

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

A Regular Meeting of the Landmark at Doral Community Development District’s Board of Supervisors was held on **Thursday, April 9, 2015 at 10:00 a.m.**, at the offices of **Lennar, 730 N.W. 107<sup>th</sup> Avenue, Suite 300, Miami, Florida 33172.**

**For Landmark at Doral CDD:**

Yadira Monzon	Vice Chair
Steve Colamarino	Assistant Secretary
Jorge Ortiz	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Gerry Knight	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at approximately 10:24 a.m., and noted, for the record, that Supervisors Ortiz, Monzon and Colamarino were present, in person. Supervisors Baluja and Herrera were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2015-1,  
Electing Officers of the District**

Mr. Wrathell presented Resolution 2015-1 for the Board’s consideration. He explained that, following an election or appointment, the Board must reconsider the slate of officers. Mr. Ortiz nominated the existing slate of officers, with the addition of Ms. Baluja as an Assistant Secretary, as follows:

Chair	<u>Carolina Herrera</u>
Vice Chair	<u>Yadira Monzon</u>

Secretary	<u>Craig Wrathell</u>
Treasurer	<u>Craig Wrathell</u>
Assistant Secretary	<u>Jorge Ortiz</u>
Assistant Secretary	<u>Steve Colamarino</u>
Assistant Secretary	<u>Teresa Baluja</u>
Assistant Secretary	<u>Rick Woodville</u>

**On MOTION by Ms. Monzon and seconded by Mr. Colamarino, with all in favor, Resolution 2015-1, Electing Officers of the District, as nominated, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Ratification of Termination of Declaration of Easement**

Mr. Knight recalled that, when the District was first created, the District acquired road right-of-ways (ROWs) and conservation areas from the developer. He explained that the property appraiser refused to lower the District’s tax assessment on the ROW, as there was no proof that it was a ROW; therefore, the District was required to record the Declaration of Easement declaring that the ROW was a public road ROW and the assessment was changed.

Mr. Knight stated that, during the recent land swap and transactions with Lennar, it was necessary for the District to terminate the Declaration of Easement to clear the title for the purposes of conveyance of the property. He confirmed that the document was executed and submitted.

**On MOTION by Ms. Monzon and seconded by Mr. Ortiz, with all in favor, termination of the Declaration of Easement, was ratified.**

**FIFTH ORDER OF BUSINESS**

**Land Swap Agreement (*for informational purposes*)**

Mr. Knight confirmed that this matter was previously authorized by the Board and the agreement was included for informational purposes.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-2, Approving the District’s Proposed Budget for Fiscal Year 2015/2016 and Setting a Public Hearing Thereon Pursuant to Florida Law**

Mr. Wrathell presented Resolution 2015-2 for the Board’s consideration. He indicated that this resolution begins the budget process for the Fiscal Year 2016 budget; the Board may change the budget up to the time of adoption, following the budget public hearing. Mr. Wrathell proposed holding the public hearing on July 9, 2015.

Mr. Wrathell noted that the first and second columns, on Pages 1 and 2, contain alignment issues, which will be corrected.

Mr. Wrathell advised that the Fiscal Year 2016 proposed budget was identical to the Fiscal Year 2015 budget. Pages 3 and 4 provide descriptions of the “Expenditures”. He recalled conversations with Lennar about buying down a portion of the bond and, if it comes to fruition, the “Amortization Schedule” and “Debt Service” budget would be revised, accordingly. Mr. Wrathell explained that the District must be able to pay the November 1, 2015 interest payment and the May 1, 2016 principal and interest payments. He noted that the District collects assessments for the “Debt Service” payments “in advance” and pointed out the “Debt service reserve account balance (required)” and “Interest expense – November 1, 2016\*” line items, on Page 5.

**On MOTION by Ms. Monzon and seconded by Mr. Ortiz, with all in favor, Resolution 2015-2, Approving the District’s Proposed Budget for Fiscal Year 2015/2016 and Setting a Public Hearing Thereon Pursuant to Florida Law for July 9, 2015 at 10:00 a.m., at this location, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Alvarez Engineers, Inc., 2015 Hourly Personnel Billing Rates**

Mr. Wrathell indicated that Alvarez Engineers, Inc. (Alvarez), had not increased its rates since 2006. He presented the Hourly Personnel Billing Rates for Year 2015, for the Board’s consideration. In response to a question regarding whether the new rates were included in the proposed budget and, if so, why the budget line item did not increase, Mr. Wrathell advised that

Alvarez performs less work than in previous years. He referred to the current fiscal year budget and noted that \$7,500 was budgeted but only \$875 was expended, through February, 2015; the amount budgeted for Fiscal Year 2016 should be sufficient.

**On MOTION by Ms. Monzon and seconded by Mr. Ortiz, with all in favor, the Alvarez Engineers, Inc., 2015 Hourly Personnel Billing Rates, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Discussion: Landowners' Meeting [Seats 1, 4 & 5]**

**A. Proposed Date: November 12, 2015 at 10:00 A.M.**

Mr. Wrathell advised that the proposed dated for the upcoming landowners' election is November 12, 2015. He indicated that Seats 1, 4 and 5, currently held by Mr. Ortiz, Ms. Monzon and Mr. Colamarino, respectively, will be up for election. Mr. Wrathell advised that the two seats receiving the highest number of votes will serve four-year terms and the other seat will serve a two-year term.

**B. Sample Election Instructions**

Mr. Wrathell reviewed the sample election instructions.

**C. Sample Proxy**

Mr. Wrathell reviewed the sample proxy and explained the voting process, when votes are proxied.

Mr. Knight confirmed that today's notice of the landowners' election meets the statutory requirement to give 90-days advance notification, prior to the election.

Mr. Wrathell recommended that proxyholders bring the proxies to the meeting, fully completed, and asked that copies of the proxies be forwarded to Management, in advance, so they can be verified against the property appraiser's data.

**NINTH ORDER OF BUSINESS**

**Approval of October 9, 2014 Regular Meeting Minutes**

Mr. Wrathell presented the October 9, 2014 Regular Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. Colamarino and seconded by Ms. Monzon, with all in favor, the October 9, 2014 Regular Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Due to the land swap and miscellaneous activities within the community, Mr. Knight recommended reviewing the truth in millage (TRIM) notices to ensure accuracy.

**B. Engineer**

There being no report, the next item followed.

**C. Manager**

**i. Approval of Unaudited Financial Statements as of February 28, 2015**

Mr. Wrathell presented the Unaudited Financial Statements as of February 28, 2015.

In response to a question, Mr. Wrathell voiced his belief that a CDD website was previously established; the deadline is October 1, 2015.

Discussion ensued regarding the content required on the website.

Mr. Knight pointed out that the CDD website must include the Supervisors' names and email addresses; therefore, he recommended that each Board Member have a CDD-specific email address.

**On MOTION by Mr. Ortiz and seconded by Ms. Monzon, with all in favor, the Unaudited Financial Statements as of February 28, 2015, were approved.**

**ii. NEXT MEETING DATE: May 14, 2015 at 10:00 A.M.**

Mr. Wrathell indicated that the next meeting is scheduled for May 14, 2015 at 10:00 a.m., at this location; however, he anticipated cancelling that meeting, unless an issue arises.

**TWELFTH ORDER OF BUSINESS**

**Public Comments/Supervisors' Requests**

There being no public comments or Supervisors' requests, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

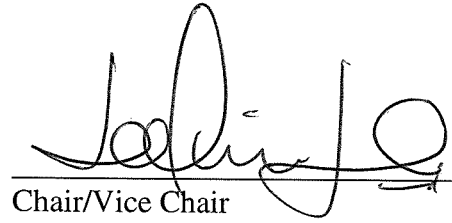
There being no further business to discuss, the meeting adjourned.

**On MOTION by Ms. Monzon and seconded by Mr. Ortiz, with all in favor, the meeting adjourned at 10:49 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair