

**MINUTES OF MEETING  
NEWTON ROAD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Newton Road Community Development District was held on Friday, November 21, 2025, at 9:45 a.m. at The Office of Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja  
Vanessa Perez  
Raisa Krause

Chairperson  
Vice Chairperson  
Assistant Secretary

Also present were:

Juliana Duque  
Michael Pawelczyk  
Juan Alvarez  
Alejandro Aleman

District Manager, GMS  
District Counsel  
District Engineer  
District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Duque called the meeting to order. Three Supervisors were present in person, constituting a quorum.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the May  
16, 2025 Meeting**

Ms. Duque: The next item is approval of the minutes of the May 16, 2025, meeting. This is a moment to make any additions or corrections. If there are no changes, a motion to approve will take place.

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| On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Minutes of the May 16, 2025, Meeting, were approved. |
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**THIRD ORDER OF BUSINESS**

**Consideration of Resolution  
#2026-01 Local Government  
Publication of Legal  
Advertisements and Public  
Notices on County Designated  
Website**

Ms. Duque: This resolution approves the agreement between Miami-Dade County and the District to allow the District to use the county's official public notice website. I would suggest that the Board authorize the Chair or the Vice Chair to sign the agreement and any related documents.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Resolution #2026-01 Local Government Publication of Legal Advertisements and Public Notices on County Designated Website, was approved.

**FOURTH ORDER OF BUSINESS**

**Appointment of Audit Selection  
Committee**

**A. Opening Audit Selection Committee Meeting**

Ms. Duque: The Board is required by Florida law to appoint an Audit Selection Committee responsible for overseeing the competitive process to select an independent auditor. Is there a motion to open the audit committee meeting?

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

**B. Roll Call**

Ms. Duque: Present and constituting a quorum are Teresa Baluja, Vanessa Perez, and Raisa Krause.

**C. Selection of Criteria for Evaluation**

Ms. Duque: As part of the statutory obligation, the Audit Selection Committee must establish the objective criteria for evaluating the audit firm proposals. The suggested

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criteria are attached to your agenda package for review. It includes the ability of personnel, the proposer's experience, understanding of the scope of work, ability to furnish the required services, and the price.

**D. Authorizing of RFP**

Ms. Duque: My recommendation is for the committee to authorize staff to publicly announce and distribute the request for proposals for auditing services as described in the notice.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Approving the Selection Criteria for Evaluation and Authorizing the RFP was approved.

**E. Adjournment**

Ms. Duque: Is there a motion to adjourn the audit committee meeting?

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

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney – Notice of Intent**

Mr. Pawelczyk: I don't have anything for you. There is an item in the agenda that I forwarded to the District manager, the Notice of Intent. There is nothing for the Board to do unless you have any comments.

**B. Engineer – Engineering Agreement**

Mr. Pawelczyk: You have the District Engineering Agreement in your agenda. At the last meeting, you went through the RFP process, the CCNA, and selected Alvarez Engineers, Inc. This is their agreement if you want to move forward with that. I have reviewed the agreement, and I think the rates are the same as you have seen at other Districts.

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On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Authorizing Execution of the Engineering Agreement, was approved.

**C. Manager**

**1) Consideration of FY2025 – Performance Measures and Standards as Required by Florida Statutes 189.0694**

Ms. Duque: CDDs in Florida are required to comply with this range of performance measures and standards to ensure transparency, accountability, and the effectiveness of the governance.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the FY2025 Performance Measures and Standards, as required by Florida Statute 189.0694, were approved.

**2) Discussion of Maintenance Agreement between the District and the HOA**

Ms. Duque: This Maintenance Agreement is between the District and the HOA, and it shows that the HOA will be responsible for the maintenance of landscaping, roads, sidewalks, entrance features, and irrigation systems. This is not the final form; it is a draft form. The District Attorney and I are still working on this. We are not offering any additional comments from the Board at this time. Alternatively, if you agree, you may make a motion to approve the agreement in substantially final form and authorize District staff to work on finalizing it.

Mr. Pawelczyk: One of the reasons we are doing this is to make sure that we get this agreement in place well in advance. We can always change it or cancel it. We've had a couple of situations where we have come back, and there was no Maintenance Agreement, and the property is turned over, the HOA has been maintaining it, and now we have a budget issue.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Maintenance Agreement between the District and the HOA was approved in substantially final form.

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## **SIXTH ORDER OF BUSINESS      Financial Reports**

### **A. Approval of Funding Request #6 & #7**

### **B. Approval of Unaudited Financials**

Ms. Duque: The next item is the approval of the funding requests #6 and #7. Do we have a motion to approve?

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Funding Requests #6 and #7 were approved.

## **SEVENTH ORDER OF BUSINESS      Supervisors' Requests and Audience Comments**

There being no comments, the next item followed.

## **EIGHTH ORDER OF BUSINESS      Adjournment**

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

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

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| <div>Juliana Duque<br/>jduque@gmssf.com<br/>District Manager - Assistant Secretary<br/>Security Level: Email, Account Authentication (None)</div> <div><div>DocuSigned by:<br/><br/>63215D558947430...</div><div>Signature Adoption: Drawn on Device<br/>Using IP Address: 99.93.59.116</div></div> | <div>Sent: 2/20/2026 7:21:40 AM<br/>Viewed: 2/20/2026 7:24:12 AM<br/>Signed: 2/20/2026 7:24:20 AM</div> |

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