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 March 17, 2023 at 10:30 a.m. at Lennar Homes 5505 Blue Lagoon Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja	Chairperson
Carmen Orozco	Vice Chairperson
Raisa Krause	Assistant Secretary
Vanessa Perez	Assistant Secretary

Also present were:

Luis Hernandez	District Manager
Michael Pawelczyk	District Counsel
Brett Benson	Lennar Homes

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 roll, and indicated that Ms. Hauck was not in attendance to administer the oath of office.

THIRD ORDER OF BUSINESS — Organizational Matters

A. Consideration of Resolution #2023-01 Canvassing and Certifying Results of Landowners Election

Mr. Hernandez: Under Organizational Matters, the first item for you to consider would be Resolution #2023-01 Canvassing and Certifying Results of the Landowners Election. This resolution does just that.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-01 Canvassing and Certifying Results of the Landowners Election was approved.

B. Consideration of Resolution #2023-02 Electing Officers

Mr. Hernandez: Next we have Consideration of Resolution #2023-02 Electing Officers. Prior to the landowner's election, Tery was Vice Chair and the remainder were Assistant Secretaries. My recommendation and request are to elect a Chair, and what has been done in other CDDs is that we have Tery as Chairperson, Carmen as Vice Chairperson, Raisa and Vanessa as Assistant Secretaries, Patti Powers from my office as Treasurer, Luis Hernandez as Secretary, and Rich Hans from my office also as an Assistant Secretary. Unless anyone would like to make any changes to the suggested slate of officers, a motion to approve Resolution #2023-02 Electing Officers, which will be filled in as I just indicated for the record, would be in order.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-02 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, and Rich Hans as Assistant Secretaries, Luis Hernandez as Secretary, and Patti Powers as Treasurer.

FOURTH ORDER OF BUSINESS Approval of Minutes of the August 19, 2022 Meeting

Mr. Hernandez: The next item that we have is Approval of Minutes of the August 19, 2022 Meeting. This would be the time to make any changes, corrections, additions, or deletions. If there are none, a motion to approve the minutes would be in order.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Minutes of the August 19, 2022 Meeting were approved as-presented.

FIFTH ORDER OF BUSINESS Courtesy Warning (Area of Concern)

A. Invoices for Services as per the CWN

B. Consideration of Second Amendment to Landscape Maintenance Service Agreement with Tony's Nursery & Garden Services

Mr. Hernandez: The next item that we have is related to the annexed parcel. That area has been growing quicker than expected. We received a warning from Miami-Dade County. They were kind enough to send us a warning rather than a violation. It refers to areas that are already in the District's name that have not been mowed. So, I discussed this with Tony's Nursery & Garden Services, and they came and resolved the matter before the end of the month. Miami-Dade County was extremely pleased with this. At this point, based on all of that, we need to accept the invoices that have been incurred because it was extra to mow these areas. Since then, the District has added these areas to be done on a regular basis, so we have also included to consider an amendment to the agreement to include these areas going forward. These are small pieces of property that need to be done, but first they needed to cut everything back before they could mow. So, with that being said, if the Board finds all of that to be appropriate, first I will ask for a motion to authorize the payment of the invoices of the cost for the extra services as per the courtesy warning notice.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Board authorized payment invoices for services as per the courtesy warning notice.

Mr. Hernandez: The next one would be a motion to approve the second amendment to the landscape maintenance service agreement with Tony's Nursery & Garden Services. They provided us with a proposal as to what the cost will be to include these areas. This has already been contemplated in the proposed budget that we will be discussing next.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Second Amendment to Landscape Maintenance Service Agreement with Tony's Nursery & Garden Services was approved.

SIXTH ORDER OF BUSINESS — Considerations of Resolution #2023-03 Approving the Proposed Fiscal Year 2024 Budget and Setting the Public Hearing

Mr. Hernandez: Moving on, next we have the proposed budget for fiscal year 2024. The District will be able to maintain the same level of services as it had the prior year without any increases but still provide for the necessary expenses that we need. Does anyone have any questions? Hearing none, we can move on to Resolution #2023-03. The recommendation is to have this public hearing on May 19, 2023 at the usual time and location, which is at 10:30 a.m. at Lennar Homes, 5505 Blue Lagoon Drive, Miami, Florida. If that works for the Board, a motion to approve Resolution #2023-03 would be in order at this time.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-03 Approving the Proposed Fiscal Year 2024 Budget and Setting the Public Hearing was approved; and the public hearing was scheduled to be held on May 19, 2023 at 10:30 a.m. at Lennar Homes, 5505 Blue Lagoon Drive, Miami, Florida.

SEVENTH ORDER OF BUSINESS — Ratification of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2022

Mr. Hernandez: Moving forward, next we have Ratification of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2022. This was already executed in between the meetings to not hold up the audit process, so I would just need a motion to ratify the engagement letter at this time.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2022 was ratified.

EIGHTH ORDER OF BUSINESS — Acceptance of Audit for Fiscal Year Ending September 30, 2022

Mr. Hernandez: Next we have Acceptance of Audit for Fiscal Year Ending September 30, 2022. It is a clean audit. There are no items of concern, so unless the Board has any questions, a motion to accept it would be in order.

> On MOTION by Ms. Baluja seconded by Ms. Perez: with all in favor, the audit for fiscal year ending September 30, 2022 was accepted.

NINTH ORDER OF BUSINESS — Appointment of Audit Selection Committee

Mr. Hernandez: Since we have come to the last year of the audit package, we now need to go through the audit selection process again. The recommendation from staff is to appoint the entire Board of Supervisors to act as the Audit Selection Committee so we can move forward with all of the audit process steps today. Based on all of that, I will just need a motion to appoint the entire CDD Board to act as the Audit Selection Committee.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Quail Roost CDD Board was appointed to act as the Audit Selection Committee.

Audit Selection Committee Meeting

A. Opening Audit Selection Committee Meeting

Mr. Hernandez: Now we are moving into the Audit Selection Committee Meeting, so the first action that I will need is going to be a motion to open the Audit Selection Committee Meeting.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Audit Selection Committee Meeting was opened.

B. Roll Call

Mr. Hernandez: Now I will just indicate that for the record, present and acting as our Audit Selection Committee we have Teresa Baluja, Raisa Krause, Carmen Orozco, and Vanessa Perez.

C. Ratification of Criteria for Evaluation

Mr. Hernandez: The next action that I will need from the Audit Selection Committee is a motion ratifying the criteria for evaluation that are going to be used for selecting an auditing firm. There are five points that are being presented. Four of them are specifically from the Florida Statutes, while the fifth is price, so the Audit Selection Committee will be able to use that as part of the criteria. Based on all of that, a motion to ratify the criteria would be in order at this time.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the criteria for evaluation were ratified.

D. Ratification of RFP

Mr. Hernandez: At the same time, the District has already advertised the RFP so that we would be able to complete the entire process today. So, the next item that I will need from the Audit Selection Committee is a motion to ratify the RFP that the District has already advertised.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the RFP that the District advertised was ratified.

E. Ranking of Respondents to the RFP

Mr. Hernandez: We have received two responses. One proposal is from Berger, Toombs, Elam, Gaines, & Frank and the other is from Grau & Associates. At this point, you can either re-advertise to try to get more responses, or you can accept these two proposals and rank them so we can negotiate with them. Both firms are qualified, so it might come down to price. With that being said, I will let the Audit Selection Committee discuss what they would like to do at this time.

Ms. Baluja: We have worked with Grau & Associates successfully on so many of the CDDs we work with. Have you ever worked with Berger, Toombs, Elam, Gaines, & Frank before?

Mr. Hernandez: Yes.

Ms. Baluja: And they are fine?

Mr. Hernandez: Yes. Nowadays, since everything is being done electronically, location is not as crucial. It is up to the Audit Selection Committee, though.

Ms. Baluja: My concern was not having worked with them before, but if staff has with them successfully with other Districts, then I would propose ranking them as #1.

Mr. Hernandez: Then Grau & Associates would be #2 by default. Now does the rest of the Audit Selection Committee agree with the statement that is being presented?

I see nods. Thank you. So, unless anyone else from the Audit Selection Committee has anything else to add, I would just need a motion to indicate those rankings.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the respondents to the RFP were ranked as follows: 1) Berger, Toombs, Elam, Gaines, & Frank and 2) Grau & Associates.

F. Adjournment

Mr. Hernandez: And last, we will just need a motion to adjourn the Audit Selection Committee Meeting, so that we can move back into the regular CDD Board meeting.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Audit Selection Committee Meeting was adjourned.

TENTH ORDER OF BUSINESS Selection of Audit Firms

Mr. Hernandez: So, based on what just happened with the Audit Selection Committee Meeting, the part that I need to indicate to the CDD Board is that the Audit Selection Committee has ranked Berger, Toombs, Elam, Gaines, & Frank as the #1 choice and Grau & Associates as #2. Based on all of that, the request of the Board is to approve the recommendation given to us by the Audit Selection Committee, which will allow the District to enter into an engagement letter with the #1 choice, and if for any reason that is not possible, we will negotiate with the #2 choice.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Board accepted the Audit Selection Committee's recommendation and ranking of Berger, Toombs, Elam, Gaines, & Frank as the #1 choice and authorized staff to obtain an engagement letter to be signed by the appropriate District officials.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney – Consideration of Request for Adjustment to District Counsel Fee Structure

Mr. Hernandez: Moving on to Staff Reports. Mike?

Mr. Pawelczyk: Yes, we actually have an item on here. This is the fee adjustment. The reason we are doing this is really for an accounting purpose. Our current rates are $290 for a partner, and $225 for an associate. For this District, all we are doing is increasing the partner rate by $10 an hour to be consistent with all of our other Lennar Districts. The last time that we increased our rates was in 2018 when this District was established. During that time there has been a 19.6% CPI so obviously we are still well under that and it is really just for accounting reasons so we are consistent across the board with all of the Lennar Districts we work with. So, a motion to approve the fee adjustment would be in order unless the Board has any questions.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the request for adjustment to the fee structure for District Counsel was approved.

Mr. Hernandez: The Board has contemplated the increase with the existing budget, so it should not affect anything.

Mr. Pawelczyk: I do have one more item to report. Back in January 2023, we worked with the developer's counsel, and Tract F was conveyed to the District. This was in the expansion area. All of the records are being sent to Luis's office. I just wanted to update the Board on that. And that is all I have.

B. Engineer

There not being any report, the next item followed.

C. Manager

Mr. Hernandez: As for Manager, in the existing contract that the District has with GMS, it contemplates field management services in the amount of $6,000. As of yet, we have not exercised that yet, but because of the latest involvement, I am going to ask the Board to start exercising that part of the contract, beginning on April 1, 2023, and therefore also request for a motion to accept that.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Board authorized for the District Manager to start charging for and providing field management services beginning April 1, 2023.

TWELFTH ORDER OF BUSINESS Financial Reports

A. Acceptance of Check Run Summary

B. Acceptance of Combined Balance Sheet

Mr. Hernandez: Moving forward, the next item is Financial Reports. Tab A contains the check run summary, and tab B has the combined balance sheet. Unless anyone has any questions, a motion to accept the financials would be in order.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Check Run Summary and the Combined Balance Sheet were approved.

THIRTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Mr. Hernandez: Are there any requests from any of the Supervisors at this time? Hearing none, I just want to indicate for the record that we have no audience other than Brett with us today. Brett, any comments?

Mr. Benson: No.

FOURTEENTH ORDER OF BUSINESS Adjournment

Mr. Hernandez: A motion to adjourn would be in order unless anyone has any other District business.

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

Teresa Baluja (May 22, 2023 12:04 EDT)

Secretary /Assistant Secretary

Chairman / Vice Chairman

05-19-23documentstobesigned-QuailRoost

Final Audit Report 2023-05-22

Created:	2023-05-22
By:	Luis Hernandez (lhernandez@gmssf.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5oHlcEKGSYqTLxVY4aWbd8pWqUh3AQOZ

"05-19-23documentstobesigned-QuailRoost" History

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Document emailed to teresa.baluja@lennar.com for signature
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Email viewed by teresa.baluja@lennar.com
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Signer teresa.baluja@lennar.com entered name at signing as Teresa Baluja
2023-05-22 - 4:04:18 PM GMT- IP address: 104.12.66.99

Document e-signed by Teresa Baluja (teresa.baluja@lennar.com)
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