

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

The Board of Supervisors of the Landmark at Doral Community Development District held Public Hearings and a Regular Meeting on September 12, 2025 at 4:00 p.m., at the Landmark Clubhouse, 10220 NW 66th Street, Doral, Florida 33178.

Present:

Odel Torres
Sui Flan Jim
Juan Javier De Maqua
Jorge Finol

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Kristen Thomas
Gabriella Fernandez
Angel Camacho
Victor Castro
Vanessa Chia

District Manager
District Counsel
District Engineer
Field Operations Manager
Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Thomas called the meeting to order at 4:11 p.m.

Supervisors Jim, De Maqua and Torres were present. Supervisor Finol was not present at roll call. Supervisor Tellez was not present.

SECOND ORDER OF BUSINESS

Public Comments [Non-Agenda Items]

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2025/2026 Budget**

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2025-09 Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Thomas presented Resolution 2025-09. She reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes.

The following change was made to the proposed Fiscal Year 2026 budget:

Page 1, "Trustee" line item: Increase to "8,492"

Mr. Finol arrived at the meeting at 4:13 p.m.

Ms. Thomas stated that Drainage System Maintenance, Phase 4, will begin on October 1, 2025.

Ms. Thomas discussed Unassigned funds and end of year accounting processes and noted that an adjustment of approximately \$3,400 will be necessary. Budgeted funds not used in Fiscal Year 2025 will be added to Unassigned funds for Fiscal Year 2026. The assumption is that expenses are close if not over on the current budget and the Board might need to have this discussion at the November meeting.

The following additional changes were made to the proposed Fiscal Year 2026 budget:

Page 4: Move "Caring of lawns, shrubs, beds, annuals, irrigation, trees, palms, mulch and overall health" line item to under "Landscape maintenance & irrigation" category

Page 4: Move "General maintenance (e.g., sidewalk spray, etc.)" line item to under "Roadway maintenance" category

Ms. Thomas presented the Assessment Comparison and stated that the Fiscal Year 2026 assessments are projected to increase \$247.66 per unit, over the Fiscal Year 2025 assessments. The increased assessment level is still lower than what was reflected in the Mailed Notices. The Trim Notices to be mailed will reflect the updated amount.

In response to a question, Ms. Thomas stated that South Parcel units are not owners and do not incur Debt Service Assessments, which are related to bonds; those units pay Operation & Maintenance (O&M) Assessments only.

Discussion ensued regarding the assessment calculations, Equivalent Residential Units (ERUs), Debt Service Assessments related to bonds, and General Fund O&M Assessments which fund the expenditures shown in the CDD's annual budget.

Ms. Thomas will send the Methodology Report to interested parties upon request.

A Board Member asked what year the CDD was established. Ms. Thomas stated that bonds were issued in 2016 and 2019. She believes the CDD was established in 2011.

In response to a question, Ms. Thomas stated, for each bond, the 30-year term began in the year in which the bond was issued. The first bond was issued in 2016 and will be paid off in 2038. The second bond was issued in 2019 and will be paid off in 2046.

Discussion ensued regarding on-roll assessments, which are collected via the Property Appraiser and Tax Collector, versus unsold platted lots that are billed off roll.

Ms. Thomas stated that all assessments are currently on roll.

Discussion ensued regarding the billing and collection of non-payment property taxes previously discussed, which were originally billed off roll but are now assessed via the Property Appraiser and Tax Collector. Of the 30 units with outstanding payments, 26 were collected. The Property Appraiser and Tax Collector will pursue payments for the remaining units.

On MOTION by Ms. Jim and seconded by Mr. De Maqua, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. De Maqua and seconded by Ms. Jim, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, Resolution 2025-09 Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

Ms. Thomas reiterated that, if the funds not spent in Fiscal Year 2025 will be added to the Unassigned funds in Fiscal Year 2026, it will not affect assessments. A reminder was given about costs trending in the negative.

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2025/2026, Pursuant to Florida Law

A. Affidavit of Publication

These affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2025-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for The Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to The Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Ms. Thomas presented Resolution 2025-10, which allows the CDD to impose and collect the assessments utilizing the services of the Property Appraiser and Tax Collector.

On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Torres and seconded by Mr. DeMaqua, with all in favor, Resolution 2025-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for The Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to The Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Discussion: Repurposing Front Fountain Area

Ms. Thomas recalled previous discussions about the cost of maintaining and insuring the front fountains and the desire to explore what it would take to convert the fountain area into a garden. She worked with the insurance company, the District Engineer and the Board's designated liaison, Mr. Torres.

Mr. Camacho presented the Memorandum outlining the options.

Discussion ensued regarding the cost of maintaining and insuring the fountains and estimated annual insurance savings by removing the combined \$2.25 million value of the fountains or removing the fountain portion only.

Mr. Torres stated that he requested proposals from an Architect and Engineer for removal of the fountains, reducing the water feature, and adjusting lighting and/or landscaping and stated that it will be necessary to budget for the necessary work. In the meantime, given the upcoming holidays, he recommends proceeding with electrical work, painting and repairs.

The Board and Staff discussed the front entryways, the \$7,150 First Choice Electrical proposal and the \$5,592 painting and repair proposal.

Ms. Thomas recommended proceeding with necessary electrical repairs and requesting a second proposal for painting and repairs.

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, proceeding with the electrical plan for the front entryways, in a not to exceed amount of \$7,500, directing Staff to obtain a second proposal, and authorizing the Chair to work with Staff to decide which contractor to engage, was approved.

Discussion ensued regarding the painting and repair proposal.

Ms. Thomas noted that the Board can direct District Counsel to prepare a Small Project Agreement, or warranty work can be stated on the invoice, which will be retained for the record.

The consensus was for warranty work to be stated on the invoice.

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, revisiting the scope of work and proceeding with the painter, in a not to exceed amount of \$7,000, was approved.

SIXTH ORDER OF BUSINESS**Discussion: Field Operations or Liaison**

Ms. Thomas stated that no Field Operations proposals were received and UNUS Property Management LLC (UNUS) will not return, effective October 1, 2025. She stated that a Board Member can serve as Liaison for a certain area, such as landscape and irrigation. A liaison cannot receive compensation, give direction or make decisions. All decisions must be made at a public meeting.

Mr. Torres stated he will serve as liaison. He is currently negotiating with the HOA to provide an Assistant Manager to work with the CDD for 10 to 12 hours per week.

Discussion ensued regarding Castle Group, staff members that serve both the CDD and the HOA, the need and ability to set parameters for Field Operations, compensation, the number of hours per day and per week and the need to ensure that the CDD receives the number of hours of service contracted.

Ms. Thomas noted the need for field operations staff to have expertise related to infrastructure, versus HOA experience, and stated that the CDD budgeted \$38,000 per year for the expenditure. She described a situation in which a full-time employee divides their time between the HOA and CDD and discussed ways that such an arrangement could work, given the small number of hours the CDD currently requires.

The Board directed Staff to obtain proposals in relation to the cost share attempt for the HOA and the CDD, and to ask the same company for a proposal for the CDD only.

Ms. Thomas stated that motions were made for landscape and irrigation, fountains, and lake and wetlands. Other matters will be directed to Ms. Thomas. She is working with Mr. Castro's office to develop a list of current vendors to be shared with the HOA.

Mr. Torres will serve as liaison for landscape and irrigation, fountain maintenance and the lake and wetlands.

In response to Ms. Jim's question, Ms. Thomas stated that Mr. Torres will not provide direction outside of a meeting; he might be involved in irrigation wet checks, minor breaks, issues related to labor or trucks, and general reporting and maintenance. Should the need arise, Ms. Thomas is authorized to provide direction, such as for a project to proceed, and decisions can be

ratified. Staff will respond to matters related the stormwater management. BrightView will be asked to provide an email at the end of the month summarizing the status of issues.

On MOTION by Mr. De Maqua and seconded by Ms. Jim, with all in favor, designating Mr. Torres as the liaison for landscaping and irrigation and to receive reports from the Project Manager and/or Brightview and to engage with Staff/vendors, etc., regarding issues requiring follow up, was approved.

Ms. Thomas stated that Mr. Torres is already serving as liaison for the fountain enhancements; a second motion is needed to allow him to interact with fountain maintenance personnel, as necessary.

On MOTION by Mr. De Maqua and seconded by Ms. Jim, with all in favor, designating Mr. Torres as the fountain liaison, was approved.

Ms. Thomas stated that Allstate and Lake Doctors received termination notices. Once Mr. Castro executes the contract, Ecoblue will begin maintaining the lakes and wetlands, but a point of contact is needed.

On MOTION by Mr. De Maqua and seconded by Ms. Jim, with all in favor, designating Mr. Torres as the lakes and wetlands liaison, was approved.

Ms. Thomas stated that the proposals will be discussed and the UNUS contract closed out. She will advise the Board of any challenges or issues.

SEVENTH ORDER OF BUSINESS

Consent Agenda Items (5 minutes)

- A. Acceptance of Unaudited Financial Statements as of July 31, 2025**
- B. Approval of August 12, 2025 Regular Meeting Minutes**

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, the Unaudited Financial Statements as of July 31, 2025, were accepted, and the August 12, 2025 Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

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

Ms. Fernandez reminded the Board Members to complete the required four hours of ethics training by December 31, 2025. Ms. Thomas will re-send the information to the Board.

B. District Engineer: Alvarez Engineers, Inc.

Mr. Camacho provided an update regarding the linear park.

Mr. Camacho provided an update regarding installation of the light fixtures on palm trees in the median and noted that the lighting is adequate but not dramatic, as desired. He noted the need for maintenance in the median to address dirt and debris.

Discussion ensued regarding damaged or missing lights, the City of Doral's speed calming project, palm trees to be removed on which lights were not installed in the second median, future installation of messaging boards, low illumination of palm trees, adequacy of roadway lighting, possibility of future changes the contractor could make, future maintenance needs, the need to clean the landscape lighting, engagement of a porter services contractor, and asking BrightView to trim foliage.

Mr. Camacho will provide an update after his walkthrough.

Mr. Castro will call Sanon and/or BrightView to inquire about cleanup around trees and possibly monthly or quarterly porter services for the landscape lighting. He will ask Miami Christmas Lighting if they have a porter services vendor.

It was noted that a traffic sign was removed at 63rd Terrace.

C. Field Operations Manager: UNUS Property Management, LLC

Mr. Castro discussed an irrigation issue caused by a neighboring community installing cameras, which damaged CDD irrigation. Repairs cost \$2,600. District Counsel was asked to send a demand letter for reimbursement, removal of the cameras and restoration of the area to its previous condition by BrightView, at the expense of The Mansions.

Mr. Castro stated he completed a walkthrough with Miami Christmas Lighting. Trip hazards were addressed and the vendor promised that no cables will be exposed. Lights will not be illuminated until after Thanksgiving. He stated that two deposits were sent.

Ms. Thomas stated that this expense was not budgeted until Fiscal Year 2026; if deposits are/were paid in Fiscal Year 2025, unassigned funds will be used and the balance will be applied to Fiscal Year 2026.

Mr. Castro recommended that eight peeling "ONE WAY" signs on 67th Street be replaced. He presented two proposals for the scope of work.

On MOTION by Ms. Jim and seconded by Mr. Finol, with all in favor, Signing America Estimate #12543 for eight signs, in the amount of \$409.68, and VS Services and Holdings, Inc. Estimate #E0910251056 for installation of the signs, in the amount of \$869, were approved.

I. Discussion/Consideration: Missing Pedestrian Crossing Signage

The Board and Staff discussed traffic issues and locations where pedestrian crossing signage is missing, but the City has not installed signs.

Mr. Castro presented Signing America Estimate #12184.

Ms. Thomas noted that this is not related to a CDD oversight; rather, Staff thinks it was forgotten by the Developer. After numerous attempts, the Developer has not addressed the issue. A demand letter will be sent to Lennar in the hopes that they pay the cost.

Discussion ensued regarding the proposals, previous bids from other companies and whether to solicit additional bids or proceed quickly in the interest of safety.

On MOTION by Mr. Finol and seconded by Mr. Torres, with all in favor, directing District Counsel to draft a Demand Letter to pay the CDD for said missing signs and to include the as-builts and the costs to install in the letter; authorizing proceeding; proceeding with Signing America Estimate #12184 and VS Services and Holdings, Inc. Estimate #E0910251055 to replace and install missing signs at a cost of \$8,384 for the materials and \$7,000 for the installation, for a total cost of \$15,384; and ensuring Staff confirms there is no need for a permit, were approved.

Mr. Castro will send Ms. Fernandez an updated invoice.

Mr. Torres would like an Agreement with VS Services and Holdings, Inc. It was noted that updated estimates will be obtained and that the project will not begin until October 1,

2025. Ms. Thomas noted that a Certificate of Insurance and W-9 are needed and asked Mr. Castro to advise her of any other signage needs.

Mr. Castro stated that Florida Power & Light (FPL) broke a main irrigation line and agreed to repair it. The line will be repaired at the end of October. FPL will trench the area, BrightView will make the corrections and then landfill it. Meetings were held. Landmark South and their landscaping company, Oasis, were in attendance and were approved. Information will be emailed to property owners. All will be addressed in the Agreement. Ms. Thomas stated that she spoke with the owner's representative; all was verified and all are in agreement.

Mr. Castro stated the BrightView mulch project approved at the last meeting is underway and expected to be completed by Monday.

II. Property Update (to potentially be provided under separate cover)

Mr. Castro was asked to work with the HOA on a claim that an Architectural Control Committee (ACC) form was submitted and no damage was done. It was noted that the resident needs to be held accountable for repairs and pay a CDD fine. It was noted that no ACC form was submitted and that the Board previously approved the CDD using the Property Appraiser and Tax Collector to collect.

It was noted that the Agreement between Landmark South and the CDD will end on September 30, 2025. The District Engineer is updating the maps and the Amendment for irrigation and maintenance is in progress.

Mr. Castro stated there are two new grass areas that were on the previous BrightView quotes; revised quotes will be provided and copied to Ms. Fernandez.

D. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: October 15, 2025 at 4:00 P.M.**
 - **QUORUM CHECK**

The October 15, 2025 meeting will be cancelled. The next meeting will be held on November 19, 2025.

NINTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

TENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. DeMaqua stated that a resident asked for the meeting time to be later.

Discussion ensued regarding whether to change the meeting time to 5:00 p.m.

Ms. Thomas stated that it would be necessary to readvertise if the schedule changes.

This item will be discussed after the new year.

A Board Member complained about BrightView parking illegally and wrong-way driving and would like the contract terminated if BrightView refuses to stop. Ms. Thomas stated she sent every picture to Shannon Alvarez but received no response. The contract is over \$195,000 so it would be necessary to go through the Request for Proposals (RFP) process, which takes about ten days to assemble and must be advertised. BrightView will be asked to meet with the Chair or Field Operations.

ELEVENTH ORDER OF BUSINESS

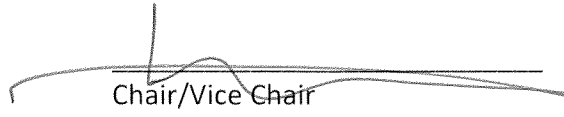
Adjournment

<p>On MOTION by Mr. De Maqua and seconded by Mr. Torres, with all in favor, the meeting adjourned at 6:32 p.m.</p>

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair