

**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 Friday, March 13, 2026, at 12:02 p.m. at the Offices of Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja  
Raisa Krause  
Vanessa Perez

Chairperson  
Assistant Secretary  
Assistant Secretary

Also present were:

Ben Quesada  
Juliana Duque  
Mayra Padilla *by Teams*  
Michael Pawelczyk

District Manager, GMS  
GMS  
GMS  
District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Approval of Minutes of the  
November 14, 2025 Meeting**

Mr. Quesada: You have the November 14, 2025 minutes. Are there any comments or corrections? Hearing no changes, I would ask for a motion to approve.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Minutes of the November 14, 2025 Meeting, were approved.

March 13, 2026

Quail Roost CDD

**THIRD ORDER OF BUSINESS**                      **Consideration of:**

**A. Resolution #2026-03 Correcting Vacancies on the Board of Supervisors and Appointing a Qualified Elector to the Vacant Seat**

Mr. Quesada: There is a little bit of housekeeping on page 8. There was a scrivener's error back in 2025 during the last landowner's election and we are just cleaning it up. The scrivener's error was a reference to seat 3, and this resolution would correct that error and confirm the vacancies for the 2024 election apply to seats 2 and 5.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Resolution #2026-03 Correcting Vacancies on the Board of Supervisors and Appointing a Qualified Elector to the Vacant Seat, was approved.

**B. Resolution #2026-04 Approving the Proposed Fiscal Year 2027 Budget and Setting the Public Hearing**

Mr. Quesada: For the record we did advertise that we were discussing the budget today, but that has been tabled and will be discussed at the April meeting. We'll do the necessary announcements on our end to make sure that is clear.

**FOURTH ORDER OF BUSINESS**                      **Consideration of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year Ending September 30, 2025**

Mr. Quesada: The next item is the Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to perform the audit for Fiscal Year 2025. Can I have a motion to adopt the engagement letter, please?

Ms. Baluja: We went with Berger?

Mr. Quesada: In this District that's who you have the agreement with. At any time you can vote for an Audit Selection Committee meeting to take place, but that means more meetings.

Ms. Baluja: I just didn't remember that being the case, but my memory could be wrong.

March 13, 2026

Quail Roost CDD

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, 2025, was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion of Procedures for the General Election**

Mr. Quesada: The next item is the discussion of the Procedures for the General Election of seats 1 and 3. Just for the record, that is Ms. Baluja in seat 1 and Ms. Krause in seat 3. The qualifying period begins on June 8<sup>th</sup> at noon and ends on June 12<sup>th</sup> at noon. I know you've heard this several times, but just please make sure you document your seats when you do the qualifying.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Quesada: Mike, do you have anything you would like to cover under staff reports?

Mr. Pawelczyk: No, nothing further.

**B. Engineer – Engineer's Personnel Billing Rates**

Mr. Quesada: Under engineer you have the personnel billing rate adjustment requested be the engineer. We did anticipate that under the administrative fees. The District for the most part has been operating within the assessment amount, so we don't foresee there being any issues with that.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Engineer's Personal Billing Rates, was approved.

**C. Field – Monthly Report**

Mr. Quesada: We do have Mayra joining us on the phone. Marya, is there anything you wanted to share from your field report?

March 13, 2026

Quail Roost CDD

Ms. Padilla: The only thing is that we removed a dead tree. Other than that I don't have anything else.

Mr. Quesada: Yes, everything is very quiet over there and Tony is doing a good job on the maintenance. Thank you for that Mayra.

**D. Manager**

Mr. Quesada: I have nothing additional to report.

**SEVENTH ORDER OF BUSINESS      Financial Reports**

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

Mr. Quesada: Financial reports, are there any comments? If not a motion to accept the financials would be in order.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Accepting the Check Register and the Unaudited Financials, was approved.

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

Mr. Quesada: For the record we have no one else in the audience with us today. Are there any Supervisor requests?

**NINTH ORDER OF BUSINESS      Adjournment**

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

DocuSigned by:  
  
07C0606FB7194F3...  
 Secretary / Assistant Secretary

DocuSigned by:  
  
94784E94D2FF4EE...  
 Chairman / Vice Chairman

## Certificate Of Completion

Envelope Id: B62989AD-9AB1-4FBA-A9FB-0A350C353DB4

Status: Completed

Subject: Quail Roost: Complete with Docusign: 3-13-26 Minutes.pdf, Resolution 2026-04.docx

Source Envelope:

Document Pages: 5

Signatures: 4

Envelope Originator:

Certificate Pages: 2

Initials: 0

Ellen Acosta

AutoNav: Enabled

1001 Bradford Way

Envelopeld Stamping: Enabled

Kingston, TN 37763

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

eacosta@gmssf.com

IP Address: 162.199.192.217

## Record Tracking

Status: Original

Holder: Ellen Acosta

Location: DocuSign

4/10/2026 8:22:41 AM

eacosta@gmssf.com

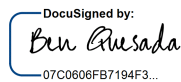
## Signer Events

Ben Quesada

BQuesada@gmssf.com

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:  
  
07C0606FB7194F3...

Signature Adoption: Pre-selected Style

Using IP Address: 139.68.243.51

## Timestamp

Sent: 4/10/2026 8:25:18 AM

Viewed: 4/10/2026 10:16:21 AM

Signed: 4/10/2026 10:16:36 AM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Teresa Baluja

teresa.baluja@lennar.com

VP of Community Management

Lennar Homes LLC

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
  
94784E94D2FF4EE...

Signature Adoption: Uploaded Signature Image

Using IP Address: 50.223.15.20

Sent: 4/10/2026 8:25:17 AM

Viewed: 4/10/2026 10:00:40 AM

Signed: 4/10/2026 10:00:47 AM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

4/10/2026 8:25:18 AM

Certified Delivered

Security Checked

4/10/2026 10:00:40 AM

Signing Complete

Security Checked

4/10/2026 10:00:47 AM

| Envelope Summary Events | Status           | Timestamps            |
|-------------------------|------------------|-----------------------|
| Completed               | Security Checked | 4/10/2026 10:16:36 AM |
| Payment Events          | Status           | Timestamps            |