MINUTES OF MEETING
QUAIL ROOST
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Quail Roost Community Development District was held on February 21, 2025, at 10:30 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja	Chairperson
Vanessa Perez	Assistant Secretary
Raisa Krause	Assistant Secretary

Also present were:

Luis Hernandez	District Manager
Ben Quesada	Governmental Management Services
Juliana Duque	Governmental Management Services
Mayra Padilla	Governmental Management Services
Michael Pawelczyk	District Counsel
Raul Alessandri	District Engineer
Steve Sanford	Bond Counsel (by phone)

FIRST ORDER OF BUSINESS **Oath of Office for Ms. Carmen Orozco** ***(elected at landowners meeting on November 15, 2024 0 last LO seat)***

SECOND ORDER OF BUSINESS **Roll Call**

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

THIRD ORDER OF BUSINESS **Organizational Matters**

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

Mr. Hernandez presented Resolution #2025-01 Canvassing and Certifying Results of Landowners Election, explained that Ms. Orozco was elected at the last landowners meeting that was held last November, and asked the Board for a motion to approve it.

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

B. Consideration of Resolution #2025-02 Declaring a Vacancy on the Board of Supervisors and Appointing a Qualified Elector the Vacant Seat for Seat #2 and Seat #3 *if applicable*

Mr. Hernandez explained that Seat #2 and Seat #3 were now general election seats, but nobody qualified for either. The CDD had been trying to find residents to join the Board, but so far had not been successful.

Mr. Pawelczyk indicated the two current Board members would remain as holdovers until a qualified elector came forward to serve on the Board.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-02 Declaring a Vacancy on the Board of Supervisors and Appointing a Qualified Elector the Vacant Seat for Seat #2 and Seat #3 was approved; and the current occupants of Seat #2 and Seat #3 would remain on the Board as holdovers until a qualified elector could be appointed.

C. Oath of Office for Newly Appointed Supervisor(s) *if applicable*

D. Consideration of Resolution #2025-03 Electing Officers

Mr. Hernandez indicated there was no need to administer oaths, presented Resolution #2025-03 Electing Officers, and explained that they could reconsider the slate of officers at this time. Previously, Teresa Baluja was Chairperson, Carmen Orozco was Vice Chairperson, Vanessa Perez, Raisa Krause, Lilibeth Hauck, were Assistant Secretaries, and the District Manager's office requested to elect Paul Winkeljohn as Secretary, Rich Hans, Juliana Duque, and Ben Quesada as Assistant Secretaries, Patti Powers as Treasurer, and Sharyn Henning as Assistant Treasurer.

The Board concurred with the slate as-indicated.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-03 Electing Officers was approved; and the slate of officers were elected as follows: Teresa Baluja as Chairperson, Carmen Orozco as Vice Chairperson, Vanessa Perez, Raisa Krause, Lilibeth Hauck, Rich Hans, Ben Quesada, and Juliana Duque as Assistant Secretaries, Paul Winkeljohn as Secretary, Patti Powers as Treasurer, and Sharyn Henning as Assistant Treasurer.

FOURTH ORDER OF BUSINESS Approval of Minutes of the July 19, 2024 Meeting

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

FIFTH ORDER OF BUSINESS Discussion of Financing Matters

A. Ratification of Second Amended Notice of Establishment amended by Ordinance No. 25-3

Mr. Hernandez presented the Second Amended Notice of Establishment amended by Ordinance No. 25-3.

Mr. Pawelczyk explained that it was included on the agenda to make it part of the District's records since it was required by the Florida Statutes to record the amendment to the boundaries and asked the Board to ratify it.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Second Amended Notice of Establishment amended by Ordinance No. 25-3 was ratified.

B. Consideration of Engineers Report

Mr. Alessandri presented the engineers report, explained it was related to the expansion area, listed ownership, the estimated construction schedule, as well as the projected construction costs, asked for any questions or comments, and upon not hearing any, asked the Board to accept it.

Mr. Hernandez noted that the motion should include that the report was dated February 21, 2025 and related to the second expansion area within the Quail Roost CDD.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the engineers report dated February 21, 2025 and related to the second expansion area within Quail Roost CDD was accepted.

C. Consideration of Assessment Methodology

Mr. Hernandez presented the assessment methodology, briefly discussed the tables, asked the Board for any questions or comments, and upon not hearing any, asked for a motion to accept it, noting that it was dated February 21, 2025 and related to the second expansion area within Quail Roost CDD.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the assessment methodology dated February 21, 2025 and related to the second expansion area within Quail Roost CDD was accepted.

D. Resolution #2025-04 Declaring Special Assessments

Mr. Hernandez presented Resolution #2025-04, explained that it started the assessment levying process, asked for questions or comments, and upon not hearing any, asked the Board for a motion to approve it.

Mr. Pawelczyk indicated that the resolution was required by the Florida Statutes to levy special assessments as described in the engineers report and assessment methodology related to the second expansion area within the Quail Roost CDD.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-04 Declaring Special Assessments was approved.

E. Consideration of Resolution #2024-15 Calling for Public Hearing to Impose Special Assessments

Mr. Hernandez presented Resolution #2024-15 Calling for Public Hearing to Impose Special Assessments and explained it would set the public hearing to impose special assessments, noted the advertising timeframe required, and suggested the April 18th meeting date for the public hearing, and upon not hearing any questions or comments, asked the Board for a motion to approve it.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-05 Calling for Public Hearing to Impose Special Assessments was approved; and the public hearing was scheduled for April 18, 2025 at 10:30 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

F. Consideration of Resolution #2025-06 Bond Authorizing Resolution

Mr. Sanford presented Resolution #2025-06 Authorizing Resolution, briefly discussed the required parameters to move forward with the bond issuance, asked for any questions, and upon not hearing any, asked for a motion to approve the resolution.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-06 Bond Authorizing Resolution was approved.

SIXTH ORDER OF BUSINESS **Consideration of Resolution #2025-07 Designating Michael Pawelczyk as the District's Registered Agent and Billing, Cochran, Lyles, Mauro & Ramsey, P.A. as its Registered Office**

Mr. Hernandez presented Resolution #2025-07 Designating Michael Pawelczyk as the District's Registered Agent and Billing, Cochran, Lyles, Mauro & Ramsey, P.A. as its Registered Office and explained Mr. Pawelczyk was going to be the main point-of-contact instead of Mr. Lyles.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2025-07 Designating Michael Pawelczyk as the District's Registered Agent and Billing, Cochran, Lyles, Mauro & Ramsey, P.A. as its Registered Office was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Conveyance for Water and Sewer and Related Documents – *Pending District's Engineer and District's Attorney Approval***

Mr. Hernandez explained that because the everything related to the second expansion area took longer than expected, things were moving quickly within the District and asked the Board to proactively authorize for the execution of any documentation needed related to conveyances to be done as finalized, pending approvals by the District Engineer and District Counsel.

Mr. Pawelczyk indicated that this was when the CDD accepted the assignment and assumption of the water and sewer agreement, which would occur only once the construction was completed, asked for any questions or comments, and upon not hearing any, asked for a motion to authorize the execution of the assumption of and acceptance of agreement rights in substantially final form.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor the Board authorized the execution of the assumption of and acceptance of agreement rights in substantially final form.

EIGHTH ORDER OF BUSINESS **Ratification of Engagement Letter with Berger, Toombs, Elam, Gaines, & Frank to perform the Audit for Fiscal Year Ending September 30, 2024**

Mr. Hernandez presented the engagement letter with Berger, Toombs, Elam, Gaines, & Frank to perform the audit for fiscal year ending September 30, 2024, explained the amount corresponded with what was previously approved by the Audit Select Committee and the Board, and asked for a motion to ratify it since it had been executed in between meetings in order to not delay starting the audit process.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the engagement letter with Berger, Toombs, Elam, Gaines, & Frank to perform the audit for fiscal year ending September 30, 2024 was ratified.

NINTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. Pawelczyk mentioned that his office had already prepared the validation information and just needed the signed the authorizing resolution and they would file everything once that was received and asked if there might need to be a motion to authorize execution of the blanket easement that was mentioned in the engineers report.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Board approved and authorized execution of the blanket easement.

B. Engineer

There not being any report, the next item followed.

C. Field

Mr. Hernandez noted that Ms. Padilla had provided a field report, which was included in the agenda package and if there were any questions or concerns, they could call her since she was not still in attendance.

D. Manager

1) Ratification of Performance Measures and Standards

Mr. Hernandez presented the performance measures and standards and explained that it had been executed in between meetings in order to be able to put it on the website as required by the Florida Statutes, and asked for a motion to ratify it.

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

2) Authorization to Open a State Board Account

Mr. Hernandez asked the Board to authorize opening 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.

TENTH ORDER OF BUSINESS Financial Reports

A. Acceptance of Check Register

B. Acceptance of Unaudited Financials

Mr. Hernandez presented the check register and the unaudited financials, asked for any questions or comments, 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 the unaudited financials were accepted.

ELEVENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

A. Discussion of Resident Request for Speed Control/ Speed Bumps

Mr. Hernandez explained that a resident had sent correspondence requesting speed control/ speed bumps in the community and that staff had already responded to the resident that the CDD did not have the ability or powers to do anything to provide for this request, but this information would be included as part of the District's records.

TWELFTH 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.

Benjamin Quesada

Secretary /Assistant Secretary

Chairman / Vice Chairman