

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

A special meeting of the Board of Supervisors of the Biscayne Drive Estates Community Development District was held on May 19, 2023 at 10:45 a.m. at Lennar Homes, 5505 Blue Lagoon Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja
Carmen Orozco
Vanessa Perez

Chairperson
Vice Chairperson
Assistant Secretary

Also present were:

Luis Hernandez
Michael Pawelczyk
Raisa Krause

District Manager
District Counsel
Lennar Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order, and called the roll.

SECOND ORDER OF BUSINESS

**Approval of Minutes of the
March 17, 2023 Meeting**

Mr. Hernandez: Moving on, the next item that we have on the agenda is Approval of Minutes of the March 17, 2023 Meeting. This would be the time to make any changes, corrections, additions, or deletions. If there are none, then a motion to approve them would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Minutes of the March 17, 2023 Meeting were approved as-presented.

THIRD ORDER OF BUSINESS

**Public Hearing to Adopt the
Fiscal Year 2024 Budget**

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving on, the next item is the Public Hearing to Adopt the Fiscal Year 2024 Budget. First, we will need a motion to open the public hearing.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, public hearing was opened.

B. Public Comment and Discussion

Mr. Hernandez: Next we have Public Comment and Discussion. We have called in and no one is attending virtually or calling in, nor here with us today aside from Raisa. The District has advertised this meeting and provided the information for anyone who wants to attend and be a part of this meeting, but as of yet no one has joined us. The only other indication I need to make is that the proposed budget we have before us is the same version as what was presented on March 17th and does not contemplate any increases if compared to the prior year. With those indications, unless anyone has any questions or comments about the budget, we can move forward to the resolutions. Not hearing any, I will move.

C. Consideration of Resolution #2023-02 Annual Appropriation Resolution

Mr. Hernandez: Resolution #2023-02 Annual Appropriation Resolution, takes the District's proposed budget and makes it the District's adopted budget. Based on that indication, unless anyone has any questions, the recommendation from staff is to approve Resolution #2023-02.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-02 the Annual Appropriation Resolution was approved.

D. Consideration of Resolution #2023-03 Levy of Non Ad Valorem Assessments

Mr. Hernandez: The next one is Resolution #2023-03 Levy of Non Ad Valorem Assessments. Approving this resolution allows the District to levy on the Miami-Dade County tax bill. With that being said, a motion to approve the resolution would be in order at this time.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-03 Levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Hernandez: Lastly, a motion to close the public hearing would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing was closed.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
#2023-04 Establishing an
Electronic Signing Policy**

Mr. Hernandez: Next we have Resolution #2023-04 Establishing an Electronic Signing Policy. This resolution does exactly that, so unless anyone has any questions, a motion to approve it would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-04 Establishing an Electronic Signing Policy was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Hernandez: Staff Reports. Mike?

Mr. Pawelczyk: The only thing I have, and I think that we mentioned it at the last meeting, is that we granted a blanket easement over the whole District. We need to cancel that blanket easement once the developer gives us easements or fee simple parcels. I think that Tery was going to follow up on that after the last meeting. I don't know if you had a chance to do so yet?

Ms. Baluja: Marc is the person who would have that information.

Mr. Pawelczyk: I can contact Marc directly.

Ms. Baluja: Yes, I would reach out to Marc.

Mr. Pawelczyk: Okay. I will send him an email later after the meetings or next week. That is all I have.

Mr. Hernandez: Thank you very much, Mike.

B. Engineer

There not being any report, the next item followed.

**SEVENTH ORDER OF BUSINESS Supervisors Requests and
Audience Comments**

Mr. Hernandez: Are there any Supervisors' requests at this time? Hearing none, Raisa, you are part of our audience today. Do you have any questions or comments?

Ms. Krause: No.

Mr. Hernandez: Hearing none, we can move on.

EIGHTH ORDER OF BUSINESS Adjournment

Mr. Hernandez: And with nothing else, a motion to adjourn would be in order.

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



Secretary /Assistant Secretary



Teresa Baluja (Aug 18, 2023 12:36 EDT)

Chairman / Vice Chairman

C. Manager

1) Consideration of Proposed Fiscal Year 2024 Meeting Schedule

Mr. Hernandez: For the Manager, the first item to be presented is the proposed fiscal year 2024 meeting schedule. It is the same as we have done in the past where we present a monthly meeting schedule for the third Friday of each month, but we will only meet as-needed. So, unless anyone has any questions or comments, a motion to approve it would be in order, which will also authorize staff to advertise it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Proposed Fiscal Year 2024 Meeting Schedule was approved as-presented.

2) Financial Disclosure Report Not Updated Yet, but Staff's Understanding is that Everyone Has Filed Annual Form

Mr. Hernandez: It is our understanding that everyone has filed their annual financial disclosure forms, but the website has not been updated yet to reflect that.

3) Number of Registered Voters in the District – 0

Mr. Hernandez: Moving on, I just need to indicate that there are no registered voters in the District at this time. The District has not met either of the requirements of six years of establishment and 250 registered voters.

SIXTH ORDER OF BUSINESS Financial Reports

A. Acceptance of Summary of Check Register

B. Acceptance of Combined Balance Sheet

Mr. Hernandez: Moving forward to the Financial Reports, behind Tab A you have the c heck register and behind Tab B we have the combined balance sheet. Unless anyone has any questions or comments, a motion to accept the financials would be in order at this time.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, summary of check register and the combined balance sheet were accepted.

08-18-23meetingdocumentstobesigned-BiscayneDriveEstates

Final Audit Report

2023-08-18

Created:	2023-08-18
By:	Robin Friedman (rfriedman@gmssf.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAG3gEULUXCiwbDr-bAB0IYQMhYofs6nl2

"08-18-23meetingdocumentstobesigned-BiscayneDriveEstates" History

-  Document created by Robin Friedman (rfriedman@gmssf.com)
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-  Document emailed to Luis Hernandez (lhernandez@gmssf.com) for signature
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2023-08-18 - 4:36:00 PM GMT
-  Document e-signed by Teresa Baluja (teresa.baluja@lennar.com)
Signature Date: 2023-08-18 - 4:36:02 PM GMT - Time Source: server
-  Document emailed to Rich Hans (rhans@gmssf.com) for signature
2023-08-18 - 4:36:04 PM GMT
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