hearing we need to have the other 3 Board of Supervisors to be able to have a quorum, but in reality, no Zuzer, I mean today is like a day to kind of discuss the budget, the May meeting we can always discuss the budget again if there is a need.

Ms. Calero: I just wanted to make sure you could still meet without me.

Ms. Duque: Yes, we need at least 3 Supervisors, we need the quorum present, and 3 Supervisors present to be able to hold the meeting.

Mr. Pelaez: It sounds good for June 11th.

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Ms. Duque: Ok, perfect. So, then let's move forward to consideration of resolution #2024-02 which is the resolution that approves the proposed fiscal year 2025 budget and sets the public hearing for June 11, 2024 at 6:30 p.m. at the Silver Palms by Lennar Clubhouse, 23770 SW 115th Avenue, a motion will take place.

> On MOTION by Mr. Pelaez seconded by Ms. Macias with all in favor, Resolution #2024-02 approving the proposed Fiscal Year 2025 Budget and setting the Public Hearing on June 11, 2024, at 6:30 p.m. at 23770 SW 115th Avenue, Miami, Florida was approved.

## FIFTH ORDER OF BUSINESS Appointment of Audit Selection Committee

Ms. Duque: Let's move forward to our next item which is the appointment of the audit selection committee. So, just so the Board knows what we're doing here is, we also have the audit selection procedure today, and it's not that you're going to be selecting an auditing firm but, what is taking place is the Statute requires that the Board of Supervisors form a committee to review the auditor pretty much that's how it takes place. So, the state makes us create an audit selection committee and we rank the auditing firms and come out from that audit selection committee meeting and then the regular Board will make the decision of who you're going to recommend, and that recommendation is based on an evaluation that has criteria. So, let's move forward, I need at this moment a motion to open the audit selection committee meeting.

Mr. Cochran: Well, first we need to appoint the audit selection committee I think, correct?

Ms. Duque: Yes, so the first item is to appoint yourselves as the committee.

Mr. Cochran: Yes, and as she explained it's kind of a convoluted process, but the Statute requires us to go through it, and it's a one-size fits all so it makes more sense for like big cities and the larger governmental entities but, we have to follow the same procedures. So, basically, the Board as the Board of Supervisors cannot do this by itself, you have to appoint an audit selection committee, and what Boards typically do is you can appoint all four Board of Supervisors as the audit selection committee, or you can add Juliana to the committee if you'd like, however you want to do it, or you could appoint whoever you want really. What the audit selection committee will then do are these

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steps, you'll basically approve the request for proposals to go out to auditors, and you'll approve the selection criteria as the audit selection committee which 4 out of the 5 criteria are mandated by Statute, so you don't have a whole lot of flexibility there, and then basically the audit selection committee authorizes the District manager to send out the request for proposals so that the auditors are selected, and then you have to close the selection committee meeting and come back as the regular Board of Supervisors and essentially go with the recommendation of the audit selection committee. So, it's basically just taking off and putting on different hats in this context but, that's kind of how it works, and we usually do it only every 5 years or so.

Ms. Duque: So, then once again, the first item is for you to appoint yourselves as the audit selection committee, is there a motion?

> On MOTION by Mr. Pelaez seconded by Ms. Calero with all in favor, appointing the entire Board of Supervisors to serve as the Audit Selection Committee was approved.

**Audit Selection Committee Meeting**

**A. Opening Audit Selection Committee Meeting**
**B. Roll Call**
**C. Selection of Criteria for Evaluation**
**D. Authorizing of RFP**
**E. Adjournment**

Ms. Duque: So, that motion just appointed the current Board as the audit selection committee, and now the selection committee meeting will begin at this time. Then we need a motion to open the audit selection committee meeting.

> On MOTION by Mr. Pelaez seconded by Ms. Calero with all in favor, opening the Audit Selection Committee Meeting was approved.

Ms. Duque: So, now I'm going to call the roll, we currently have Mauricio, Julie, Lakisha, and Zuzer. So, once again, each of you has a copy in your agenda of the criteria sheet, so we will use this criteria to evaluate the firms that respond to the RFP. Together you're going to be able to see on page 67, and if we go back a couple of pages,

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the process explains that GMS will advertise those services, that's the first document you're going to be able to see in your agenda. Yes, go ahead Scott.

Mr. Cochran: Yes, on that first page, I think it's page 64, that one looks like this, there's one typo there on the third line it says, with an option for nine (9) additional annual renewals, that should be four (4).

Ms. Duque: Yes, ok, correct. Yes, that's a typo. Ok, so then we will advertise the request for proposals for the annual auditing services, and what we do as explained by Scott, I will ask the Board for some motions but, let me go one step ahead, what we will do is at that meeting, we're going to use, if you go to page I believe it's 67, is the evaluation criteria, that's the evaluation criteria that Scott was mentioning as well. So, one is the ability of personnel, the other one is the proposer's experience, the understanding of the scope of work, the ability to furnish the required services, and the price. So, pretty much that is the criteria using points that the audit selection committee will kind of qualify those respondents and give points to them. We add up the points and depending on who has more points that will be the recommendation from the audit selection committee to the Board of Supervisors to move forward with that respondent. So, at this moment I need a motion from the committee to select the criteria.

> On MOTION by Mr. Pelaez seconded by Ms. Varela-Medina with all in favor, accepting the criteria for evaluation was approved.

Ms. Duque: So, as I just mentioned, pretty much we are now authorizing the RFP, so the proposal package will have the additional qualification requirements, we also have the evaluation criteria that we just discussed and the instructions to the proposers, and all of this is available at the District manager's office, meaning GMS, so at this moment I just need a motion from the committee to authorize the RFP.

> On MOTION by Mr. Pelaez seconded by Ms. Macias with all in favor, authorizing the RFP was approved.

Ms. Duque: A motion to adjourn the audit selection committee meeting.

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| On MOTION by Mr. Pelaez seconded by Ms. Varela-Medina with all in favor, the Audit Selection Committee Meeting was adjourned. |

Ms. Duque: So, once again, GMS will advertise, we'll provide the proposers with that set of documents, we'll bring those to your attention, we'll have the audit selection committee meeting again, and you can appoint someone to be as discussed, as mentioned it could be myself to run that audit committee meeting, you will recommend and evaluate equally those proposals, and give points, and from there you will recommend to the Board of Supervisors with who you believe we should move forward with. Once again, this is just because the Florida Statutes requires it, there are some attorney general opinions about it, and how this needs to be done, so this is why we're coming back to you and trying to follow Chapter 190, which supersedes those opinions, so that's it.

## SIXTH ORDER OF BUSINESS Staff Reports

Ms. Duque: Let's move forward to our next item, which is staff reports, attorney.

### A. Attorney

Mr. Cochran: Yes, so a couple of things, one is I've been following up with Jesus on the insurance claim regarding the damage that was done by that vehicle to the District property, and so we haven't gotten anywhere with the insurance company. Long story short, I sent the letter, no response, I called a couple of times, no response, and they still haven't responded to Jesus, so really there are additional approaches we could take with the insurance company but, what probably makes more sense, for now, is just go directly after the insured because at the end of the day he's the one that caused the damages, is responsible for it, and whether his insurance company will cover that or not is really not our issue, it's not our problem. If we put pressure on him, maybe he can put pressure on the insurance company and that might be more likely to get a response since he has a direct relationship there, and they have contractual duties to him. So, that would be my suggestion probably is to send a letter to the insured and kind of pursue that route, I think that would probably be a more cost-effective way to do it for now. If that doesn't work out, there are other things we can find out, try to find out who the general counsel is for

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the insurance company and start going down that road but, I think at the end of the day, this way hopefully we'd get to a resolution sooner and more cost-efficiently, so that would be my suggestion.

Mr. Pelaez: I agree with that.

Ms. Duque: So, I think we have direction from the Board to move forward with the letter, so we'll send the letter to the insured.

Mr. Cochran: Then beyond that, I worked on a few of the agreements, as far as Fit for LYFE, because I know there is a lot of eagerness to get going with that. I sent it and I had some comments there, the main thing I just wanted to point out is that normally when we've done fitness-type activities here, it's a little bit different arrangement that we talked about doing for this where it would actually be the District basically paying for Fit for LYFE like they would for any other contractor to provide services. The catch to that is because the District is providing those services, they have to be available to the public, so we can't restrict them to only club members and District residents but, in a similar way if you go to say a city tennis court or facility like that, they'll have one price for the residents because part of their taxes goes to maintain that facility and pay for those services, they'll have a higher rate for non-residents, so what you can do is you can for one, I think already the way it's written doesn't permit the contractor to advertise beyond the community, that's fine you don't have to advertise it, and it's not really up to him, it's really up to the District to decide what type of fee would be appropriate if somebody from the public wants to sign up for it, and also it's up to the District and club manager like in terms of how they want to handle the signups for it. The main point is, that it has to be accessible to the public, you can charge them a fee, if it's something I think for now, since we're only really doing a trial with this contractor, we wouldn't need to go through formal rulemaking because normally when the District is going to charge a fee for something you have to go through the rulemaking process, just like we do for the club fees and those kinds of things but, if we're just doing this on a trial basis, which we are, you can kind of figure out a fee to use on the trial basis and then if that's working, depending on what happens if we continue to use the contract we extend the agreement, if it's successful or whatever, eventually we would want to go through rulemaking if it gets beyond that trial approach where it's more of a firm kind of thing and it's ongoing. So, that's really the only update on that, I think from my perspective unless anyone had any input from what I sent

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to management, I haven't heard about anything that needs an amendment, so I think it's just kind of making that clear, so that's all I have to report on that.

Ms. Duque: We received, or Monica sent us yesterday the certificate of insurance.

Mr. Cochran: Yes, we got the revised one, there were a couple of typos on various portions of it.

Ms. Duque: Yes, that's where I was going, there's some typos there, that need to be changed too.

Mr. Cochran: Yes, the COI has been sorted out, so from my perspective unless I get input from the manager or the contractor that they want to change something in it, I think it's ready from this standpoint.

Ms. Duque: Yes.

Mr. Cochran: Then I also did a couple of the agreements for Chandler, so those are done, that's really all I have to report.

Mr. Pelaez: Do we have those agreements for signature already?

Ms. Duque: Yes.

Mr. Pelaez: So, on the fitness one the only thing it needed was a start date on section 3.

Mr. Cochran: Yes, there's a blank for that, and that can be filled out.

Mr. Pelaez: We need a start date for the first class for that.

Mr. Cochran: Yes, so it can be different, so the date on the top is just kind of the date that you're signing the agreement, but I think, and I didn't make it explicit in there but, the way that it was contemplated doing it was like a full month, so we would pay $350 for the first month and then beyond that it would be $600 or $700 a month, so if you're starting at the beginning of a month obviously that makes perfect sense because you're doing 2 classes per week, and you have them for every week of the month but, if you're starting mid-month or something like that I would probably just either do it prorata or use that as a start date and you're just treating it as starting mid-month because what we try to do, I think if we end the trial period at the end of the District's fiscal year that way, we try as much as possible to keep the agreements to the fiscal year just so that it helps them for budgeting purposes.

Ms. Duque: Yes.

Mr. Pelaez: So, when is your start date?

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Ms. Mendoza: So, the projected start date should be about May 6th, that's a Monday, that's kind of like the first full week of the month, and that would actually give us 4 weeks for that specific month.

Mr. Pelaez: So, maybe we can revisit it at the May meeting as well, and just get some feedback of how the turnout was and all that to really kind of guide us a little bit of how that first month trial period has gone but, you're going to get enough feedback from the residents to see anyone that comes out.

Ms. Mendoza: Yes, because by then, the meeting will be the following week, so then I should be able to get some feedback on how it went, the excitement, how it was brought up to the residents, and the outcome that we had during that opening date, so that will be something to bring up after that.

Mr. Pelaez: Ok.

Ms. Duque: Anything else Scott to report back to the Board?

Mr. Cochran: Nothing else from me.

Ms. Duque: Do I have any other questions from the Board? Not hearing any.

### B. Engineer

Ms. Duque: Nothing to report under the engineer.

### C. Club - Monthly Report

Ms. Duque: Let's move forward to clubhouse manager report, Jennifer.

Ms. Mendoza: Ok, so for this meeting, I'm going to go based on the report that was already submitted and presented by Monica for the month of March. So, for the reports that we have here regarding the work orders and the maintenance of the clubhouse, we continue to do day-to-day maintenance in the clubhouse, a few miscellaneous repairs are being performed by the maintenance personnel that we do have onsite. Some of those miscellaneous repairs are just touch-ups on the paint, or light bulbs, or things that we feel needs to be done throughout to be able to go ahead and upkeep the appearance and the aesthetics of the clubhouse, so that's something that we continue to do on the day to day of that. Again, as we go on a month to month I will be able to go ahead and give you guys a little bit more on some of the items that I'm going to be working on, and I'm planning to kind of just see if we can, or I'm going to be able to set up a little bit more meetings and have more communication with Juliana or Jesus

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regarding the items that I'm working on and keeping them up to date when it comes to the clubhouse operations, the clubhouse staff and planning on having a little bit more communication that I want to be able to have throughout. With that, we continue to do the preventative maintenance on some of the items that were previously discussed such as the pool, the pool gets the preventative maintenance every week to my understanding. The gym as well, the preventative maintenance has not been done for this quarter, so I will be following up regarding that, exactly the dates that those are going to be performing that kind of just go over everything else that gets preventative maintenance of all the equipment and everything, I'll get a little bit more on those dates from staff so for next month I'll be able to go ahead and get a little bit more follow up on that. So, for the social events, as you guys are aware, we had to cancel our Easter event, which is one of our biggest events in the community due to the weather that we projected so we did have to go ahead and cancel it. Luckily, we were able to go ahead and put some of those decorations or the supplies that we had for the event, we were able to hand out Easter eggs during our spring break snack week. So, during that week we were able to go ahead and give out a lot of the Easter eggs which was about 6,000 eggs and all of those were gone. So, all of those were gone, as well as, we were able to put to use the food that was donated by the HOA, all of that food was also given out during the snack break week which as you guys know during that week it's very hectic, it's a lot, so we were able to go ahead with that but, hopefully next year we can go ahead and make up for this missed year and make it better. Now, for April we have upcoming events which we have the food truck night for April, and May we have our Mother's Day event and in June we have our Father's Day event which I will be working closely on those to be able to make sure that those take effect.

Ms. Duque: So, Jennifer, just talking about that I forwarded you an email, it's very important we receive from our attorney's office that it's in the best interest of the District to enter into agreements with those food truck vendors, so there are a couple of boxes that we need to make sure we check, just so the Board is aware. That information was already passed to Monica but, I know Jennifer has it too, and we'll follow up and we'll get all the necessary information and work together with Scott for any agreements.

Ms. Mendoza: Yes, correct, and that's it for me for now.

Mr. Pelaez: Thank you.

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Ms. Duque: Thank you, Jennifer, and welcome to the amazing team.

Ms. Mendoza: Thank you.

## D. Field Manager - Monthly Report

Ms. Duque: Let's move forward with the field manager report, Jesus.

Mr. Lorenzo: Yes, for the sake of time I'm not going to go through every item on the report but, on 236th, if you remember we did the enhancement, they installed new plants, and some of them I guess were not doing too well, they installed new plants at no additional charge. The projects that you approved at the last meeting were completed, the one at the entrance, as well as the one on 232nd. There were some more plants that could be put for the cocoplum so I reached out to them, they're going to do that at no additional charge, there were a couple of little gaps so I'll make sure that gets done if it hasn't already been done. There are a couple of estimates and I'll go straight to those but, if you see on page 80 there's four dead trees throughout the District, so you'll see the pictures on page 80 and you'll see the estimate on page 91 of your package so for that you'll see the estimate starts on page 91, and there's three estimates, one for the areca palms to put by the Publix gap that we have on 232nd, so we got a revised quote for areca palms instead of the bougainvillea. I was talking to Juliana, so putting these first along the wall making sure they get planted well, and then putting the bougainvillea behind it, and then nobody will be going through there going forward. The fence was already repaired as you can see, so those three proposals, the one for areca palms, another proposal for red ruby ti plants which is for the median right here on 238th, that was vacant that we continuously have to replace the plants that keep dying, and Nick thinks that these will do better.

Ms. Duque: The crotons.

Mr. Lorenzo: Yes, the crotons that were dying, so putting these not only on this side of the median closest to the clubhouse but the one closest to the rotunda, to have it all look uniform. Then the next estimate on page 93 is for the removal of the four dead trees, if I'm not mistaken, there's two at the entrance side of 238th so the total of all three is $4,421.44.

Mr. Pelaez: That's the total for all three you said?

Mr. Lorenzo: Yes, for all three.

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Ms. Duque: What's the total again?

Mr. Lorenzo: $4,421.44.

Ms. Duque: So, I need a motion from the Board if that's how you would like to proceed to approve those three proposals.

Mr. Pelaez: Motion by Mauricio to proceed with all three proposals.

> On MOTION by Mr. Pelaez seconded by Ms. Varela-Medina with all in favor, accepting all 3 proposals from BrightView for a total amount of $4,421.44 for landscape enhancements as stated on the record was approved.

Mr. Lorenzo: Alright, moving along you'll see some repairs in the field, and the lakes are doing well. Also, regarding the 242nd lake we've inspected the area and we're working with the engineer, and then the HOA sent out some notices as well for feeding the ducks back there. As far as field maintenance you'll see some repairs done there, starting with the playground, just a little tripping hazard of the mat, it was just sticking up a little bit, it was already taken care of. We replaced some lights at the entrance, there was some graffiti found on the wall of Publix and that's already been taken care of by Publix. We were trying to do it on our own through Chic but Juliana suggested we reach out to Publix, they took care of it rather quickly.

Ms. Duque: It's their wall?

Mr. Lorenzo: Yes, it's their wall. It's just you guys face that side of the wall. The termites were treated on both sides of the pergola like we said we found them on the entrance side but, we decided to treat them both, and that was completed. You'll see some more pictures of items that we discussed at the last meeting, and the mailbox kiosk cat ninja continues to strike.

Ms. Varela-Medina: It's still ongoing?

Mr. Lorenzo: It's not as bad, so I come, every time I'm here, usually twice a week I'm checking that area as part of my routine inspections and sometimes there's no food there, then the HOA will let me know if there is food there, and then sometimes I'll catch food there, and I'll email it to Nick to go ahead and clean it.

Ms. Duque: But remember the Board authorized us to send letters to those residents that we kind of identified as the responsible parties for those actions. One letter

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was received, the other one was not, so we sent them certified mail so they do not accept the letter but, we do know those are the residents at that home. So, I think we're going to get together with the HOA, that's the action plan with Jesus because the letter was sent back to us, and we'll see how we can approach that. Once again, I hoped we could identify who is the one doing it because as I mentioned to the Board during the last meeting, there were additional costs to the District. Chic has presented some of his invoices already, as you saw last meeting for the cleaning of the area because since talking about it, we received calls and emails from residents saying that the smell is pretty bad, that there is cat feces and all of that.

Mr. Pelaez: Right, and you heard what he said about the rats.

Mr. Lorenzo: I went by there today, there was just a little bit of food, most of it was free and clear and it's only on the east side mailbox kiosk, the west side seems to be ok, so there was about this much food, and it was spread around. I forgot the annuals were already installed, I'm sure you've already seen that, and the mulch is already started, I forgot to tell you that on the landscaping side of things. Then we've working on getting lighting to 238th rotunda by the clubhouse, we were only able to obtain one proposal and it's in your package, you'll see it on page 112, it starts and goes to 113. The other estimate I'm hoping to have it by this week but, it wasn't in time for tonight's meeting. So Exhibit E on page 112 is an estimate for what it is to determine the scope of work, get the engineering plans going, and understand the scope of work, and then you'll see an email from the contractor directly on page 113 which gives you an approximate cost of $73,240. This is a rough estimate of what he thinks but, until we go through the engineer and develop the scope of work we're not going to know the exact details of what needs to be done and one of the reasons why the other contractor is taking a little longer than usual is because he was waiting on getting pricing of the posts because they need to be weatherproofed for hurricane winds. So, I don't know if you have any questions or concerns, we're still waiting on the second proposal, there's no need to make a decision right now but, I know this is something that the District would like to do for the residents because that area is very dark at night, and I'm sure you've seen it more than I have but, when I'm here at night after the meetings there's a lot of people walking around there.

Mr. Pelaez: So, if you can again continue working on it and with their quote, get some PDFs on what the lights are so it's a package of exactly what we're doing and

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we're clear on everything from start to finish. How's BrightView doing with the berm? Did you inspect it? Are they cleaning back there?

Mr. Lorenzo: Yes.

Mr. Pelaez: Ok.

Mr. Lorenzo: And I'm monitoring the hedges too to trim them because some of them are kind of going towards the street but, they'll trim as needed. Now, as far as going up in different angles they're just not going to trim them that way, they'll just trim what's going towards the street.

Mr. Pelaez: And for the termites, is there a process? Do they follow up quarterly? Do they have problems now?

Mr. Lorenzo: So, from my understanding, you have a year warranty, we can I guess revisit this, and I'll talk to the contractor, I wasn't really dealing with them directly so I'll get their contact information and get more information for you for the next meeting.

Mr. Pelaez: Ok.

Ms. Duque: Are there any other questions from the Board? Not hearing any, let's move to the next item.

### E. CDD Manager

Ms. Duque: Moving on to the CDD manager, I don't have anything additional to present to the Board of Supervisors unless there are any questions.

## SEVENTH ORDER OF BUSINESS Financial Reports

### A. Approval of Check Register
### B. Acceptance of Unaudited Financials

Ms. Duque: Let's move forward to financial reports, tab A is the approval of the check register, and tab B is the acceptance of the unaudited financials. Unless there are any questions, a motion to approve them will take place.

> On MOTION by Mr. Pelaez seconded by Ms. Calero with all in favor, the Check Register, and the Unaudited Financials were approved.

## EIGHTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Ms. Duque: Are there any Supervisor's requests?

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Mr. Pelaez: Have you identified the status of the encroachment from the resident on the parking lot?

Mr. Lorenzo: So, there was a second notice sent, we haven't received any response from the resident that's right here at the clubhouse. So, you have a structure, you'll see what I just handed out, there's a concrete slab that was created in the backyard that they extended over the fence and they also have a drain, it's like an outdoor kitchen.

Mr. Pelaez: So, let me ask you, so they haven't responded, could this be something as easy if you guys work with the HOA, maybe they can reach out to the resident and say, hey listen, this is what's going on, maybe even a simple call from the HOA to the resident could solve it, are we allowed to do that?

Ms. Duque: I think so.

Mr. Pelaez: And maybe that would just solve it, if a direct phone call and the letters they don't respond, then I guess we could take more action but, it may be just as easy as that.

Ms. Duque: I mean I don't see an issue with that Mauricio. I mean what's important for the HOA which I will explain that to them is they cannot make any decisions, they cannot discuss any of this with the Board of Supervisors, and they need to provide whatever answer is given by the resident back to us so that we can discuss this in a public meeting if there a need to.

Mr. Pelaez: Right.

Ms. Duque: Perhaps it's just as simple as a call as you mentioned Mauricio, and then they will say, oh yes we saw the letter, we have it, let me follow up, or we'll reach out to Juliana or Jesus, or yes we're taking care of it, so it could be that way.

Mr. Pelaez: Ok.

Ms. Duque: Just that it's important that the property manager cannot take any action or make any decision.

Mr. Pelaez: Right, they're just informing them that this is what is going on and they haven't responded, and if there's no action by the next meeting, then the Board may make a different decision.

Ms. Duque: Ok.

Mr. Lorenzo: Do we already want to make that different decision now or wait until we make that contact with them?

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Mr. Pelaez: Well, I think we should make the contact so that way they can report back to the Board at the next meeting if they were successful and we're also giving them another 30 days to respond.

Mr. Lorenzo: Ok.

Mr. Pelaez: And we're giving them now almost 90 days or something like that, I think that's more than enough time if they don't respond with that, certified two letters and a call.

Mr. Lorenzo: Got it.

Ms. Duque: So, then I'm hearing from Maurico, I have a motion from the Board for the HOA to contact the resident directly and you guys are giving him 30 days extension for the violation.

> On MOTION by Mr. Pelaez seconded by Ms. Calero with all in favor, authorizing the HOA to contact the resident directly relating to the encroachment violation on the parking lot and also giving the resident an extension of 30 days to comply was approved.

Mr. Pelaez: So, we're going to discuss at the next meeting both this property and Mr. Taylor's property as well.

Ms. Duque: Yes.

Mr. Lorenzo: There was one last item that I wanted to bring up to your attention, I don't know if I put it in the package, oh yes it is, it's on page 80 of my report in your package. It's unfortunate because we installed grass there and fixed that area up, there was tall grass there on 118th, next to the field, and it looks like someone installed a sidewalk there which is great for the residents but, had we known that the District wouldn't have investing in cleaning that area up. So, now there's like a little bit of a gap also along the sidewalk as you can see.

Ms. Duque: Between the sidewalk and the grass.

Mr. Lorenzo: Right, that needs to be adjusted so I was talking to Juliana, we're going to try to see what we can do.

Ms. Duque: And we are assuming that the work was done by Lennar, and don't quote me and perhaps that's part of their site plan, and whatever construction is taking

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place on that side, so what we're going to be doing is reaching out to them and try to find out who did it. There's also some equipment being parked on CDD property, an excavator, and construction equipment.

Ms. Calero: Do we know where that comes from?

Ms. Duque: I don't know, I'm assuming it has to do with that development but, this is just an assumption but, once again, we can follow up. So, I think we have direction from the Board to reach out to them, I do need direction in terms of, are you allowing the equipment to be parked on the CDD area?

Mr. Pelaez: No, I think we should do something about it, reach out to them or do something.

Ms. Duque: Perfect, and then in terms of the area, the sidewalk, I think the direction from the Board is also to ensure they repair the grass section between the sidewalk and the Miami-Dade County Park, right?

Ms. Valera-Medina: Yes.

Mr. Pelaez: Yes.

Ms. Duque: Ok, so I do have direction from the Board, so we'll reach out to them and we'll go from there. Is there any other field report, Jesus?

Mr. Lorenzo: No, that's it.

Ms. Duque: Are there any other Supervisors requests? Not hearing any, there is no audience present for any audience comments.

## NINTH ORDER OF BUSINESS Adjournment

Ms. Duque: A motion to adjourn will take place.

> On MOTION by Ms. Varela-Medina seconded by Ms. Macias with all in favor, the meeting was adjourned.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman