

**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, July 14, 2016, 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:**

Maria Carolina Herrera	Chair
Yadira Monzon	Vice Chair
Teresa Baluja	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Gerry Knight	District Counsel
Juan Alvarez	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 10:36 a.m., and noted, for the record, that Supervisors Monzon, Baluja and Herrera were present, in person. Supervisors Ortiz and Colamarino were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Implementation of the Wetland Preserve Enhancement Plan**

**A. Consideration of Proposal from RS Environmental Consulting, Inc., for Professional Environmental Services**

Mr. Wrathell recalled that, due to wetland coverage issues, RS Environmental Consulting, Inc., (RSEC) was contracted to prepare a report of their recommendations for the District to become compliant. A proposal was received from Downrite Engineering Corporation (Downrite) for mitigation work, including haul and placement of muck, grading and a survey.

Mr. Alvarez stated that, in order to comply with the environmental permit requirements, enhancement of the preservation areas must be completed. The proposals included performing a test to determine what type of plants could grow in that location. Once identified, the solution would be applied throughout the preservation area, as necessary. The proposals were fair and reflected the necessary work.

In response to Mr. Knight's question of whether another five-year period of monitoring would be triggered, once the work was completed, Mr. Alvarez stated that it was possible that credit for previous years of compliance could apply. Mr. Knight stated that an additional five-year monitoring period was not included in the proposals. The District's current monitoring agreement was for the original plan; this would involve monitoring beyond the original five years, which was previously completed. Mr. Alvarez stated that the proposals were only for the test areas, which included a maximum one-year monitoring period. Mr. Knight stated that there would be additional monitoring costs. In response to Mr. Knight and Ms. Herrera's questions, Mr. Alvarez stated that the \$450 monthly fee was for monthly observation of the test area and agency reporting of the status of the test. Ms. Herrera questioned if the \$450 was for monthly inspections, once the test area is approved. Mr. Alvarez stated that Downrite would install muck in the test area and RSEC would install 90 to 100 plants, as listed in the proposal. Upon determination of the thriving plants, those types of plants would be planted, throughout the preservation area. The area must be monitored for up to 12 months.

Ms. Herrera asked what the \$1,800 charge included. Mr. Alvarez read from the proposal:

*“ . . . This includes updated exhibits, planting plans and monitoring schedules, as will be required by the agencies.”*

Mr. Wrathell stated that the \$1,800 would be for modifying the mitigation report. Task #3 would be to oversee Downrite's work and install plants, Task #2 would be to update the report and Task #1 would be monthly monitoring for six to 12 months. Ms. Herrera asked about the balance of the preservation area not addressed in the proposals. Mr. Alvarez stated that the remainder of the preservation area was maintained by Lake & Wetland Management and RSEC.

Ms. Herrera asked about the District's existing five-year monitoring plan. Mr. Alvarez stated that, when the environmental agency determined that certain sites were not performing well, the monitoring stopped and the concentration shifted to the test area, to determine a solution and apply it to the rest of the preservation area. After implementation of the final solution, the original reporting would continue, for an indeterminate amount of years. Mr.

Knight asked if, following the test determination, RSEC would submit another proposal to plant the remainder of the mitigation area and if additional muck would be required. Ms. Herrera recalled a previous \$17,000 quote to correct the problem. Mr. Alvarez stated that the District had not replanted. There was a complaint about maintenance of the buffer zone, in the south, which was recently repaired by Lake & Wetland Management, under the current contract.

**On MOTION by Ms. Baluja and seconded by Ms. Monzon, with all in favor, the RS Environmental Consulting, Inc., proposal, authorizing District Counsel to prepare an agreement or amendment to the existing agreement, as necessary, and authorizing the Chair or Vice Chair to execute the agreement, were approved.**

**B. Consideration of Proposal from Downrite Engineering Corporation for Earthwork**

Mr. Alvarez presented the proposal from Downrite to obtain, place and grade the muck, within the test area. Mr. Wrathell stated that, in conjunction with the approved work by RSEC, completion was expected by September 30, 2016.

**On MOTION by Ms. Baluja and seconded by Ms. Herrera, with all in favor, the Downrite Engineering Corporation proposal, authorizing District Counsel to prepare an agreement or amendment to the existing agreement, as necessary, and authorizing the Chair or Vice Chair to execute the agreement, were approved.**

Mr. Alvarez reviewed the information in the “Landmark @ Doral - Permit Summary” spreadsheet, included in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Public Hearing for Purpose of Hearing Comments and Objections on Adoption of Fiscal Year 2016/2017 Budget**

**A. Affidavit of Publication**

Mr. Wrathell presented the affidavit of publication for today’s Public Hearing and Regular Meeting.

**B. Consideration of Resolution 2016-10, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2016 and Ending September 30, 2017**

Mr. Wrathell presented Resolution 2016-10 for the Board's consideration. The following changes were made:

Page 2, under "Field operations", "Monitoring reports": increase from "2,900" to "5,400"

Page 2, under "Field operations", "Area management services": decrease "\$24,442" to "\$21,942"

Discussion ensued regarding the unit counts, on the "Projected Fiscal Year 2017 Assessments", on Page 10, as the replat of a certain section was not finalized. The overall number of units would decrease by one; townhouses decrease in number but the condos increase.

In response to Ms. Herrera's questions, Mr. Wrathell stated that the District was not paying to maintain any entry features and, for consistency, the current owner should maintain and pay for maintenance, privately and the parking garage was privately owned and the CDD had no financial or maintenance responsibilities for it. Regarding the Wetland Preserve Enhancement Plan, Mr. Wrathell stated that the work should be completed in Fiscal Year 2016 and costs could be absorbed through fund balance; it was not budgeted for Fiscal Year 2017, except for increasing the budget for ongoing monitoring. Ms. Herrera asked if the proposed Fiscal Year 2017 budget included funds to plant the rest of the preservation area. Mr. Wrathell replied no; the cost was not known.

Ms. Herrera asked what action would be required, if the Board wanted to add \$20,000 to the proposed Fiscal Year 2017 budget, to rebuild the fund balance. Mr. Wrathell stated that, due to assessments remaining flat, a 197 letter was not sent to homeowners. The proposed budget for Fiscal Year 2017 was \$152,556, versus Fiscal Year 2016, which was \$151,766, a difference of approximately \$1,000. Mr. Knight asked if the amounts would be on the Truth in Millage (TRIM) notices because, if the assessment increased and exceeded what was previously assessed, homeowners must receive a mailed notice. The process would take about 60 days. Mr. Wrathell stated that today's Public Hearing could be rescheduled or continued, possibly 40 days from today, so that 197 mailed notices could be sent. Mr. Wrathell stated that a \$20,000 increase to the budget would result in an increase of approximately \$20, per unit, over the currently proposed \$145 assessment amount. A \$30,000 increase to the budget would result in an increase of approximately \$30, per unit, increasing the total assessment to about \$175. The Board agreed to add the \$30,000 to the proposed Fiscal Year 2017 budget.

**On MOTION by Ms. Baluja and seconded by Ms. Monzon, with all in favor, continuing the Public Hearing to September 8, 2016 at 10:00 a.m., at this location, authorizing the District Manager to advertise, accordingly, adding \$30,000 for wetlands planting and earthwork, sending 197 mailed notices and conducting further research into the restrictive covenant, were approved.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-11, Imposing Special Assessments and Certifying an Assessment Roll**

This item was deferred.

**SIXTH ORDER OF BUSINESS**

**Presentation of the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2015, Prepared by Keefe, McCullough & Co., LLP**

Mr. Wrathell presented the Audit for the Board’s consideration. Page 3 reflected that the District’s total assets exceeded its liabilities by \$22,056,723, due to the partial cancellation of bonds. The “Statement of Net Position”, on Page 7, reflected the “Total net position” of \$22,056,723. The “Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters”, on Pages 22 and 23, did not identify any deficiencies in internal control considered to be material weaknesses and disclosed no instances of noncompliance or other matters required to be reported. The “Report to District Management”, on Page 24, stated that there were no findings or recommendations made in the preceding annual financial audit report. Several years ago, when the original bonds defaulted, the District was in a state of financial emergency; however, the “Financial Condition”, on Page 25, found that the District did not meet any of the conditions described in Section 218.503(1) Florida Statutes, which meant that the District was no longer in a state of financial stress. This was considered a clean audit.

Ms. Herrera asked when the deadline was for submittal of the Audit. Mr. Wrathell stated that, statutorily, it was due by June 30 and was transmitted on time.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-12, Accepting the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2015, Prepared by Keefe, McCullough & Co., LLP**

Mr. Wrathell presented Resolution 2016-12 for the Board’s consideration.

**On MOTION by Ms. Baluja and seconded by Ms. Monzon, with all in favor, Resolution 2016-12, Accepting the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2015, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-13, Adopting the Annual Meeting Schedule for Fiscal Year 2016/2017**

Mr. Wrathell presented Resolution 2016-13 for the Board’s consideration.

**On MOTION by Ms. Baluja and seconded by Ms. Monzon, with all in favor, Resolution 2016-13, Adopting the Annual Meeting Schedule for Fiscal Year 2016/2017, was adopted.**

**NINTH ORDER OF BUSINESS**

**Approval of Unaudited Financial Statements as of May 31, 2016**

Mr. Wrathell presented the Unaudited Financial Statements as of May 31, 2016. On-roll assessment revenue collections were at 96% and off-roll collections were good, as well.

**On MOTION by Ms. Baluja and seconded by Ms. Herrera, with all in favor, the Unaudited Financial Statements as of May 31, 2016, were approved.**

**TENTH ORDER OF BUSINESS**

**Approval of April 14, 2016 Regular Meeting Minutes**

Mr. Wrathell presented the April 14, 2016 Regular Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Ms. Baluja and seconded by Ms. Monzon, with all in favor, the April 14, 2016 Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS                      Other Business**

There being no other business, the next item followed.

**TWELFTH ORDER OF BUSINESS                      Staff Reports**

**A.     Attorney**

There being no report, the next item followed.

**B.     Engineer**

There being no report, the next item followed.

**C.     Manager**

**i.     NEXT MEETING DATE: August 11, 2016 at 10:00 A.M.**

Mr. Wrathell stated that the next meeting was scheduled for August 11, 2016 at 10:00 a.m., at this location. The meeting would likely be cancelled and the Board would meet on September 8, 2016 at 10:00 a.m., at this location.

**THIRTEENTH ORDER OF BUSINESS                      Public Comments/Supervisors' Requests**

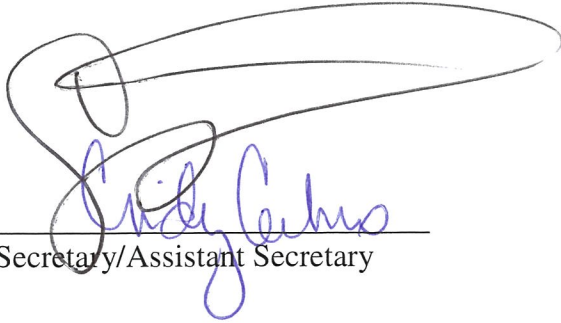
There being no public comments or Supervisors' requests, the next item followed.

**FOURTEENTH ORDER OF BUSINESS                      Adjournment**

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

**On MOTION by Ms. Baluja and seconded by Ms. Monzon, with all in favor, the public hearing and meeting recessed at 11:31 a.m., and was continued to September 8, 2016 at 10:00 a.m., at this location.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair