

**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 January 17, 2025 at 12:00 p.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja	Chairperson
Marc Szasz	Assistant Secretary
Vanessa Perez	Assistant Secretary

Also present were:

Luis Hernandez	District Manager
Andrew Gill	Governmental Management Services
Michael Pawelczyk	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Organizational Matters

A. Consideration of Resolution #2025-01 Canvassing and Certifying Results of Landowners Election

Mr. Hernandez explained that no one had attended the landowners election meeting last November and there were currently three expired terms, which were Seat #3, Seat #4, and Seat #5.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-01 Canvassing and Certifying Results of the Landowners Election was approved.

B. Consideration of Appointment of Supervisors to Expired Term of Office

C. Oath of Office for Newly Appointed Supervisors

Mr. Pawelczyk explained that since all of the expired terms were still landowners seats, the Board could now appoint new Supervisors or reappoint the same Supervisors to each of those seats.

Mr. Hernandez indicated that prior to the landowners election Ms. Orozco was in Seat #5, Ms. Perez was in Seat #4, and Mr. Szasz was in Seat #3, and asked the Board for a motion to appoint someone to each of these seats.

Mr. Pawelczyk asked to appoint and administer the oaths individually.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Mr. Szasz was appointed to Seat #3.

Mr. Hernandez, being a Notary Public of the State of Florida, administered the oath of office to Mr. Szasz, and asked him to fill out and sign the oath so it could become part of the public record.

On MOTION by Ms. Baluja seconded by Mr. Szasz with all in favor, Ms. Perez was appointed to Seat #4.

Mr. Hernandez, being a Notary Public of the State of Florida, administered the oath of office to Ms. Perez, and asked her to fill out and sign the oath so it could become part of the public record.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Ms. Orozco was appointed to Seat #5.

Mr. Hernandez indicated that the oath of office for Ms. Orozco would be administered at the next meeting she attended.

D. Consideration of Resolution #2025-02 Electing Officers

Mr. Hernandez presented Resolution #2025-02 Electing Officers and indicated that the Board could either make any changes to the current slate of officers at this time or keep the same slate of officers. Currently, Ms. Baluja was Chair, Ms. Orozco was Vice Chair, Ms. Perez, Mr. Szasz, and Ms. Hauck, and Mr. Rich Hans from GMS were Assistant Secretaries, Mr. Hernandez was Secretary, Ms. Patti Powers from GMS was Treasurer, and Ms. Sharyn Henning from GMS was Assistant Treasurer.

The Board concurred to retain the same slate.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-02 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 Mr. Rich Hans as Assistant Secretaries, Luis Hernandez as Secretary, Patti Powers as Treasurer, and Sharyn Henning as Assistant Treasurer.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 17, 2024 Meeting

Mr. Hernandez presented the minutes from the May 17, 2024 meeting, asked for any comments or corrections, and upon not hearing any, asked the Board for a motion to approve them.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Minutes of the May 17, 2024 Meeting were approved as-presented.

FOURTH ORDER OF BUSINESS

Ratification of Landscape Maintenance Services Agreement with Tony's Nursery & Garden Service, Corp

Mr. Hernandez explained that the landscape maintenance services agreement with Tony's Nursery & Garden Service, Corp. had been approved at a prior meeting and executed in between meetings and asked for the Board to ratify the executed document for the District's records.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the landscape maintenance services agreement with Tony's Nursery & Garden Service, Corp. was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Resolution #2025-03 Approval of Annexation and Adjacent Parcel

Mr. Hernandez presented Resolution #2025-03 Approval of Annexation and Adjacent Parcel, explained that the District was likely going to be annexing land into the

community and approving the resolution would allow staff to move forward with this, asked for any questions or comments, and upon not hearing any, asked the Board for a motion to approve it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-03 Approval of Annexation and Adjacent Parcel was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution #2025-04 Designating Michael Pawelczyk as the District's Registered Agent and the Billing, Cochran, Lyles, Mauro & Ramsey, P.A. as its Registered Office

Mr. Hernandez presented Resolution #2025-04 Designating Michael Pawelczyk as the District's Registered Agent and the Billing, Cochran, Lyles, Mauro & Ramsey, P.A. as its Registered Office, asked for any comments or questions, and upon not hearing any, asked the Board to approve it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-04 Designating Michael Pawelczyk as the District's Registered Agent and the Billing, Cochran, Lyles, Mauro & Ramsey, P.A. as its Registered Office was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2024

Mr. Hernandez presented the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2024, explained that it had been executed by the District's Treasurer in between meetings in order to not delay starting the audit process, asked for any questions or comments, and upon not hearing any, asked the Board for a motion to ratify it.

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, 2024 was ratified.

EIGHTH ORDER OF BUSINESS

Acceptance of Audit for Fiscal Year Ending September 30, 2024

Mr. Hernandez explained that the CDD had already received the audit for fiscal year ending September 30, 2024, indicated that it was a clean audit, asked for any questions or comments, and upon not hearing any, asked for a motion to accept the audit for the District's records.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the audit for fiscal year ending September 30, 2024 was accepted.

NINTH ORDER OF BUSINESS

Consideration of Conveyance for Water and Sewer and Related Documents (corrected version) - Pending District's Engineer and District's Attorney Approval

Mr. Hernandez explained that Mr. Szasz had been working with staff on the documentation related to the water and sewer conveyances and asked the Board for a motion to accept any related documents pending approval by the District Engineer and District Counsel so they would be able to move forward with getting any necessary documentation executed.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Board authorized for any documentation related to water and sewer conveyances to be executed, pending approval by the District Engineer and District Counsel.

TENTH ORDER OF BUSINESS

Current Budget shows a need for an Increase to the O&M for Next Fiscal Year; Authorization to Mail a Letter to the Community asking for Residents to be part of the District

Mr. Hernandez indicated that there may need to be an increase in the budget for the upcoming fiscal year due to the landscaping becoming a CDD responsibility. Once all of the conveyances were finished, it would be a good time to transition the Board members from developer to residents.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

There not being any report, the next item followed.

B. Engineer – Acceptance of 2024 Biscayne Drive Estates CDD Yearly Engineer's Report

Mr. Hernandez presented the 2024 Biscayne Drive Estates CDD Yearly Engineer's Report, indicated that the District Engineer was available by phone for any questions or comments, and upon not hearing any, asked for a motion to accept it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the 2024 Biscayne Drive Estates CDD Yearly Engineer's Report was accepted.

C. Manager – Ratification of Performance Measures and Standards

Mr. Hernandez presented the performance measures and standards, explained that it was now required by the Florida Statutes to be on the CDD's website, and had been done in between meetings in order to maintain compliance, asked for any questions or comments, and upon not hearing any, asked the Board motion to ratify it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the performance measures and standards were ratified.

TWELFTH ORDER OF BUSINESS Financial Reports

- A. Acceptance of Check Register
- B. Acceptance of Unaudited Financials

Mr. Hernandez presented the financials 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.

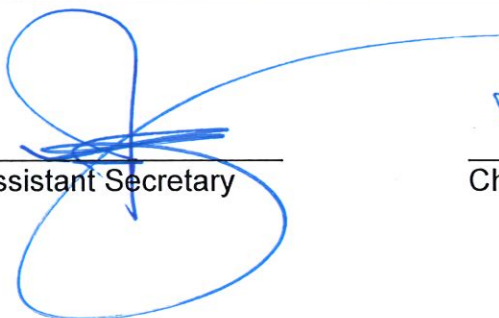
THIRTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

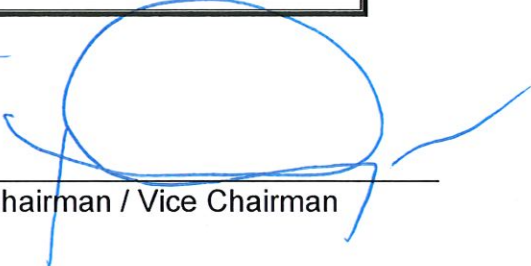
There not being any, the next item followed.

FOURTEENTH ORDER OF BUSINESS Adjournment

There not being any other District business to discuss,

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



Secretary / Assistant Secretary

Chairman / Vice Chairman