

**MINUTES OF MEETING
QUAIL ROOST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Quail Roost Community Development District was held on January 19, 2024 at 10:30 a.m. at Lennar Homes, 5505 Blue Lagoon Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja
Carmen Orozco
Raisa Krause

Chairperson
Vice Chairperson
Assistant Secretary

Also present were:

Luis Hernandez
Andrew Gill
Michael Pawelczyk
Juan Alvarez

District Manager
Governmental Management Services
District Counsel (via telecommunication)
District Engineer (via telecommunication)

FIRST ORDER OF BUSINESS

Oath of Office for Ms. Lilibeth Hauck *(elected at last landowners meeting)*

SECOND ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order, called the roll, and indicated that Ms. Hauck's oath of office would be administered at the next meeting she attended.

THIRD ORDER OF BUSINESS

Approval of Minutes of the September 15, 2023 Meeting

Mr. Hernandez: Moving forward, the next item for the Board to consider is Approval of Minutes of the September 15, 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 at this time.

On MOTION by Ms. Baluja seconded by Ms. Orozco with all in favor, the Minutes of the September 15, 2023 Meeting were approved as-presented.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
#2024-01 Expanding Boundaries
of the District**

Mr. Hernandez: The next item is Consideration of Resolution #2024-01 Expanding Boundaries of the District. It is important to indicate and for clarity of the record, in the past, the Board has already approved an expansion of approximately 6 plus acres, but right now we are going to be annexing an additional parcel of 11 plus acres. With that being said, Mike, if you don't mind guiding us and discussing the purpose of the resolution, I would greatly appreciate it.

Mr. Pawelczyk: I will go over it quickly since you all have done this many times. This authorizes our office to work with Luis's office and the property owner of this expansion area of 17.71 acres to file a petition with Miami-Dade County to expand the boundaries of the District to include that 17.71 acres. That is really what the resolution does. I don't know if the legal description of this is included in the backup, but we have been provided with the expanded boundary by the developer and we have a petition that we are waiting to send in once you approve the resolution. I think that is really about it and a motion to approve Resolution #2024-01 would be in order.

On MOTION by Ms. Baluja seconded by Ms. Orozco with all in favor, Resolution #2024-01 Expanding Boundaries of the District was approved.

Mr. Pawelczyk: Luis and Andrew, once you have the resolution executed, if you guys could send that to me by Monday, a PDF is fine. I don't think that Ginger needs an original. Then we can start the process. You don't need to worry about it today since she is not in today.

Mr. Hernandez: Don't worry, you will have it sometime within the next half hour. Robin is just pending to hear from me to send it to Tery that it was approved and should be executed. Since we do it electronically, it will be done very quickly.

Mr. Pawelczyk: Perfect. That is fantastic. Thank you all.

Mr. Hernandez: Not a problem.

FIFTH ORDER OF BUSINESS**Consideration of Engagement Letter with Berger, Toombs, Elam, Gaines, & Frank to perform the Audit for Fiscal Year Ending September 30, 2023**

Mr. Hernandez: Moving on, the next item is Consideration of Engagement Letter with Berger, Toombs, Elam, Gaines, & Frank to perform the Audit for Fiscal Year Ending September 30, 2023. That is the auditing firm the CDD Board of Supervisors and Audit Selection Committee chose. I have reviewed this, and it meets all of the criteria and parameters that were originally approved, so based on that a motion to approve the engagement letter would be in order, which will allow the appropriate District officials to execute it.

On MOTION by Ms. Baluja seconded by Ms. Orozco with all in favor, the engagement letter with Berger, Toombs, Elam, Gaines, & Frank to perform the audit for fiscal year ending September 30, 2023 was approved.

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

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

Mr. Pawelczyk: Nothing really to report, but since I am not there, I apologize but since I knew the meeting was going to be quick, I didn't think it was economical or efficient for me to run down to Lennar. But, since I have your attention, we have been talking about ethics training, the Form 1s, and all of that. I do have the memo on ethics training done, so we will be distributing that to Luis, and he will be sending it to all of the Board members for each District. There are links that you can go to in it. There is a nuance to all of this that is very difficult to explain in writing, but the ethics training requirement is for four hours and must be completed before the end of this year. So, before December 31, 2024. However, for some reason the Florida Commission on Ethics and with their electronic filing of Form 1's, it is my understanding that if you go online and create your profile to do this, the ethics training part will come up that you don't have to do it this year. You have to complete the Form 1 before the end of the year, so my recommendation is to complete it so next year you can click on your Form 1

that it is done. So this will be for your 2025 Form 1 that you will be able to mark as completed before December 31, 2024. It really doesn't make any sense, but unless the Commission on Ethics has changed the form since the last time we checked, and remember we have to file everything electronically now so there will be no paper forms going forward. We can talk about it a little more at the next meeting. I wouldn't run to do it because you don't have to file the Form 1's yet, but we will have more information for you at the next meeting. Luis and I are going to go through the process within the next couple weeks and then we can talk to all of you further about all of it.

Mr. Hernandez: Yes. It is easier to guide someone once you have already gone through it.

Mr. Pawelczyk: That is all I have to report. We will get that petition filed as soon as we get the executed resolution back and have confirmed that we have all of the documentation in order.

B. Engineer

Mr. Hernandez: Juan, you are next.

Mr. Alvarez: With regard to the expansion area, we have already worked on the water and sewer exhibits and the estimate that will be needed for the petition. I think Ginger should have everything from us already, but if there is anything else needed let me know. I think we should be set to move forward.

Mr. Hernandez: Thank you very much for that. One of the items, as I was just checking the community, and I think it would be appropriate for us is that since we are going to be annexing parcels, the existing parcels, have we already declared those projects to be complete? That is one of the items I have not checked, but if you could help me define if it is the right time to declare whatever is already complete so that no one can come back at us. Since there are new additions, there may be new requirements from the county so if you can please help me identify where the District is as far as declaring the project complete and if there is anything we should be processing towards that, I would greatly appreciate that.

Mr. Alvarez: I will look into that, Luis.

Mr. Pawelczyk: The 2018 project was declared complete pursuant to Resolution #2021-09. I don't have anything in my records for the expansion area.

Mr. Hernandez: Perfect. Thank you for that, Mike. That helps a lot. Does anyone have any other questions or comments for Juan? Not hearing any, we can move on to Field.

C. Field

Mr. Hernandez: Moving on to Field, there is one item. The community looks really good, I don't know if you have gone through it, but it looks really nice. You will see the landscape lights and the improvements made to the community. There are two items that I need some assistance with. By the mail kiosks, there is an intersection of SW 184th Street and SW 132nd Place, there is the dumped pile. Last time I was there it still wasn't removed. I am getting to the point that I am almost tempted to ask the landscaper to clean the debris. It is some material that was never moved. What they have been doing now is spraying to kill whatever weeds are there. I spoke to Jeff several times and he said it was going to be removed each time, but nothing has happened. The other part I have seen is that on the main road, people are starting to plant along their fences. There is a small piece of green area along the fences. In some of these areas there are trees that belong to the District, but now there are some areas where plants and hedges have been put in on District property. As I was reviewing this with Tony from Tony's Landscaping, he said that these types of hedges will later affect the sidewalks because of their roots. Not only that, this is the main road and it gives the appearance that you can do whatever you want to do, which we do not want. I think that it would be appropriate to post a note at each location and send a letter to the homeowners giving them 15 days to remove the hedges and plants, and if not, we will proceed with removing them.

Ms. Baluja: I am in agreement with your plan of action. That is the bottom line.

Mr. Hernandez: Okay. If the Board wouldn't mind making a motion authorizing a letter to be sent to the properties adjacent to the plantings and a note to be posted to give enough time for the removal of the plantings, and if that does not occur by then, the District will be removing those.

On MOTION by Ms. Baluja seconded by Ms. Orozco with all in favor, staff was authorized to send a letter to the properties adjacent to the plantings and post a note to give them 15 days to remove any hedges and plants in the green area along the fences and if the plantings are not removed by then, the District will be removing them.

D. Manager

Mr. Hernandez: For the Manager, I have nothing to report, but we are ready to work on whatever needs to be done regarding the expansion.

SEVENTH ORDER OF BUSINESS Financial Reports**A. Acceptance of Check Register****B. Acceptance of Unaudited Financials**

Mr. Hernandez: Moving forward to the Financial Reports, we have the check register behind Tab A and Tab B has the unaudited financials. Unless anyone has any questions, a motion to accept those would be in order at this time.

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

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

Mr. Hernandez: Are there any Supervisors' requests at this time? Hearing none, we have no audience.

NINTH ORDER OF BUSINESS Adjournment

Mr. Hernandez: Unless anyone has any other District business to discuss, a motion to adjourn would be in order.

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



Secretary /Assistant Secretary

Teresa Baluja (Apr 19, 2024 14:34 EDT)

Chairman / Vice Chairman

04-19-24docstosign-QuailRoost

Final Audit Report

2024-04-19

Created:	2024-04-19
By:	Robin Friedman (rfriedman@gmssf.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKdNQDI4EgJV_8rdaLozqW9m8zZpP7y8J

"04-19-24docstosign-QuailRoost" 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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-  Email viewed by Luis Hernandez (lhernandez@gmssf.com)
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-  Agreement completed.
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