

**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 August 15, 2025, at 12:09 p.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja
Lilibeth Hauck
Vanessa Perez

Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Juliana Duque
Michael Pawelczyk
Gabriella Fernandez

District Manager
District Counsel
District Counsel

FIRST ORDER OF BUSINESS

Oath of Office for Ms. Carmen Orozco

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. Three Board members were present, constituting a quorum.

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THIRD ORDER OF BUSINESS

**Approval of the Minutes of the
April 18, 2025 Meeting**

Ms. Duque presented the minutes from the April 18, 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 April 18, 2025, Meeting were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
#2025-07 Resetting the Budget
Hearing**

Ms. Duque: This resolution resets your public hearing for the budget for today's date of August 15, 2025.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Resolution #2025-07 Resetting the Budget Hearing for August 18, 2025, at 12:00 p.m., was approved.

FIFTH ORDER OF BUSINESS

**Public Hearing to Adopt the
Fiscal Year 2026 Budget**

A. Motion to Open the Public Hearing

Ms. Duque: Is there a motion to open the public hearing?

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Opening the Public Hearing was approved.

B. Public Comment and Discussion

Ms. Duque: There is no audience present for discussion.

C. Consideration of Resolution #2025-08 Annual Appropriation Resolution

Ms. Duque: This resolution addresses and adopts the proposed budget for the upcoming fiscal year.

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On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Resolution #2025-08 Annual Appropriation Resolution was approved.

D. Consideration of Resolution #2025-09 Levy of Non-Ad Valorem Assessments

Ms. Duque: This resolution levies the non-ad valorem assessment for the general fund and adopts the roll for the Biscayne Drive CDD for FY2026. The gross assessment for FY2026 will be \$106,247.72, and assessments are levied on 147 units. Exhibit A is the portion of the assessment that will be imposed within the District.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Resolution #2025-09 Levy of Non Ad Valorem Assessments, was approved.

E. Motion to Close the Public Hearing

Ms. Duque presented a motion to close the Public Hearing.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Closing the Public Hearing was approved.

SIXTH ORDER OF BUSINESS

Approval of Interlocal Agreement for Government Publication of Legal Advertisements and Public Notices on County Designated Website by and between Miami-Dade County, Florida, and Biscayne Drive Estates Community Development District

Ms. Duque: GMS has been in contact with Miami-Dade County in reference to those legal advertisements. They are still working on the legal ads webpage to publish those notices. GMS is working with the newspaper as well, and we received a 44% discount for the District's current advertisements. Mike came up with a resolution that needs to be added; they will attach it to the agreement. The resolution has already been prepared; once signed, it will be executed. Ms. Duque stated the Board approved

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Resolution 2025-10, which includes this agreement, and authorizes the execution of it by the Chair or Vice Chair.

Mr. Pawelczyk: We would also like the Board to adopt a resolution, Resolution #2025-10, subject to the Chair's final approval, that authorizes the execution of this Interlocal Access Agreement and the publication of legal advertisements. We've already prepared the resolution, and you can fill in Biscayne Drive Estates and the Chair or Vice Chair.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Resolution #2025-10, Interlocal Agreement for Local Government Publication of Legal Advertisements and Public Notices on County Designated Website by and between Miami-Dade County, Florida, and Princeton Commons Community Development District and Authorizing the Chair or Vice Chairperson to Execute, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Certificate of Final Acceptance – Street and Roadway Lighting

Ms. Duque: This is for the street and roadway lighting. I do not have anything currently to report back to the Board. We have been in communication about this line item. The District is now responsible for the street and roadway lighting.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Certificate of Final Acceptance – Street and Roadway Lighting was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Memorandum – 2025 Legislative Update

Mr. Pawelczyk: The only thing we had was the legislative update. I would be happy to answer any questions on that.

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B. Engineer – Yearly District Engineer’s Report for Fiscal Year 2025-2026

Ms. Duque: We received the engineer’s report from Juan Alvarez. That is included in your agenda package. All the infrastructure within the District was found in proper condition.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Accepting the District Engineer’s Report for Fiscal Year 2025-2026, was approved.

C. Field

1) Field Report

Ms. Duque: The agenda package includes the field report for your review, along with photos. My main concern, and where I need Board direction, is regarding the mailbox areas. During inspections of CDD property, transportation vans are frequently parked in the mailbox area. Included in the agenda package is the field report for your review, which features supporting photos. I do have one concern and would appreciate direction from the Board: several transportation vans are consistently parked in the mailbox area during CDD property inspections.

Ms. Baluja: This does not have an association?

Ms. Duque: Correct.

Ms. Baluja: This belongs to the CDD, and we do not have any parking rules.

Ms. Duque: Correct.

Ms. Baluja: What do you recommend? Because they are obviously using it as a storage.

Ms. Duque: There is a phone number. I can reach out.

Mr. Pawelczyk: You can call the number and say this area is not for storage. You cannot tow until a towing sign is in place and you have a rule adopted and in place, indicating no overnight parking, etc.

Ms. Baluja: I think we do a few things. We call them. Then let’s work on some rules and towing signs. This should only be used for access to the mail by residents.

Mr. Pawelczyk: You can permit overnight parking through 8:00 a.m. and 8:00 p.m. You can also designate spaces for mail pick-up only.

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Ms. Baluja: If we permit any parking, I think they will adjust and only move their vehicles during specific hours. It should only be for mailbox access, pick up, and the U.S. Post Office.

Ms. Duque: I will contact them and then prepare a set of rules and regulations to initiate the process. Once I have a draft ready, I will bring it back for review.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Direction for Staff to Bring back a Proposed Set of Rules and Regulations to the Board for Review was approved.

2) Hurricane Price List

Ms. Duque: FEMA requires an agreement with the landscape company before granting funds. Regulations mandate that all residents of FEMA follow the strict procurement. This authorizes District Staff to work on an amendment to the agreement.

Mr. Pawelczyk: Can we have a motion to authorize the execution of the amendment once prepared, subject to final review by the Chair?

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Hurricane Price List and Authorization for the Chair to Execute were approved.

D. Manager

1) Number of Registered Voters in the District

Ms. Duque: The District currently has 206 registered voters within the District.

2) Consideration of 2025 Performance Measures and Standards as Required by Florida Statute 189.0694

Ms. Duque: This item is to ensure the transparency, accountability, and effective governance of the District. Those standards are documented and reported annually, demonstrating that compliance is maintained through meetings, website postings.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the 2025 Performance Measures and Standards as required by Florida Statute 189.0694, were approved.

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3) Consideration of Proposed Fiscal Year 2026 Meeting Schedule

Ms. Duque: The regularly scheduled meetings for FY2026 will be held at 10:30 a.m. at the Offices of Lennar Homes, 5505 Waterford District Drive, Miami-Dade County, FL, on the third Friday of each month.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Proposed Fiscal Year 2026 Meeting Schedule was approved.

4) Form 1 Financial Disclosure Due July 1, 2025

Ms. Duque: Everyone has filed their Form 1.

5) Reminder to Complete Annual Ethics Training by December 31, 2025

Ms. Duque: This is your reminder to complete the annual ethics training for this year.

NINTH 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, Accepting the Check Register and Unaudited Financials was approved.

TENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being no comments, the next item followed.

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ELEVENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:



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Secretary / Assistant Secretary

DocuSigned by:



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Chairman / Vice Chairman