

**MINUTES OF MEETING
BISCAYNE DRIVE ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Biscayne Drive Estates Community Development District was held on April 18, 2025, at 12:28 p.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja	Chairperson
Carmen Orozco	Vice Chairperson
Lilibeth Hauck	Assistant Secretary
Marc Szasz	Assistant Secretary
Vanessa Perez	Assistant Secretary

Also present were:

Juliana Duque	District Manager
Michael Pawelczyk	District Counsel
Juan Alvarez	District Engineer
Ben Quesada	Governmental Management Services
Mayra Padilla	Governmental Management Services
Jesus Lorenzo	Governmental Management Services

FIRST ORDER OF BUSINESS

Oath of Office

Ms. Duque, being a Notary Public of the State of Florida, administered the oath of office to Ms. Carmen Orozco and asked her to fill out and sign the oath. The signed oath will become part of the public record.

SECOND ORDER OF BUSINESS

Roll Call

Ms. Duque called the meeting to order and took roll. Five Board members were present, constituting a quorum.

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THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Resolution #2025-02 Electing Officers

Ms. Duque presented the resolution and read the current slate of officers into the record as follows: Teresa Baluja as Chairperson, Carmen Orozco serving as Vice Chairperson, Lilibeth Hauck, Marc Szaza, Vanessa Perez, and Juliana Duque as Assistant Secretaries. She asked that the Board name Paul Winkeljohn as the Secretary, along with Patti Powers as the Treasurer and Sharyn Henning as the Assistant Treasurer.

The Board concurred to retain that slate of officers, and there was a motion of approval.

On MOTION by Ms. Baluja seconded, by Ms. Perez, with all in favor, Resolution #2025-05 Electing Officers was approved; and the slate of officers were elected as follows: Teresa Baluja as Chair, Carmen Orozco as Vice Chair, Vanessa Perez, Marc Szasz, Lilibeth Hauck, and Juilana Duque as Assistant Secretaries, Paul Winkeljohn as Secretary, Patti Powers as Treasurer, and Sharyn Henning as Assistant Treasurer.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the January 17, 2025, Meeting

Ms. Duque presented the minutes from the January 17, 2025, Meeting and asked for any comments or corrections. Hearing no changes from the Board, she asked for a motion of approval.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Minutes of the January 17, 2025, Meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution #2025-06 Approving the Proposed Fiscal Year 2026 Budget and Setting the Public Hearing

Ms. Duque presented the proposed budget to the Board and summarized the contents within the budget. This proposed budget shows no assessment increase for the

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148 units for Fiscal Year 2026. She stated that the District is required to adopt a budget before June 15, 2025, and transmitted it to the Commissioner of Miami Dade County, and per Florida Statutes, they are required to hold a public hearing to allow any public comments to be heard. The proposed hearing date will be July 18, 2025, at noon.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Resolution #2025-06 Approving the Proposed Fiscal Year 2026 Budget and Setting the Public Hearing for July 18, 2025, at noon, was approved.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Attorney****1) Acceptance of Quit Claim Deed Recorded at ORB 34507**

Mr. Pawelczyk presented the quit claim deed where Lennar Homes conveyed multiple parcels within the District to the CDD. This has been done in accordance with the acquisition agreement in the Engineer's Report, and Mr. Pawelczyk asked for a motion to accept the deed and the conveyances referenced.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Acceptance of Quit Claim Deed Recorded at ORB 34507, was approved.

2) Authorize Execution of DERM Covenant

Mr. Pawelczyk presented the DERM Covenant that can be found on page 23 of the agenda package. He stated that because the District owns property within the legal description covered by the covenant, the District needs to ratify or authorize the execution of the covenant. There were no questions, and there was a motion of approval.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Authorization of DERM Covenant was approved.

3) Memorandum of Stormwater System Legal Requirements

Mr. Pawelczyk noted that staff are working together to ensure the requirements of Miami Dade County and the State of Florida with respect to management of the

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stormwater system are adhered to. This will be budgeted for, and staff will be sure that everything is reported to the appropriate agencies that is required by law.

There were no further questions for District Counsel, and the next item followed.

B. Engineer

There being no comments, the next item followed.

C. Manager

Ms. Duque presented the manager's report to the Board, which included some pictures of the District for Board information.

SEVENTH ORDER OF BUSINESS Financial Reports

A. Acceptance of Check Register

B. Acceptance of Unaudited Financials

Ms. Duque presented the financial reports, asked if there were any questions about the check register or unaudited financials, and, upon not hearing any, asked the Board for a motion to accept them.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Check Register and Unaudited Financials were accepted.

EIGHTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS Adjournment

There was no other District business to discuss.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the meeting was adjourned.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman