

**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 20, 2023 at 12:00 p.m. at Lennar Homes, 5505 Blue Lagoon Drive, Miami, Florida.

Present and constituting a quorum were:

Carmen Orozco
Marc Szasz
Vanessa Perez

Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Luis Hernandez
Andrew Gill
Michael Pawelczyk
Raisa Krause

District Manager
Governmental Management Services
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
August 18, 2023 Meeting**

Mr. Hernandez: The next item on the agenda is Approval of Minutes of the August 18, 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. Perez seconded by Ms. Orozco with all in favor, the Minutes of the August 18, 2023 were approved as-presented.

THIRD ORDER OF BUSINESS

**Acceptance of Easement
Documents**

Mr. Hernandez: The next item is Acceptance of Easement Documents. Mike, if you could please help us by discussing this item, I would appreciate it.

Mr. Pawelczyk: Sure. As we have discussed at other meetings today, and for the record, this item relates to certain covenants recorded in favor of Miami-Dade County DERM. This easement from the property owner and developer would grant the CDD certain rights and give the CDD the ability to provide certain enforcement and access to properties within the District referencing that covenant. The form of the covenant will be similar to what has already been prepared for Black Creek CDD, and accepted by DERM. As I have indicated in other Districts, this will follow certain rules that will be presented to the Board at a later date once those are also approved by DERM. So, what we will need today is for a motion to accept, and I know the Board is familiar with this form of easement because they have seen it at other CDD meetings, so it would be a motion to accept and or execute any easement or easements from the developer and landowner referencing DERM covenants in a form substantially similar to that which was approved for Black Creek CDD.

On MOTION by Ms. Perez seconded by Ms. Orozco with all in favor, the easement documents related to the DERM covenants recorded against District property were accepted in substantial final form and authorized to be executed if necessary.

FOURTH ORDER OF BUSINESS

Consideration of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2023

Mr. Hernandez: The next item that we have is Consideration of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2023. I have reviewed this document and the cost for providing their services is consistent with what was authorized, so the recommendation and request is for the Board to approve the engagement letter at this time so that it can be executed.

On MOTION by Ms. Perez seconded by Ms. Orozco with all in favor, the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2023 was approved.

FIFTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Hernandez: Staff Reports. Anything else to report, Mike?

Mr. Pawelczyk: The only thing that I have is that we do have a nearly completed conveyance of certain lands within Biscayne Drive Estates by quit claim deed from the developer landowner, which in this case was AG Essential to the District for numerous tracts essentially in the Rambo Subdivision. That deed has been recorded and sent to GMS for the records. If you recall, we recorded a blanket easement here so first, we are wrapping up some conveyance documents with Developer's Counsel to update the property information report that we have with this parcel because there were some things outstanding. So, we are still waiting for that, but we expect that back within the next week. We also want authority to terminate the blanket easement once we have all of the conveyance documents in hand because the blanket easement will no longer be required.

On MOTION by Ms. Perez seconded by Ms. Orozco with all in favor, the conveyance of certain lands within Biscayne Drive Estates by quit claim deed from the developer landowner to the District for numerous tracts in the Rambo Subdivision was accepted; and the blanket easement was authorized to be terminated once all of the conveyance documents were provided.

B. Engineer

There not being any report, the next item followed.

C. Manager - Approval of Florida Insurance Alliance Districts Package Application with Egis Insurance & Risk Advisors

Mr. Hernandez: For the Manager, we included a copy of the insurance policy in the agenda package so a motion to accept that would be in order.

On MOTION by Ms. Perez seconded by Ms. Orozco with all in favor, the Florida Insurance Alliance Districts Package Application with Egis Insurance & Risk Advisors was accepted.

SIXTH ORDER OF BUSINESS Financial Reports

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

Mr. Hernandez: Moving forward to the Financial Reports, Tab A is Acceptance of Check Register, and Tab B is Acceptance of Unaudited Financials. Unless anyone has any questions, I will be asking for a motion to accept those.

On MOTION by Ms. Perez seconded by Ms. Orozco with all in favor, the check register and unaudited financials were accepted.

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

Mr. Hernandez: Are there any Supervisors' requests at this time? Hearing none, aside from Raisa, there are no members of the public here with us today in person, nor is anyone attending the meeting virtually or on the phone for any comments.

EIGHTH ORDER OF BUSINESS Adjournment

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

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



Secretary /Assistant Secretary



Tereza Baluja (Mar 15, 2024 14:02 EDT)

Chairman / Vice Chairman

03-15-24signeddocs-BDE

Final Audit Report

2024-03-15

Created:	2024-03-15
By:	Robin Friedman (rfriedman@gmssf.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZSo0qACDn88uvmARmyzGNtshzFhKJ4NI

"03-15-24signeddocs-BDE" History

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-  Document emailed to Luis Hernandez (lhernandez@gmssf.com) for signature
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-  Document emailed to Teresa Baluja (teresa.baluja@lennar.com) for signature
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-  Email viewed by Teresa Baluja (teresa.baluja@lennar.com)
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