

**MINUTES OF MEETING
MIROMAR LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of Miromar Lakes Community Development District was held on Thursday, January 9, 2020, at 2:00 P.M. at the Beach Clubhouse, 18061 Miromar Lakes Parkway, Miromar Lakes, Florida 33913.

Present and constituting a quorum:

David Herring	Chairman
Doug Ballinger	Vice Chairman
Alan Refkin	Assistant Secretary
Michael Weber	Assistant Secretary
Mary LeFevre	Assistant Secretary

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Also present were:

James P. Ward	District Manager
Greg Urbancic	District Attorney
Charlie Krebs	District Engineer
Bruce Bernard	Asset Manager

Audience:

Tim Byal	
Erin Dougherty	GM HOA
Heather Chapman	Property Manager HOA

All resident's names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes.

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FIRST ORDER OF BUSINESS

Call to Order/Roll Call

District Manager James P. Ward called the meeting to order at approximately 2:00 p.m. and all Members of the Board were present at roll call. He stated the Agenda was short today; however, there was additional information to be discussed by the Board.

Mr. Ward reported he received an email from Mr. Matt Devers (ph) (who he assumed was an HOA Manager in this Community) regarding a planting plan in a lake which he (Mr. Ward) originally believed to be under control of the District. He noted subsequently he discovered this lake was owned by Miromar Development and would be turned over to the District at some point in the immediate future. He explained the issue was residents were included on this email chain from Matt Devers and the map which showed the lake was not the actual location of the intended HOA improvements. He noted the actual lake (location of intended improvements) was in fact owned by the CDD. He stated he and Mr. Bruce Bernard had been in communication with Mr. Frank Austenfeld (ph) (on the HOA Board with Mr. Devers) regarding plantings within the road right-of-way near this particular lake. He noted the plan presented by

Mr. Devers was holistically different from the plan presented by Mr. Austenfeld. He noted no action was required but he felt the CDD should be aware.

Mr. Devers indicated he received an email from Mr. Austenfeld which included pictures illustrating this area pre- and post- Hurricane Irma. He noted he forwarded this email to the CDD. Mr. Ward stated he would review this email. He explained if this was concerning the beach area the CDD would not be involved; generally, Miromar tended to handle this type of concern. Discussion ensued regarding the situation, modifications to CDD property requiring CDD permission, the drainage rock situation, and possible uses for the rock.

Mr. Bernard reported he and Mr. Krebs met with Mr. Austenfeld, explained what land was owned by the CDD, and discussed replacement of a hedge with plantings. He indicated Mr. Austenfeld was informed the CDD might agree to the hedge replacement if the HOA would assume responsibility of maintenance of the new plantings. He noted Mr. Austenfeld agreed. He stated Mr. Austenfeld indicated the HOA also wanted additional maintenance to be performed within the Community's central wetland area; after obtaining various bids it was determined this additional maintenance would cost an additional \$1,700 dollars more per year. He indicated he instructed Mr. Austenfeld to have the HOA issue a check to Mr. Ward for the yearly maintenance amount.

ADD HOA TO NEEDS TO APPROVE + THE BOARD REQUESTED HOA TO MAINTAIN THE PROPOSED IMPROVEMENTS.

Mr. Bernard reported the beach line was staked at the 18-0 elevation, one stake behind each property. He noted most properties were at the 11 or 12 mark, 7 or 8 properties were at the appropriate level and 4 or 5 properties had issues. He stated he instructed Mr. Austenfeld to go through the Master Association to develop a plan to fix the problems, have the Master Association approve the plan and then present the plan to the CDD. He stated at this point the CDD would review the plan to be certain the plan would not affect the CDD's 18-0 elevation property line. Discussion ensued regarding the importance of all verbal agreements being documented appropriately. Mr. Ward asked the Board to forward all community related emails to himself without responding; he would respond to the emails as necessary. Discussion continued regarding the importance of having all agreements in writing. Ms. LeFevre stated she felt it was important to formalize and document all communications between the CDD and HOAs or homeowners. Discussion ensued regarding the sod replacement project, resident notification not being necessary prior to utilization of maintenance easements, possible breakdowns in communication regarding the sod replacement project, and the importance of documenting communications and formalizing verbal agreements. Ms. Heather Chapman commented regarding the sod replacement project indicating the agreement was well-documented but misunderstood. Mr. Bernard stated this validated the necessity to document every communication with an HOA or a homeowner. Mr. Ward indicated the difficulty with this sod replacement project and agreement stemmed from this particular neighborhood having a much larger amount of sod which needed replacement than the neighboring areas. He stated he understood HOA Presidents and property managers changed regularly and the CDD would make better efforts to document communications.

*ANY E-MAILS
OK*

SECOND ORDER OF BUSINESS

Staff Reports

- a) Attorney
No report.
- b) Engineer

TO INSURE THE CDD COULD RESPOND TO ANY PUBLIC RECORDS REQUESTS THAT MAY COME IN THROUGH THE WEB SITES.

No report.

c) Asset Manager

I. December 2019 Report

Mr. Bruce Bernard reported MRI repaired twelve catch basin aprons along Miromar Lakes Boulevard which were damaged during the Hurricane. He reported Tivoli was staked and lake bank restoration would begin in Tivoli next week, followed by St. Moritz. Discussion ensued regarding regular lake maintenance.

d) Manager

I. Financial Statements for the period ending November 30, 2019 (Unaudited)

Mr. Ward indicated the Audit was 99% finished and would be presented at the next Regular Board Meeting. He asked if there were any questions; there were none.

THIRD ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There were no Supervisor's requests or audience comments.

FOURTH ORDER OF BUSINESS

Adjournment

Mr. Ward adjourned the meeting at 2:30 p.m.

On MOTION made by Mr. Alan Refkin, seconded by Mr. Doug Ballinger, and with all in favor, the meeting was adjourned.

Miromar Lakes Community Development District


James P. Ward, Secretary


David Herring, Chairman