

**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 March 15, 2024 at 12:00 p.m. at 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:

Luis Hernandez
Andrew Gill
Michael Pawelczyk

District Manager
Governmental Management Services
District Counsel

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
October 20, 2023 Meeting**

Mr. Hernandez presented the minutes from the October 20, 2023 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 October 20, 2023 Meeting were approved as-presented.
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THIRD ORDER OF BUSINESS

**Consideration of Resolution
#2024-01 Approving the Proposed
Fiscal Year 2025 Budget and
Setting the Public Hearing**

Mr. Hernandez presented the proposed budget, explained that despite some slight increases in some of the line items, the assessment level and would remain the same

from the prior year, asked the Board for any questions or comments, and upon not hearing any, suggested May 17, 2024 as the date for the public hearing, and asked the Board to approve Resolution #2024-01 Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2024-01 Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing was approved; and the public hearing was scheduled to be held on May 17, 2024 at 12:00 p.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

FOURTH ORDER OF BUSINESS

Audit for Fiscal Year Ending September 30, 2023

Mr. Hernandez presented the audit for fiscal year ending September 30, 2023, explained it was a clean audit, and asked the Board for a motion to accept it 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, 2023 was accepted.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Discussion of Required Ethics Training Memorandum

Mr. Pawelczyk mentioned that the required ethics training memorandum had been included in the agenda package and discussed at other meetings and that the blanket easement that had previously been authorized had been terminated due to the project being platted and conveyances being completed.

B. Engineer

There not being any report, the next item followed.

C. Manager – Authorization to Open a State Board Account

Mr. Hernandez asked the Board for authorization to open a State Board Account.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Board authorized opening a State Board Account.

Mr. Hernandez explained the different types of formats for transcribing the minutes, and after a brief discussion, the Board authorized changing the format of the minutes from verbatim to summarized going forward.

SIXTH 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.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

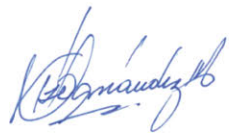
There not being any, the next item followed.

EIGHTH 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



Teresa Baluja (May 17, 2024 14:30 EDT)

Chairman / Vice Chairman

05-17-24docstosign-BiscayneDriveEstates

Final Audit Report

2024-05-17

Created:	2024-05-17
By:	Robin Friedman (rfriedman@gmssf.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3ljxG9OS1CGtIJ4IPufd_FgFiywUmuWD

"05-17-24docstosign-BiscayneDriveEstates" History

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2024-05-17 - 5:46:21 PM GMT
-  Document emailed to Luis Hernandez (lhernandez@gmssf.com) for signature
2024-05-17 - 5:46:26 PM GMT
-  Email viewed by Luis Hernandez (lhernandez@gmssf.com)
2024-05-17 - 5:59:04 PM GMT
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Signature Date: 2024-05-17 - 5:59:22 PM GMT - Time Source: server
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2024-05-17 - 5:59:24 PM GMT
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2024-05-17 - 6:30:30 PM GMT
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