

**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 April 19, 2024 at 10:30 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja
Carmen Orozco
Vanessa Perez
Lilibeth Hauck

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Luis Hernandez
Andrew Gill
Ginger Wald

District Manager
Governmental Management Services
District Counsel

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, indicated the oath of office for Ms. Hauck had been administered prior to starting the meeting, and asked the Board to reconsider the slate of officers. Currently Ms. Baluja served as Chair, Ms. Orozco served as Vice Chair, Ms. Perez, Ms. Krause, and Mr. Hans from GMS served as Assistant Secretaries, Mr. Hernandez served as Secretary, and Ms. Patti Powers from GMS served as Treasurer. The Board could make any changes to the slate of officers or retain the same slate and add Ms. Hauck as an Assistant Secretary.

The Board concurred to retain the same slate of officers as previously indicated and elected Ms. Hauck as an Assistant Secretary.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Board retained the current slate and elected Ms. Hauck as an Assistant Secretary.
--

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 19, 2024 Meeting

Mr. Hernandez presented the minutes from the January 19, 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 January 19, 2024 Meeting were approved as-presented.

FOURTH ORDER OF BUSINESS

Consideration of Resolution #2024-02 Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing

Mr. Hernandez presented the proposed budget, explained the District was going to adding some annexed areas soon, and those portions that were not included in the current budget would need to be developer funded. Although there were some slight changes and increases in some of the line items, the assessment level would remain the same from the prior year.

There not being any questions, comments, or discussion, Resolution #2024-02 Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing was approved, and the public hearing was scheduled to be held on July 19, 2024.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2024-02 Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing was approved; and the public hearing was scheduled to be held on July 19, 2024 at 10:30 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

FIFTH ORDER OF BUSINESS

Discussion of General Election Procedures

Mr. Hernandez briefly discussed the general election procedures and how residents interested in serving on the CDD Board would need to qualify by going to the

Supervisor of Elections office. Seat #2 and Seat #3 would become vacant and available to qualified electors during the 2024 general election.

SIXTH ORDER OF BUSINESS

Discussion of Landowners Election Procedures

Mr. Hernandez briefly discussed the landowners election procedures and explained that Seat #4 would still be elected through a landowners election. Sample documentation for the landowners election had been provided to everyone at the meeting.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Discussion of Required Ethics Training Memorandum

Ms. Wald reminded the Board members to file their annual financial disclosure forms and mentioned the required ethics training memorandum had been discussed at other meetings, but if any of the Board members had any questions to let staff know.

B. Engineer

There not being any report, the next item followed.

C. Field

D. Manager

Mr. Hernandez presented Resolution #2024-03 Declaring the Project Complete and explained that the 2021 project had been certified complete by the District Engineer.

Ms. Wald noted that the title of the resolution needed to be changed to Series 2021 from Series 2018 and the date needed to be included in the last whereas clause.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2024-03 Declaring the Project Complete was approved as-amended with the changes mentioned by District Counsel.

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.

EIGHTH 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.

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

There not being any, the next item followed.

TENTH 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 (Jul 22, 2024 10:28 EDT)

Chairman / Vice Chairman

07-19-24docstosign-QuailRoost

Final Audit Report

2024-07-22

Created:	2024-07-22
By:	Robin Friedman (rfriedman@gmssf.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAATss6NqjvKov33zJGPJULr-UXOoyCT4Lh

"07-19-24docstosign-QuailRoost" History

-  Document created by Robin Friedman (rfriedman@gmssf.com)
2024-07-22 - 2:25:08 PM GMT
-  Document emailed to Luis Hernandez (lhernandez@gmssf.com) for signature
2024-07-22 - 2:25:17 PM GMT
-  Document emailed to Teresa Baluja (teresa.baluja@lennar.com) for signature
2024-07-22 - 2:25:17 PM GMT
-  Email viewed by Luis Hernandez (lhernandez@gmssf.com)
2024-07-22 - 2:26:28 PM GMT
-  Email viewed by Teresa Baluja (teresa.baluja@lennar.com)
2024-07-22 - 2:28:20 PM GMT
-  Document e-signed by Teresa Baluja (teresa.baluja@lennar.com)
Signature Date: 2024-07-22 - 2:28:54 PM GMT - Time Source: server
-  Document e-signed by Luis Hernandez (lhernandez@gmssf.com)
Signature Date: 2024-07-22 - 4:27:07 PM GMT - Time Source: server
-  Agreement completed.
2024-07-22 - 4:27:07 PM GMT