# MINUTES OF ORGANIZATIONAL MEETING
# NEWTON DRIVE
# COMMUNITY DEVELOPMENT DISTRICT

The organizational meeting of the Board of Supervisors of the Newton Road Community Development District was held on February 11, 2025, at 10:30 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

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| Teresa Baluja | Chairperson |
| Vanessa Perez | Assistant Secretary |
| Marc Szasz | Assistant Secretary |

Also present were:

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| Luis Hernandez | District Manager |
| Juliana Duque | Governmental Management Services |
| Michael Pawelczyk | District Counsel |
| Raul Alessandri | District Engineer |
| Raisa Krause | Lennar Homes |
| Steve Sanford | Bond Counsel |

## FIRST ORDER OF BUSINESS — Introduction

### A. Call to Order

### B. Oath of Office

### C. Overview of District Responsibilities and Purpose

Mr. Hernandez called the meeting to order, administered the oaths of office to Ms. Baluja, Ms. Perez, and Mr. Szasz, explained that the Supervisors all served on many other CDD Boards and were familiar with the responsibilities and purpose of the District, and asked each of them to fill out and sign the oaths. The signed oaths will become part of the public record.

## SECOND ORDER OF BUSINESS — Election of Officers

### A. Chairman – Resolution 2025-01

Mr. Hernandez presented Resolution 2025-01 and asked the Board for a motion to nominate a Chair.

Ms. Perez nominated Ms. Baluja as Chair.

On MOTION by Ms. Perez seconded by Ms. Baluja with all in favor, Resolution 2025-01 Electing Teresa Baluja as Chair was approved.

### B. Vice Chairman - Resolution 2025-02

Mr. Hernandez presented Resolution 2025-02 and asked the Board for a motion to nominate a Vice Chair.

Ms. Baluja nominated Ms. Perez as Vice Chair.

On MOTION by Ms. Baluja seconded by Mr. Szasz with all in favor, Resolution 2025-02 Electing Vanessa Perez as Vice Chair was approved.

### C. Secretary - Resolution 2025-03

Mr. Hernandez presented Resolution 2025-03 and asked the Board for a motion to elect Ms. Juliana Duque from GMS as Secretary.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-03 Electing Juliana Duque as Secretary was approved.

### D. Treasurer - Resolution 2024-04

Mr. Hernandez presented Resolution 2025-04 and asked the Board for a motion to elect Ms. Patti Powers from GMS as Treasurer.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-04 Electing Patti Powers as Treasurer was approved.

### E. Assistant Secretary(s) – Resolution 2025-05

Mr. Hernandez presented Resolution 2025-05, explained that the remainder of the Supervisors, Ms. Carmen Orozco and Mr. Marc Szasz, who were not already elected as officers, would be serving as Assistant Secretaries, and asked the Board for a motion that would elect them, as well as Mr. Rich Hans and Mr. Paul Winkeljohn from GMS as Assistant Secretaries.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-04 Electing Marc Szasz, Carmen Orozco, Rich Hans, and Paul Winkeljohn as Assistant Secretaries was approved.

### F. Assistant Treasurer – Resolution 2025-06

Mr. Hernandez presented Resolution 2025-06 and asked the Board to elect Ms. Sharyn Henning from GMS as Assistant Treasurer.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-06 Electing Sharyn Henning as Assistant Treasurer was approved.

## THIRD ORDER OF BUSINESS Retention of District Staff

### A. Consideration of Contract for District Management Services

Mr. Hernandez presented the agreement from GMS to serve as District Manager, explained it was the same format the Board had seen in other Districts, asked for any comments, and upon not hearing any, asked for a motion to approve it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the agreement with Governmental Management Services-SF, LLC for District Management Services was approved.

### B. Consideration of Appointment of District Counsel

Mr. Hernandez presented the engagement letter with Billing, Cochran, Lyles, Mauro & Ramsey, P.A. to appoint them as District Counsel, asked for any questions or discussion, and after not hearing any, asked the Board for a motion to approve it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the agreement with Billing, Cochran, Lyles, Mauro & Ramsey, P.A. to serve as District Counsel was approved.

### C. Selection of Registered Agent and Office – Resolution 2025-07

Mr. Hernandez presented Resolution 2025-07 Selection of the Registered Agent and Office, explained it would select District Counsel to be the registered agent, asked for any questions or comments, and upon not hearing any, asked for a motion to approve it.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-07 Appointing Billing, Cochran, Lyles, Mauro & Ramsey, P.A. as the Registered Agent and Office for the District was approved.

### D. Request Authorization to Issue RFP for Engineering Services

Mr. Hernandez explained that the District was required to go through the CCNA process prior to hiring a full-time engineer and asked the Board for a motion to authorize staff to advertise the request for proposals for engineering services to fulfill the requirement to hire a District Engineer.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, staff was authorized to advertise the RFP for engineering services.

### E. Appointment of Interim District Engineer

Mr. Hernandez asked the Board to appoint Alvarez Engineers, Inc. as Interim District Engineer since they had been helping the District by starting to work on the engineering items.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Alvarez Engineers, Inc. was appointed as the Interim District Engineer.

## FOURTH ORDER OF BUSINESS Designation of Meeting and Hearing Dates

### A. Designation of Regular Monthly Meeting Date, Time, and Location

Mr. Hernandez explained that the CDD needed to set a regular monthly meeting schedule and suggested the third Friday of each month at 9:45 a.m. to coincide with the other meetings that were already scheduled on that day.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the regular monthly meeting date, time, and location was designated to be held on the third Friday of each month at 9:45 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

### B. Designation of Initial Landowners Election Date, Time, and Location

Mr. Hernandez explained it was necessary to have the initial landowners' meeting within sixty days and suggested setting it for April 18, 2025 at 9:45 a.m. at Lennar Homes.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the initial landowner's election date, time, and location was designated to be held on April 18, 2025 at 9:45 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

### C. Designation of Date of Public Hearing to Adopt Rules of Procedure

Mr. Hernandez presented the rules of procedure and suggested setting the public hearing date for April 18, 2025 at 9:45 a.m. at Lennar Homes.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing to adopt the rules of procedure was designated to be held on April 18, 2025 at 9:45 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

### D. Designation of Date of Public Hearing on Budget for Fiscal Year 2025 & Fiscal Year 2026 set by Resolution 2025-08

### 1) Approval of the Funding Agreement

### 2) Consideration of Proposed Budget

### 3) Approval of Funding Request #1

Mr. Hernandez presented the proposed budget for fiscal year 2025 and fiscal year 2026 and Resolution 2025-08, explained the resolution would approve the budget and also set the public hearing to adopt it, noted that the fiscal year 2026 budget needed to be updated because it factored in the annexation that had not yet taken place, and suggested setting the public hearing for April 18, 2025 at 9:45 a.m. at Lennar Homes.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2024-08 Approving the Proposed Fiscal Year 2025 & Fiscal Year 2026 Budget and Setting the Public Hearing was approved as-amended; and the public hearing was set for April 18, 2025 at 9:45 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Mr. Hernandez presented the developer funding agreement, explained the District would need funding from the developer to operate, and asked for a motion to approve it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the developer funding agreement was approved.

Mr. Hernandez presented Funding Request #1, explained it covered the District's basic operating costs for insurance and funds to open a bank account.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Funding Request #1 was approved.

### E. Designation of Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad Valorem Assessments

Mr. Hernandez explained that the public hearing that would allow the District to utilize the uniform method of levying, collecting and enforcing non-ad valorem assessments would allow the District to enter into an agreement with Miami-Dade County to eventually be on the tax roll, though the deadline for this fiscal year would have already passed prior to having the public hearing to fulfill the requirements, and suggested setting the public hearing for April 18, 2025 at 9:45 a.m. at Lennar Homes.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing to express the District's intent to utilize the uniform method of levying, collecting, and enforcing non-ad valorem assessments was designated to be held on April 18, 2025 at 9:45 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

## FIFTH ORDER OF BUSINESS Other Organizational Matters

### A. Selection of District Depository

Mr. Hernandez explained the District needed to select a depository and suggested Wells Fargo.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Wells Fargo was selected as the District Depository.

### B. Consideration of Resolution 2025-09 Relating to Defense of Board Members

Mr. Hernandez presented Resolution 2025-09 Relating to the Defense of Board Members, explained it provided insurance and protection to the Supervisors while acting on behalf of the District, asked for any questions, and upon not hearing any, asked for a motion to approve it.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-09 Relating to the Defense of Board Members was approved.

**C. Ratification of Publication and Recording of Notice of Establishment**

Mr. Hernandez presented the recorded notice of establishment, explained it would be included as part of the District's records, and asked for a motion to ratify the publication and recording of it.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the execution and recording of the Notice of Establishment was ratified.

**D. Consideration of Resolution 2025-10 Adopting Investment Guidelines**

Mr. Hernandez presented Resolution 2025-10 Adopting Investment Guidelines, explained the guidelines and limitations the District had as a public entity, and asked the Board for a motion to approve it.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-10 Adopting the Investment Guidelines was approved.

**E. Resolution 2025-11 Authorizing Execution of Public Depositor Report**

Mr. Hernandez presented Resolution 2025-11 Authorizing Execution of Public Depositor Report, explained it fulfilled certain requirements of the Florida Statutes, and asked the Board a motion to approve it.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-11 Authorizing Execution of Public Depositor Report was approved.

**F. Selection of District Records Office Within Miami-Dade County – 2804 NE 8th Street, Suite 202, Homestead, Florida 33033**

Mr. Hernandez explained that the Florida Statutes required the District to have a records office within Miami-Dade County and asked the Board to select GMS's office, located at 2804 NE 8th Street, Suite 202, Homestead, Florida 33033, as the District's records office within Miami-Dade County.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, GMS's Homestead office, located at 2804 NE 8th Street, Suite 202, Homestead, Florida 33033 was selected as the District records office within Miami-Dade County.

### G. Appointment of Bond Team

### 1) Bond Counsel

### 2) Underwriter

### 3) Assessment Methodology Consultant

### 4) Trustee

Mr. Hernandez presented the engagement letter with Greenberg Traurig to serve as Bond Counsel and the engagement letter with FMS Bonds to serve as the District's Underwriter, explained that GMS served as the Assessment Methodology Consultant and the Authorizing Resolution would appoint U.S. Bank as the Trustee, and asked the Board for a motion to approve the engagement letters.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the engagement letters from Greenberg Traurig to serve as Bond Counsel and FMS Bonds to serve as Underwriter were approved.

### H. Authorizing the District Manager to enroll the CDD in the E-Verify System

Mr. Hernandez explained that the Florida Statutes required the District to enroll in the E-Verify System and asked the Board for a motion to authorize the District Manager to do this and to also authorize the appropriate officials to execute of the memorandum of understanding.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, authorizing the District Manager to enroll the CDD in the E-Verify System was approved; and the Board also authorized for the memorandum of understanding to be executed by the appropriate officials.

### I. Consideration of Performance Measures and Standards as Required by Florida Statutes

Mr. Hernandez presented the performance measures and standards as required by the Florida Statutes, explained that this was similar to what the Board had already seen and approved with other CDDs they were Board members for and this would fulfill the requirements, asked for any questions, and upon not hearing any, asked the Board for a motion to accept it.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the performance measures and standards as required by the Florida Statutes was approved.

## SIXTH ORDER OF BUSINESS Financing Matters

### A. Consideration of Engineers Report

Mr. Alessandri presented the engineers report, explained that it was the standard report that his office usually prepared to describe the infrastructure, estimated costs, and schedules, and mentioned that there were a couple of items that needed to be clarified and defined, which were the future ownership of the open areas in several of the tracts, and whether the drainage, landscape, and irrigation in each of the open areas would be financed and owned by the CDD or HOA.

Mr. Hernandez indicated that these would need to be defined eventually and there might be supplemental revisions to the report in the future.

Mr. Pawelczyk asked the Board to accept the report in substantial form; subject to clarification of these items by the developer and any necessary revisions by the Interim District Engineer to define these items.

> On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the engineers report was accepted in substantial form; subject to clarification by the developer and any necessary revisions by the Interim District Engineer regarding future ownership of the open areas for several tracts and whether the drainage, landscape, and irrigation in each of the open areas would be financed and owned by the CDD or HOA.

Mr. Alessandri indicated that if it was determined that the HOA would take ownership, then the CDD would just need to approve easements for these improvements.

Mr. Hernandez indicated that he would discuss this with Mr. Alessandri and Mr. Szasz to determine this following the meeting so that the necessary revisions would be made to the report.

**B. Consideration of Assessment Methodology**

Mr. Hernandez presented the assessment methodology, briefly discussed the tables and how the project would be financed, asked for any questions or comments, and upon not hearing any, asked for a motion to accept it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the assessment methodology was accepted.

**C. Consideration of Resolution 2025-12 Declaring Special Assessments**

Mr. Hernandez presented Resolution 2025-12 Declaring Special Assessments, briefly discussed it and indicated the numbers would need to be updated since those had changed in the reports, asked for any questions or comments, and upon not hearing any, asked the Board for a motion to approve it upon making those updates.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-12 Declaring Special Assessments was approved; subject to updating the amounts.

**D. Consideration of Resolution 2025-13 Calling for Public Hearing to Impose Special Assessments**

Mr. Hernandez presented Resolution #2025-13 Calling for Public Hearing to Impose Special Assessments and indicated the numbers would need to be updated since they had changed in the reports, suggested setting the public hearing for the March 21, 2025 meeting date, asked for any questions or comments, and upon not hearing any, asked the Board for a motion to approve it; subject to updating the amounts.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution 2025-13 Calling for a Public Hearing to Impose Special Assessments was approved; subject to updating the amounts and special assessment public hearing was scheduled to be held on March 21, 2025 at 9:45 a.m. at Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

### E. Consideration of Resolution 2025-14 Authorizing Resolution

Mr. Sanford presented Resolution 2025-14 Authorizing Resolution, briefly discussed the parameters and the process to validate the bonds, explained that the Board members were very familiar with this process, asked for any questions or comments, 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 2025-14 Authorizing Resolution was approved.

## SEVENTH ORDER OF BUSINESS Other Business

### A. Staff Reports

#### 1) Attorney

There not being any report, the next item followed.

#### 2) Manager

There not being any report, the next item followed.

#### 3) Interim Engineer

There not being any report, the next item followed.

### B. Audience Comments

There not being any, the next item followed.

### C. Supervisors Requests

There not being any, the next item followed.

## EIGHTH ORDER OF BUSINESS Adjournment

There not being any further business to discuss,

> 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