

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

A Public Hearing and Regular Meeting of the Landmark at Doral Community Development District's Board of Supervisors was held on **Thursday, November 12, 2015**, *immediately following the Landowners' Meeting at 10:30 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:**

Carolina Herrera	Chair
Yadira Monzon	Vice Chair
Steve Colamarino	Assistant Secretary
Teresa Baluja	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 10:55 a.m.

Mr. Wrathell indicated that at the Landowners' Meeting, held prior to this meeting, Mr. Ortiz and Ms. Monzon received 90 votes and will serve four-year terms. Mr. Colamarino received 89 votes and will serve a two-year term.

- **Administration of Oath of Office to Newly Elected Supervisors** (*the following to be provided in a separate package*)

*\*\*\*This item, previously the Third Order of Business, was presented out of order.\*\*\**

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Ortiz, Ms. Monzon and Mr. Colamarino.

Mr. Wrathell provided and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
  - i. Form 1: Statement of Financial Interests**

- ii. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
- iii. **Form 1F: Final Statement of Financial Interests**

**D. Form 8B – Memorandum of Voting Conflict**

Mr. Wrathell indicated that, as incumbents, Mr. Ortiz, Ms. Monzon and Mr. Colamarino were familiar with all documents.

▪ **Roll Call**

*\*\*\*This item, previously part of the First Order of Business, was presented out of order.\*\*\**

Mr. Wrathell noted, for the record, that all Supervisors were present, in person.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors (the following to be provided in a separate package)**

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Financial Disclosure Forms**
  - i. **Form 1: Statement of Financial Interests**
  - ii. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - iii. **Form 1F: Final Statement of Financial Interests**

**D. Form 8B – Memorandum of Voting Conflict**

This item was addressed during the First Order of Business.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-4, Canvassing and Certifying the Results of the Landowners' Election**

Mr. Wrathell presented Resolution 2016-4 for the Board's consideration. He recalled that Mr. Ortiz and Ms. Monzon received 90 votes and Mr. Colamarino received 89 votes. Mr. Ortiz and Ms. Monzon will serve four-year terms in Seats 1 and 4, respectively, and Mr. Colamarino will serve a two-year term in Seat 5.

**On MOTION by Ms. Monzon and seconded by Ms. Herrera, with all in favor, Resolution 2016-4, Canvassing and Certifying the Results of the Landowners' Election, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-5, Electing Officers of the District**

Mr. Wrathell presented Resolution 2016-5 for the Board's consideration. He explained that, following an appointment or election, the Board is required to reconsider the slate of officers.

Mr. Wrathell indicated that, currently, Ms. Herrera serves as Chair, Ms. Monzon as Vice Chair, Supervisors Ortiz, Colamarino and Baluja as Assistant Secretaries, along with himself as Secretary and Treasurer.

Ms. Baluja nominated the current slate of officers. No other nominations were made.

**On MOTION by Ms. Baluja and seconded by Ms. Herrera, with all in favor, Resolution 2016-5, Electing Officers of the District, as nominated, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements for a Portion of the Landmark at Doral Community Development District Known as the East Parcel**

**A. Affidavit of Publication**

Mr. Wrathell presented the affidavit of publication for today's Public Hearing.

**B. Mailed Notice to Property Owners**

Mr. Wrathell reported that a mailed notice was sent to the affected property owners.

Mr. Wrathell reviewed the Second Supplemental Engineer's Report, dated October 8, 2015, reflecting \$2,516,309 in total improvements to be constructed within the East Parcel, depicted on Page 10. He noted that the Second Supplemental Engineer's Report was revised from the version approved at the last meeting.

**On MOTION by Ms. Baluja and seconded by Ms. Herrera, with all in favor, the Second Supplemental Engineer’s Report, dated October 8, 2015, as presented, was approved.**

Mr. Wrathell presented the Special Assessment Methodology Report, dated October 7, 2015, which had not changed.

Mr. Wrathell reviewed the unit types and number of units, listed in Table 1, on Page 11. The affected parcel has a bond assessment of \$3,475,000, which will be assessed to 132 units. Table 2, on Page 12, mirrored the improvements outlined in the Second Supplemental Engineer’s Report. Table 3, on Page 13, was a financial modeling of those improvements and the related financing. Table 4, on Page 14, reflected the total bond assessment of \$3,475,000, the bond par amount of \$26,325.76, per unit, and the maximum annual debt service assessment of \$2,028.71, per unit.

**On MOTION by Ms. Herrera and seconded by Ms. Monzon, with all in favor, the Special Assessment Methodology Report, dated October 7, 2015, in substantial form, was approved.**

- *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*

**\*\*\*Mr. Wrathell opened the Public Hearing.\*\*\***

There were no public comments.

**\*\*\*Mr. Wrathell closed the Public Hearing.\*\*\***

- *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*

Mr. Wrathell explained that the Board is now sitting as the equalizing board to hear testimony from the affected property owners, as to the propriety and advisability of making the improvements and funding them with special assessments. The equalizing board will also hear any and all complaints, as to the special assessments on the basis of justice and right.

There were no adjustments to the assessments proposed in the Special Assessment Methodology Report.

- C. **Consideration of Resolution 2016-6, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefitted By Such Projects To Pay the Cost Thereof; Providing For the Payment and the Collection of Such Special Assessments By the Methods Provided For By Chapters 170, 190, and 197 Florida Statutes; Confirming the District’s Intention To Issue Special Assessment Bonds; Providing For the Recording of an Assessment Notice; Providing For Severability, Conflicts and an Effective Date**

Mr. Wrathell presented Resolution 2016-6 for the Board’s consideration and read the title into the record:

*“A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LANDMARK AT DORAL COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING DISTRICT PROJECTS FOR CONSTRUCTION AND/OR ACQUISITION OF INFRASTRUCTURE IMPROVEMENTS; EQUALIZING, APPROVING, CONFIRMING, AND LEVYING SPECIAL ASSESSMENTS ON PROPERTY SPECIALLY BENEFITTED BY SUCH PROJECTS TO PAY THE COST THEREOF; PROVIDING FOR THE PAYMENT AND THE COLLECTION OF SUCH SPECIAL ASSESSMENTS BY THE METHODS PROVIDED FOR BY CHAPTERS 170, 190, AND 197 FLORIDA STATUTES; CONFIRMING THE DISTRICT’S INTENTION TO ISSUE SPECIAL ASSESSMENT BONDS; PROVIDING FOR THE RECORDING OF AN ASSESSMENT NOTICE; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE”*

**On MOTION by Ms. Herrera and seconded by Ms. Baluja, with all in favor, Resolution 2016-6, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefitted By Such Projects To Pay the Cost Thereof; Providing For the Payment and the Collection of Such Special Assessments By the Methods Provided For By Chapters 170, 190, and 197 Florida Statutes; Confirming the District’s Intention To Issue Special Assessment Bonds; Providing For the Recording of an Assessment Notice; Providing For Severability, Conflicts and an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Improvement Acquisition Agreement (East Parcel)**

Mr. Wright presented the Improvement Acquisition Agreement (East Parcel), between the District and the developer, to acquire completed improvements from the developer for the East Parcel project improvements, described in the Second Supplemental Engineer’s Report and

Exhibit A, which the District will pay for from bond proceeds. This is a standard agreement for completed improvements.

**On MOTION by Ms. Herrera and seconded by Ms. Baluja, with all in favor, the Improvement Acquisition Agreement (East Parcel), between the CDD and Lennar Homes, LLC, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Approval of October 8, 2015 Special Meeting Minutes**

Mr. Wrathell presented the October 8, 2015 Special Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Ms. Herrera and seconded by Ms. Monzon, with all in favor, the October 8, 2015 Special Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Other Business**

Ms. Herrera reported that, according to the South Florida Water Management District (SFWMD), the north and southeast wetlands, under the District’s permit, are not in compliance. At one point, the wetlands were monitored but it stopped and, in order to commence monitoring, the wetlands must be in compliance. Lennar Homes, LLC (Lennar), is working with Mr. Rainer Schael, of RS Environmental Consulting, Inc. (RS Environmental), on a plan of action. An estimate will be submitted for work to be completed, such as removing plantings, in order to commence monitoring.

In response to Mr. Ortiz’ question, Ms. Herrera explained that, when Lennar was closing on the east parcel, ensuring compliance with all permits was part of the process. The violation was discovered during a computer search by Lennar’s environmental attorney.

Mr. Wrathell confirmed that a violation letter was sent, which was forwarded to the District Manager and Lennar.

Mr. Knight received a copy of the violation, discussed it with the District Engineer and discovered that two monitoring reports were not filed, as required. Mr. Knight was informed that the violation was resolved and the remaining issue was wetland compliance.

Ms. Herrera noted that the CDD should comply with all monitoring requirements and should have been advised if the CDD was on a monitoring schedule and Mr. Schael stopped monitoring. Lennar is rectifying the problem but suggested finding out what is required, by the District, under the permit.

Mr. Ortiz asked if the CDD or the property owner is responsible for remediation. Mr. Knight indicated that the CDD has the operating permit. Ms. Herrera noted that the wetlands are owned by the developer. Mr. Knight advised that Mr. Alvarez is responsible for keeping track of all permit requirements and was apprised of the situation.

Ms. Herrera requested that Mr. Alvarez report these issues during the Engineer's Report, so that the Board can take action prior to the issuance of violations.

Mr. Knight recalled that remediation was required, with monitoring reports submitted for five years, which he believed was completed. Ms. Herrera concurred.

Mr. Wrathell reported that Mr. Alvarez was surprised that the monitoring stopped because RS Environmental was still under contract with the CDD. Mr. Knight advised that RS Environmental should be providing copies of the monitoring reports to Mr. Alvarez.

Mr. Wrathell will ask Mr. Alvarez to prepare a spreadsheet of what reports are required, which were completed, and the due dates.

Ms. Herrera requested that this be completed immediately and asked if Lennar can proceed with their plan without Board action. Mr. Knight replied affirmatively, as long as Mr. Alvarez is involved.

Mr. Wrathell recalled speaking with Mr. Schael, who estimated that the remediation costs were insignificant.

Ms. Herrera asked if Mr. Schael alluded to why the monitoring stopped. Mr. Wrathell indicated that all communications with Mr. Schael were through Mr. Alvarez and the process worked until now.

Mr. Wrathell reported that the remediation can be completed under the existing budget and ratified by the Board. Mr. Knight advised that Mr. Alvarez can proceed with remediation work and the Board can discuss the costs at the next meeting.

Mr. Wrathell will email Mr. Alvarez and Mr. Schael and copy Ms. Herrera and District Counsel.

**A. Attorney**

There being no report, the next item followed.

**B. Engineer**

There being no report, the next item followed.

**C. Manager**

**i. Approval of Unaudited Financial Statements as of September 30, 2015**

Mr. Wrathell presented the Unaudited Financial Statements as of September 30, 2015. He reported that all assessments were collected and the November 1, 2015 interest payment was made.

**On MOTION by Ms. Baluja and seconded by Mr. Ortiz, with all in favor, the Unaudited Financial Statements as of September 30, 2015, were approved.**

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

Mr. Wrathell indicated that the next meeting is scheduled for December 10, 2015 at 10:00 a.m., at this location.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments/Supervisors' Requests**

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

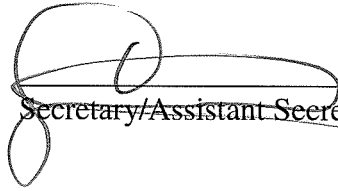
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

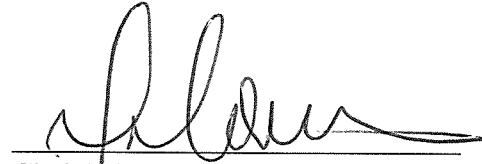
There being no further business to discuss, the meeting adjourned

**On MOTION by Ms. Herrera and seconded by Ms. Baluja, with all in favor, the meeting adjourned at 11:25 a.m.**





Secretary/Assistant Secretary



Chair/Vice Chair