

**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 November 19, 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
Juan Carlos Tellez

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Kristen Thomas
Gabriella Fernandez
Angel Camacho
Shannon Alvarez
Jenna Crawford
Juan Solis
Barney Varela
Stephanie Denison
Emma Torres

District Manager
District Counsel
District Engineer
BrightView
BrightView
BrightView
Field Operations Manager
Resident
Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Thomas called the meeting to order at 4:06 p.m.

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

SECOND ORDER OF BUSINESS

Public Comments [Non-Agenda Items]

No members of the public spoke.

- **BrightView Landscape Services, Inc. Updates:**

- **New Contact: Juan Solis**
- **November Service Schedule**

This item, previously Item 9C, was presented out of order..

Ms. Alvarez introduced Juan Solis, who will replace her as Account Manager for the CDD.

The following informational updates were discussed:

- The irrigation check was performed in October. Minor repairs were performed.
- A mainline break next to the lake was recently found; the break was not gushing. The line is working with very low pressure, so water distribution was very poor. The area of the break was located and the line was shut off. Repairs should be completed by November 22, 2025. Dry spots occurred due to low pressure.
- Quarterly maintenance of CDD areas was completed.
- Mulching and palm pruning were completed in October.
- Work in Landmark South began in October. Areas of concern related to mulch remain to be done. Florida Power & Light (FPL) work is pending.

Discussion ensued regarding mulch installation and the goal of avoiding multiple deliveries. A great quantity of ferns remain on 22nd. Details will be included in the QSA report.

Discussion ensued regarding tree square mulching and alternatives to mulch, the mainline and water distribution system, areas on CDD property with and without irrigation, and the schedule for irrigation wet checks, which will be emailed to Ms. Thomas.

- Proposals for work discussed will be submitted to Ms. Thomas.

Discussion ensued regarding the mainline break, wet checks, water restrictions, and irrigation issues and repairs. When the October wet check was done, there was no break.

Ms. Thomas stated that, when a Field Operations Manager is engaged, an email will be sent to advise property owners, and the Field Operations Manager will follow up on these issues. Wet checks are included in irrigation billing; irrigation break repairs are very common and typically average \$2,100 annually, which is low for a property of this size.

Ms. Thomas will share Mr. Solis’s contact information with the Board and Staff.

Discussion ensued regarding sinking pavers in need of repair.

Mr. Solis will submit photos of before and after the repairs are completed.

A Board Member asked about trees that need to be trimmed. Ms. Alvarez will submit photos of trees, by street, so that trees on HOA property can be excluded and bids obtained.

Ms. Jim asked about areas that lack irrigation. Ms. Alvarez stated that she submitted bids and will provide copies to Ms. Jim.

THIRD ORDER OF BUSINESS

Discussion/Consideration

A. Landscape, Walkway, White Pole and Ground Accent Spot Lights Throughout CDD

Ms. Thomas stated that Mr. Finol is due to send photos of the areas in question.

This item was deferred.

B. First Choice Electrical of Miami, Corp. Proposal No. 2025-185 [Main Entrance Fountains Electrical Repairs]

It was noted that this was previously approved; however, two permits now need to be pulled, not one as previously discussed.

• Engineer’s Response Regarding Possible Insurance Adjustment

Ms. Thomas noted that there is no insurance adjustment as it is based on the original as-builts. Nothing can be changed, as discussed previously.

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, First Choice Electrical of Miami, Corp. Proposal No. 2025-185 for Main Entrance Fountains Electrical Repairs, in the amount of \$7,150 plus \$350 per permit, was approved.

Discussion ensued regarding the need for copies of the signed permits, the desire to expedite the repairs and permitting delays.

C. Conveyance Mailbox Kiosk #4 Withdraw

Ms. Thomas stated that, following discussions with District Counsel and HOA Counsel, conveyance was withdrawn due to the associated costs for the HOA. The HOA will continue to own #4, and the CDD owns #1, #2 and #3.

Discussion ensued regarding mailbox maintenance and insurance. It was noted that the CDD cannot carry insurance on items that it does not own.

On MOTION by Mr. Torres and seconded by Ms. Jim, with all in favor, withdrawing conveyance of Mailbox Kiosk #4 and going into contract with the HOA to amend the Porter Services contract to include maintenance of all four kiosks, to include a clause indicating that the CDD will pay for all repairs, was approved.

D. Speedbumps Request at 105th Court

Ms. Thomas presented the request From Mr. Strickland, of Landmark South, for speedbumps at 105th Court. She advised him of the need for a Design Study from the District Engineer. Mr. Strickland stated that Landmark South is not willing to share the cost.

Discussion ensued regarding the request and the difficulty obtaining City approval.

The District Engineer will forward applicable information indicating that it will not be approved, which Ms. Thomas will send to Landmark South.

E. Field Operations Part-Time Liaison [Cost Share with HOA]

The Board and Staff discussed the request to engage a part-time Field Operations Liaison.

Ms. Thomas noted that, rather than serving as an intermediary between the HOA and the CDD, this individual would serve as an intermediary between the CDD and vendors, including the HOA. The CDD would set the days and hours and assign a CDD email address. She suggested a weekly update be provided, scheduling for three on-site days per week. Days directed were Monday, Wednesday and Friday, from 1:00 p.m. to 5:00 p.m.

Barney Varela introduced himself and was asked if this was a good schedule to coincide with HOA schedule. He stated yes and asked to be part of the conversation.

Mr. Varela discussed his background and experience and responded to questions.

Discussion ensued regarding the scope of work, hours, field operations management, recommended schedule, use of a separate CDD email address and the need to separate CDD matters from HOA matters.

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, engaging a Field Operations Part-Time Liaison, subject to cost sharing the expense with the HOA, in the amount of \$2,084 per month, was approved.

F. The Pressure Cleaning Man, Inc. Estimate 4009 [FY27 Pressure Cleaning for Sidewalks/Curbs/Swales \$21,250.00]

Ms. Thomas presented The Pressure Cleaning Man, Inc. Estimate 4009.

The Board and Staff discussed the areas and why it increased. The Board was in favor of keeping this vendor and using them for spot cleaning as well.

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, The Pressure Cleaning Man, Inc. Estimate 4009 for 2026 - 2027 Contract Years Pressure Cleaning for Sidewalks/Curbs/Swales, in the amount of \$21,250 for one year, was approved.

Discussion ensued regarding payments once work is completed and the bidding processes.

FOURTH ORDER OF BUSINESS

Presentation of Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2024, Prepared by Berger, Toombs, Elam, Gaines & Frank

Ms. Thomas presented the Audited Financial Report for the Fiscal Year Ended September 30, 2024 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

A. Consideration of Resolution 2026-01, Hereby Accepting the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2024

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, Resolution 2026-01, Hereby Accepting the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2024, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2026-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Miami-Dade County Supervisor of Elections Conduct 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

Ms. Thomas presented Resolution 2026-02, which addresses the following:

- Seats 2 and 3, currently held by Juan Carlos Tellez and Jorge Finol, respectively, will be up for election at the November 2026 General Election.
- Candidates must be a United States citizen, at least 18 years of age, a legal resident of Florida, reside within the CDD and be a registered voter in Miami-Dade County.
- Each Board Member is entitled to receive compensation of \$200 per meeting, up to an annual maximum of \$4,800 per year.
- Each seat carries a four-year term.
- The candidate qualifying period is noon, June 8, 2026 to noon, June 12, 2026.

On MOTION by Mr. De Maqua and seconded by Mr. Torres, with all in favor, Resolution 2026-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Miami-Dade County Supervisor of Elections Conduct 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.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2026-03, Amending its Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Providing for Severability; Providing for Conflicts; Providing an Effective Date

Ms. Thomas presented Resolution 2026-03. This Resolution is necessary because total expenditures at the end of Fiscal Year 2025 exceeded the adopted budgeted appropriations. She discussed overages in the Supervisors, Legal, Engineering, Legal advertising, and Insurance: general liability line items. Adoption of this Resolution helps alleviate the potential of a finding in the annual audit.

Discussion ensued regarding billing, field operations and budgetary processes.

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, Resolution 2026-03, Amending its Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Providing for Severability; Providing for Conflicts; Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Ratification Items

A. Raptor Vac-Systems, Inc. Invoice for Emergency Basin Service [Storm Drain Maintenance at 6449 NW 104th Court \$850]

Ms. Thomas presented the Raptor Vac-Systems, Inc. Invoice for Emergency Basin Service. Discussion ensued regarding the emergency cleaning due to continued issues with the trees and the roots invading the area.

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, the Raptor Vac-Systems, Inc. Invoice for Emergency Basin Service for Storm Drain Maintenance at 6449 NW 104th Court, in the amount of \$850, was ratified.

B. Settlement Agreement and Release

- I. Meridian Logistics, Inc. d/b/a DSP Video Systems**
- II. Mansions at Doral Community Association, Inc.**

Discussion ensued regarding the Mansions settlement related to unauthorized installation on CDD property, the actions of the vendor, permit requirements, and the December 31, 2025 deadline for payment and response.

Ms. Fernandez stated that they are in possession of the Settlement Agreement and Release; all they would need to do is sign the letter and pay. If no response is received, the CDD can send an additional Demand Letter and remove the wires and equipment from CDD property. The consensus was that, if \$2,400 is not received by January 1, 2026, removal will proceed.

A vote was not necessary at this time based on the direction at a previous meeting to send a demand letter.

C. BrightView Landscape Services, Inc. Proposal for Extra Work [Removal and Disposal of Downed Tree Hit by Car \$1,639.31]

Ms. Thomas recalled that BrightView removed a tree that was struck by a vehicle. This expenditure was paid and will be reimbursed by the insurance company.

On MOTION by Mr. Torres and seconded by Mr. Tellez, with all in favor, the BrightView Landscape Services, Inc. Proposal for extra work, in the amount of \$1,639.31, was ratified.

EIGHTH ORDER OF BUSINESS

Consent Agenda Items (5 minutes)

- A. Acceptance of Unaudited Financial Statements as of September 30, 2025**
- B. Approval of September 12, 2025 Public Hearings and Regular Meeting Minutes**

On MOTION by Mr. Torres and seconded by Mr. De Maqua, with all in favor, the Unaudited Financial Statements as of September 30, 2025, were accepted, and the September 12, 2025 Public Hearings and Regular Meeting Minutes, as presented, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

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

Ms. Fernandez stated that she sent a letter to Lennar regarding missing pedestrian signage. Lennar requested a map of the locations of the missing signs, which was provided.

Mr. Camacho discussed permitting requirements related to the Developer’s signage. Ms. Thomas stated the project is on hold pending a response from Lennar.

Discussion ensued regarding two additional signs that were requested; Lennar is waiting on a response from Staff. An updated proposal for the non-Lennar signs will be requested.

Ms. Fernandez reminded the Board to complete the required four hours of ethics training by December 31, 2025. Completion will be documented on Form 1 filed in 2026.

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

Discussion ensued regarding the beginning of Phase 4 storm drain cleanings. Ms. Thomas stated that work will begin on Monday, unless the CDD receives a deluge of rain. The HOA will be asked to send an e-blast to homeowners. When Phase 4 is completed, decisions will be made about the next scope of work. Proactive cleanings will occur to help avoid the need for emergency cleanings.

- C. Field Operations Manager: UNUS Property Management, LLC**

- **BrightView Landscape Services, Inc. Updates:**
 - New Contact: Juan Solis
 - November Service Schedule

This item was presented following the Second Order of Business.

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

- **NEXT MEETING DATE: December 17, 2025 at 4:00 p.m.**
 - **QUORUM CHECK**

The December 17, 2025 meeting will be cancelled.

▪ **Discussion Resumed: District Engineer: Alvarez Engineers, Inc.**

Mr. Camacho stated the FPL project related to light poles is on hold due to permitting delays. Ms. Thomas stated an email was sent to the Project Manager to advise that dirt piles will be leveled when the project is complete.

Discussion ensued regarding the City of Doral Project and the Homeland Security project.

TENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests

Ms. Jim questioned costs related to fountain proposals. Ms. Thomas discussed the value of fountains based on as-built plans, the cost if the CDD filled them, and the decisions to redo electrical work and install plantings.

TWELFTH ORDER OF BUSINESS

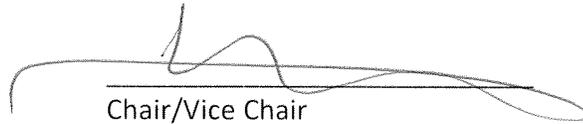
Adjournment

On MOTION by Mr. De Maqua and seconded by Mr. Tellez, with all in favor, the meeting adjourned at 5:39 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair