

**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 October 17, 2025, at 10:30 a.m. at the Offices of Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja
Carmen Orozco
Vanessa Perez

Chairperson
Vice Chairperson
Assistant Secretary

Also present were:

Juliana Duque
Michael Pawelczyk

District Manager
District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Ms. Duque called the meeting to order and took roll. Three Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
August 15, 2025 Meeting**

Ms. Duque: You have the minutes from the August 15, 2025 meeting. Are there any comments, corrections, or changes? Hearing no changes from the Board, I will ask for a motion of approval.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Minutes of the August 15, 2025, Meeting were approved.

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THIRD ORDER OF BUSINESS

Consideration of Engagement Letter with Grau & Associates to Perform the Audit for Fiscal Year Ending September 30, 2025

Ms. Duque: This letter confirms the audit engagement with Grau & Associates. The fee will not exceed \$5,500 for Fiscal Year 2025.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Engagement Letter with Grau & Associates to Perform the Audit for Fiscal Year Ending September 30, 2025, was approved.

FOURTH ORDER OF BUSINESS

Ratification of First Amendment to Service Agreement (Landscape Maintenance) with Tony's Nursery & Garden Service, Corp.

Ms. Duque: This is regarding your landscape agreement related to hurricane season. Is there a motion to ratify the amendment?

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the First Amendment to Service Agreement (Landscape Maintenance) with Tony's Nursery & Garden Service, Corp., was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Pawelczyk: I did not have anything to report.

B. Engineer

Ms. Duque: I have no update from the Engineer.

C. Field – Field Report

Ms. Duque: You have some pictures of the District in the Field Report.

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D. Manager

1) Final Approval of the FY 2025 Report Performance Measures and Standards

Ms. Duque: This is the final report, it is submitted in compliance with the recent requirements established by Florida legislature. This was in the 2024 session. This report details the accomplishments for the Fiscal Year 2025 confirming that all the goals and objectives were met, outlines the performance, and also provides a summary of the District Engineer's yearly infrastructure condition assessment.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the 2025 Performance Measures and Standards, were approved.

2) Discussion of Mailbox Parking Rules and Regulations

Ms. Duque: During the last meeting, the Board of Supervisors discussed concerns regarding parking at the mailbox areas. I contacted the owner of the company that had been parking in the District's mailbox area, and the vehicle has been removed; I have inspected the District several times since and have not seen it return. The Board's direction at the last meeting was to bring back a set of rules and regulations. I have a copy of those rules, which reflect the revisions made by your District Attorney, and I will need direction from the Board on how you would like to proceed. Because Biscayne Drive Estates does not have an HOA, there is a concern regarding how these rules will be enforced. It is also understood that the Board would like to install tow-away signs, which would allow vehicles that do not comply with the rules to be towed.

Mr. Pawelczyk: The only one that is blank is the overnight parking. Juliana and I left it blank for now, and we don't have to fill it in now, we can fill it in at the public hearing. That is something to think about, what those hours are, if any. Those would be the hours that you would send a tow company out.

Ms. Baluja: Lets set the public hearing for next year.

Ms. Duque: We need 35 days to notice the meeting, so we can hold the public hearing in January or February.

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Mr. Pawelczyk: I would suggest the Board authorize the District Manager to schedule a public hearing in December, January, or February at their discretion. That way you can tie it to you other meetings.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Authorizing District Management to Schedule the Public Hearing on Mailbox Parking Rules and Regulations, were approved.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Acceptance of Check Register

B. Acceptance of Unaudited Financials

Ms. Duque: Under the financial reports you have the check register and the unaudited financials. If there are no questions, I would ask for a motion to accept those.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Accepting the Check Register and Unaudited Financials was approved.

SEVENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

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

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Secretary / Assistant Secretary

DocuSigned by:

94784E94D2FF4EE...
Chairman / Vice Chairman

Certificate Of Completion

Envelope Id: 7254957F-61A0-481E-8272-63ECA5E9AE16

Status: Completed

Subject: Biscayne Drive Estates: Complete with Docusign: 10-17-25 Minutes.pdf, Resolution 2026-01.docx, Resol

Source Envelope:

Document Pages: 8

Signatures: 6

Envelope Originator:

Certificate Pages: 2

Initials: 0

Ellen Acosta

AutoNav: Enabled

1001 Bradford Way

Envelopeld Stamping: Enabled

Kingston, TN 37763

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

eacosta@gmssf.com

IP Address: 162.199.192.217

Record Tracking

Status: Original

Holder: Ellen Acosta

Location: DocuSign

3/20/2026 9:14:41 AM

eacosta@gmssf.com

Signer Events

Juliana Duque

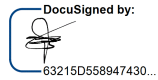
jduque@gmssf.com

District Manager - Assistant Secretary

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:



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Timestamp

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Viewed: 3/20/2026 12:11:19 PM

Signed: 3/20/2026 12:11:27 PM

Signature Adoption: Drawn on Device

Using IP Address:

2601:586:5382:cb60:401e:441f:c146:2872

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Teresa Baluja

teresa.baluja@lennar.com

Chair

Security Level: Email, Account Authentication (None)

DocuSigned by:



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Signed: 3/25/2026 6:52:26 AM

Signature Adoption: Uploaded Signature Image

Using IP Address: 204.109.20.254

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

3/20/2026 9:20:07 AM

Certified Delivered

Security Checked

3/25/2026 6:52:16 AM

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Completed	Security Checked	3/25/2026 6:52:26 AM

Payment Events	Status	Timestamps
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