

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

The Board of Supervisors of the Landmark at Doral Community Development District held a Regular Meeting on April 20, 2022, at 4:00 p.m., at The Landmark Clubhouse, 10220 NW 66<sup>th</sup> Street, Doral, Florida 33178. Members of the public were able to participate in the meeting via teleconference at 1-888-354-0094, Passcode: 528 064 2804.

**Present for Landmark at Doral CDD:**

Carmen Orozco  
Todd Patterson  
Su Wun Bosco Leu

Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present were:**

Daniel Rom  
Michael Pawelczyk  
Juan Alvarez  
Raul Alessandri  
Catherine \_\_\_\_\_  
Maria "Florenca" Mazzei  
Odel Torres

District Manager  
District Counsel  
District Engineer  
Alvarez Engineers, Inc.  
Alvarez Engineers, Inc.  
Resident  
Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 4:13 p.m. Supervisors Bosco, Patterson and Orozco were present, in person. Supervisors Baluja and Garcia were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Supervisor  
Michelle Garcia, Seat 1; *Term Expires  
November 2024***

Mr. Rom presented Ms. Garcia’s resignation letter.

**On MOTION by Mr. Bosco and seconded by Mr. Patterson, with all in favor, the resignation of Ms. Michelle Garcia from Seat 1, effective immediately, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consideration Appointment of Qualified Elector to Fill Unexpired Term of Seat 1**

Ms. Maria “Florenca” Mazzei expressed interest in being appointed and learning more about the CDD.

Mr. Odel Torres expressed interest in being appointed and discussed his history in the community and holding a Board seat in other CDDs.

It was noted that both candidates are qualified to fill the vacant seat on the Board.

Mr. Patterson nominated Ms. Mazzei to fill Seat 1. No other nominations were made.

**On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, the appointment of Ms. Florenca Mazzei to fill Seat 1, was approved.**

**A. Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in separate package*)**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Mazzei. He provided and would explain the following items after the meeting:

- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- II. Membership, Obligations and Responsibilities**
- III. Financial Disclosure Forms**
  - a. Form 1: Statement of Financial Interests**
  - b. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - c. Form 1F: Final Statement of Financial Interests**
- IV. Form 8B – Memorandum of Voting Conflict**

- **Acceptance of Resignations of Supervisors Teresa Baluja, from Seat 3, and Carmen Orozco, from Seat 4**

**This Item was an addition to the agenda.**

Mr. Rom presented Ms. Baluja’s resignation letter.

**On MOTION by Mr. Patterson and seconded by Ms. Orozco, with all in favor, the resignation of Ms. Teresa Baluja from Seat 3, effective immediately, was accepted.**

Ms. Orozco submitted her resignation letter.

Mr. Rom thanked Ms. Orozco for serving on the Board.

**On MOTION by Mr. Bosco and seconded by Mr. Patterson, with all in favor, the resignation of Ms. Carmen Orozco from Seat 2, effective immediately, was accepted.**

The Board choose to fill both vacant seats at the next meeting. Mr. Rom was asked to work with the Property Manager to find candidates interested in serving on the Board.

**B. Consideration of Resolution 2022-01, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Rom presented Resolution 2022-01. Mr. Patterson nominated the following slate of officers:

Chair	Su Wun Bosco Leu
Vice Chair	Todd Patterson
Secretary	Craig Wrathell
Assistant Secretary	Maria Florencia Mazzei
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	Daniel Rom

No other nominations were made.

Prior appointments by the Board for Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

**On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, Resolution 2022-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Update: Status of Request to DERM for Additional Extension for Site Assessment Report Addendum (SARA) Submittal by SCS Engineers**

Mr. Rom presented the following:

- The SCS Engineers (SCS) email containing updated information about the well installations and groundwater sampling performed in an effort to submit the SARA to the Department of Environmental Resources Management (DERM) by the deadline date.
- Page 9 reflected the results of the other test that was conducted at the wells.
- The SCS Report to DERM included the following:
  - ✓ A request for access to DERM, as an interim submittal of the tests they just completed, in lieu of the SARA.
  - ✓ Conveyed that the CDD is acting in good faith to determine the extent of the plume.
  - ✓ Proof of Certified Mail notices sent to the northern neighbors asking permission to install wells on their property; they have not responded to the letter.
- It was confirmed that DERM received the Interim Report and that it was assigned to someone to review.

Mr. Alvarez stated that, if the northern property owners do not respond to the prior request, they will have to wait for DERM to make a determination of whether to stop the study past the CDD’s property line or if they will demand that the northern owners participate.

Mr. Patterson explained that, over the years, DERM has required the CDD to test the lake, due to the high iron content. It was noted that DERM wants the CDD, as owners of the

lake, to ensure the high iron levels do not expand any further, since where it originated from is unknown.

**SIXTH ORDER OF BUSINESS**

**Update: Status of SFWMD Enforcement Case No. 11428 – Encroachment of Signs in the Entry Wall and Unauthorized Filling of Wetlands**

- **Pending Respond from Lennar to Fund Costs Incurred for Remediation**

Mr. Rom distributed information from Mr. Santalla, of Lennar Homes, pertaining to South Florida Water Management District (SFWMD) Enforcement Case No. 11428. The information indicated that Lennar wants to work with the CDD to convey property to the CDD.

Mr. Pawelczyk explained the issue of Lennar mitigating the mistake of building a portion of the monument sign in the conservation area, by providing the CDD additional land in the conservation area. He deemed the Amendment to Conservation Easement incomplete, as certain information was missing. Rather than approving it in substantial form the Board agreed to defer this item to the next meeting and have Mr. Santalla present it.

Discussion ensued regarding Lennar incurring all costs, the status of Lennar repairing the fence and presentation of the proposed Fiscal Year 2023 budget at the next meeting.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals to Install and Maintain a Fountain in the East Parcel Lake**

Mr. Alvarez presented a \$60,000 estimate to install a fountain, if the Board decides to proceed with the project. If so, actual proposals and designs will be obtained and presented.

Discussion ensued regarding connecting power, lack of available funds in the current budget and maintenance responsibilities. Mr. Rom was directed to add new expense line items in the proposed Fiscal Year 2023 budget for the fountain and electric.

**EIGHTH ORDER OF BUSINESS**

**Discussion/Consideration: Scope and Cost for New Landscaping in Multiple Areas**

Mr. Alvarez identified two areas, 2<sup>nd</sup> Avenue and adjacent to 104<sup>th</sup> Place, where the transitional upland landscaping is lacking and the conservation permit allows for planting of certain species. He presented a \$12,000 estimate to landscape both areas; this project would require a new budget line item in the proposed Fiscal Year 2023 budget.

Discussion ensued regarding the location, duplicating the appearance of 2<sup>nd</sup> Street and the lack of available funding to complete the project this year. Performing the work during the rainy season, maintenance responsibilities and the warranty term were also discussed.

Mr. Alvarez was directed to negotiate pricing and confirm the warranty information.

**On MOTION by Mr. Bosco and seconded by Ms. Mazzei, with all in favor, the installation of new landscaping in multiple areas, in a not-to-exceed amount of \$12,000, authorizing Mr. Pawelczyk to prepare the Project Agreement and authorizing the Chair to execute the Agreement, subject to review by District Staff, was approved.**

**NINTH ORDER OF BUSINESS**

**Discussion: Stormwater Management Needs Analysis Reporting Requirements**

• **Consideration of Proposal to Perform 20-Year Stormwater Needs Analysis**

Mr. Rom stated that newly adopted legislation requires governmental entities to prepare and submit a 20-Year Stormwater Management Needs Analysis Report by June 30, 2022, and every five years thereafter. As this just passed, the expense was not budgeted.

Discussion ensued about how much other CDDs were charged and using “Engineering” line item budget funds to pay the expense. Mr. Alvarez stated that his proposed fee is low because he is familiar with the CDD’s systems. He offered delay billing to Fiscal Year 2023.

**On MOTION by Mr. Patterson and seconded by Mr. Bosco, with all in favor, the Alvarez Engineers Proposal to prepare the 20-Year Stormwater Management Needs Analysis Report, in a not-to-exceed amount of \$8,000, was approved.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Miami-**

**Dade County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date**

Mr. Rom presented Resolution 2022-02. Seats 2 and 3 will be up for election in the November 2022 General Election. He highlighted the candidate qualification process; the qualifying period commences at noon on June 13, 2022 and closes at noon on June 17, 2022.

**On MOTION by Mr. Bosco and seconded by Ms. Mazzei, with all in favor, Consideration of Resolution 2022-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Miami-Dade County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Discussion: FY2023 Budget Preparation**

This item was presented following the Thirteenth Order of Business.

**TWELFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of February 28, 2022**

Mr. Rom presented the Unaudited Financial Statements as of February 28, 2022.

**THIRTEENTH ORDER OF BUSINESS**

**Approval of November 17, 2021 Regular Meeting Minutes**

Mr. Rom presented the November 17, 2021 Regular Meeting Minutes.

**On MOTION by Mr. Bosco and seconded by Mr. Patterson, with all in favor, the Unaudited Financial Statements as of February 28, 2022 were accepted and the November 17, 2021 Regular Meeting Minutes, as presented, were approved.**

Ms. Mazzei left the meeting at 5:02 p.m.

A quorum was no longer established; therefore, no official actions could be taken for the remainder of the meeting.

▪ **Discussion: FY2023 Budget Preparation**

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

Discussion ensued regarding the following:

- Designating funds in the proposed Fiscal Year 2023 budget for fountain installation and budgeting \$2,500 to repair the 4’ fence by the monument.
- Conveyance of the bicycle path from both Developers and using the same contractor to repair the fences at two locations.

Mr. Alvarez suggested resolving the land swap matter before the other permit is transferred to the CDD and issuing a Bill of Sale to formalize what is being transferred. Mr. Rom stated Landmark South is obtaining a proposal to correct the lack of maintenance on the landscaping; he was asked to remind the Property Manager to repair the other fence.

- Designating additional funds to pick up dog waste bags more frequently was suggested. It was noted that the HOA plans to install a doggy bag station on its land, closer to the curb.
- The HOA spending about \$5,000 to clean some sewer drains.
- Mr. Rom would review the Maintenance Agreement; he had not received a signed copy of the Third Agreement.
- Whether to change maintenance responsibility of the storm/sewer drains from the HOA to the CDD. If so, the expense must be budgeted by the CDD.

Regarding the Fiscal Year 2023 budget and the 20-Year Stormwater Management Needs Analysis Report, Mr. Alvarez recommended cleaning 20% of the stormwater sewers every year so, by the fifth year, the system is 100% completed.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.***

There was no report.

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

There was no report.



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

- NEXT MEETING DATE: May 18, 2022 at 4:00 P.M.
  - QUORUM CHECK

The next meeting will be held May 18, 2022.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

There were no Supervisors' requests.

**SEVENTEENTH ORDER OF BUSINESS**

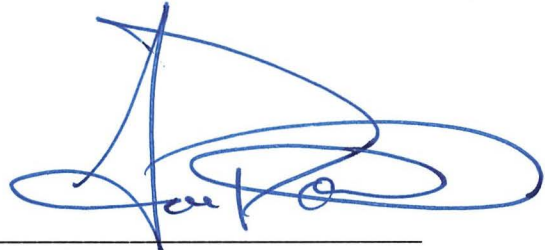
**Adjournment**

There being nothing further to discuss, the meeting adjourned.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair