

**MINUTES OF MEETING  
CORAL KEYS HOMES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Keys Homes Community Development District was held on Tuesday, September 26, 2025, at 7:00 p.m. at 350 NE 5th Place, Florida City, FL 33034

Present and constituting a quorum were:

Noemi Garcia  
Danilo Pereira  
Shem Almeida  
Manuel Robles

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Ben Quesada  
Gabriella Fernandez  
Alex Zavala

District Manager  
District Counsel  
Club Manager - Property Keepers

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

- A. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office – Seat #1 (11/2028)**
- B. Oath of Office for Newly Appointed Supervisor(s)**
- C. Election of Officer(s)**

Mr. Quesada presented the organizational matters stating seat #1 was currently vacant and asked the Board if they had anyone they wished to appoint. The Board had no one to appoint at this time. Mr. Quesada then stated this item would be tabled for the next meeting.

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**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
May 20, 2025 Meeting**

Mr. Quesada presented the minutes from the May 20, 2025 meeting, asked for any comments or corrections, and upon hearing none, asked for a motion to approve the minutes.

On MOTION by Mr. Pereira seconded by Mr. Robles with all in favor, the Minutes of the May 20, 2025 Meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Engagement  
Letter with Grau & Associates to  
perform the Audit for Fiscal Year  
Ending September 30, 2025**

Mr. Quesada presented the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2025 and gave a brief explanation relating to this item. He then asked for any questions or comments and upon hearing none, asked for a motion to approve the engagement letter.

On MOTION by Mr. Pereira seconded by Mr. Almeida with all in favor, accepting the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2025 was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Fernandez stated she had no report at this time.

**B. Engineer**

**1) Control Inspection Report**

Mr. Quesada presented the control inspection report included in the agenda under section 5B-1 and gave a brief explanation of this item. He then asked for any comments or questions, and upon hearing none, asked for a motion to accept the control inspection report.

On MOTION by Mr. Pereira seconded by Mr. Robles with all in favor, accepting the Control Inspection Report was approved.

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**2) Yearly District Engineer's Report for Fiscal Year 2025-2026**

Mr. Quesada presented the yearly District Engineer's report for fiscal year 2025-2026 included in the agenda on page 23. He then gave a brief explanation of this item and asked for any comments or questions. Upon hearing none, asked for a motion to accept the District engineer's report.

On MOTION by Mr. Almeida seconded by Mr. Pereira with all in favor, accepting the Yearly District Engineer's report for Fiscal Year 2025-2026 was approved.

**C. Clubhouse/Field – Discussion of Estimates and Proposals**

Mr. Quesada presented the clubhouse/field discussion of estimates and proposals stating that Alex Zavala is the new HOA Club manager, and asked Mr. Zavala for his comments. Mr. Quesada also stated the estimates for pest control were included in the agenda on pages 28 and 61.

Mr. Zavala gave a brief summary comparison relating to the pest control proposals he had obtained.

Mr. Quesada then asked for any comments or questions, and upon hearing none, asked for a motion to approve a not to exceed amount of \$85 per month for pest control services.

*(At this point a discussion was held among the Board members, Mr. Quesada and Mr. Zavala relating to this item)*

On MOTION by Mr. Pereira seconded by Mr. Almeida with all in favor, authorizing a not to exceed amount of \$85 per month for pest control services, authorizing Alex Zavala to obtain additional proposals and also authorizing District staff to prepare an agreement was approved.

Mr. Quesada stated included in the agenda package on page 30 was a preventative maintenance agreement submitted by The Fitness Solution. He also stated they are the current vendor who provides maintenance service for the gym equipment and they were requesting a slight increase to their monthly service from \$150 to \$175 per visit. Mr. Quesada then made a few additional comments relating to this item.

*(At this point a discussion was held among the Board members and Mr. Quesada relating to this item)*

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Mr. Quesada then asked for any further comments or questions, and upon hearing none, asked for a motion to approve.

On MOTION by Mr. Robles seconded by Mr. Pereira with all in favor, accepting the Preventative Maintenance Agreement increase from \$150 to \$175 per visit with The Fitness Solution, Inc. for a total amount of \$2,370 per year for monthly preventative gym equipment services, effective January 1, 2026, and also authorizing District staff to prepare an agreement was approved.

Mr. Quesada stated he had inadvertently missed a couple of proposals Mr. Zavala had sent to him and wanted to go over those. One was for the A/C cleaning with filter replacements for the clubhouse. Mr. Quesada stated, currently they had no contractor coming to the clubhouse to clean the A/C system drain lines or change the filters. Mr. Quesada then stated, about a month ago Mr. Zavala hired a contractor to come out and provide maintenance service for the A/C system but, currently the District was not engaged in any contract with any vendor for A/C maintenance services. Mr. Quesada also stated Mr. Zavala submitted proposals for HVAC maintenance services from HVAC Florida Services and also DUNY A/C.

*(At this point a discussion was held among the Board members, Mr. Quesada and Mr. Zavala relating to this item)*

Mr. Quesada then asked for any further comments or questions, and upon hearing none, asked for a motion to approve.

On MOTION by Mr. Almeida seconded by Mr. Pereira with all in favor, authorizing a not to exceed amount of \$220 for monthly HVAC cleaning with filter replacements with DUNY A/C, LLC and also authorizing District staff to prepare an agreement was approved.

Mr. Zavala made a few comments relating to acid washing of the pool to remove the pool stains and gave a brief explanation of the proposal from the current vendor, Bright & Blue Pools in the amount of \$2,500. Mr. Quesada stated there was money in the budget for this line item and the proposal from Bright & Blue Pools was on page 56 of the agenda.

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*(At this point a discussion was held among the Board members and Mr. Zavala relating to this item(Mr. Quesada stated they could bring back more options to the Board if they were not ready to vote on this item)(The Board agreed with Mr. Quesada's statement)*

Mr. Quesada stated there were two other proposals submitted by Mr. Zavala which were for landscaping improvements and asked Mr. Zavala to give a brief summary of the estimates.

Mr. Zavala gave a brief summary of the estimates from Miami Landscaping Everyday relating to the landscape proposals he had obtained for new plantings.

Mr. Quesada also stated the proposals were included in the agenda starting on page 35 for option #1 in the amount of \$4,770, and option #2, on page 40 in the amount of \$6,230 and the difference between them was one is for one row of plants and the other one is for two rows of plants.

*(At this point a discussion was held among the Board members, Mr. Quesada and Mr. Zavala relating to the landscaping proposals)*

Mr. Quesada then asked for any further comments or questions, and upon hearing none, asked for a motion to approve.

On MOTION by Mr. Pereira seconded by Mr. Almeida with all in favor, accepting the proposal from Miami Landscaping Everyday option #1, not to exceed \$4,770 for one row of new plantings on CDD property where unauthorized parking has taken place was approved.

#### **D. CDD Manager**

##### **1) Number of Registered Voters in the District - 382**

Mr. Quesada stated on page 65 of the agenda he had received a letter from the Supervisor of Elections of Miami-Dade County giving the number of registered voters in the District as 382.

##### **2) Form 1 Financial Disclosure Due July 1, 2025**

##### **3) Reminder to Complete Annual Ethics Training by December 31, 2025**

Mr. Quesada presented the Form 1 financial disclosure due by July 1, 2025 and stated there was only one Board member who had not filed their form and that was discussed earlier. He also reminded the Board to complete their 4 hour ethics training by December 31, 2025, and the links could be found on the District's website for those training sessions.

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## SIXTH ORDER OF BUSINESS

## Financial Reports

### A. Acceptance of Check Register

### B. Acceptance of Unaudited Financials

Mr. Quesada presented the check register and the unaudited financials and asked for any questions or comments. Upon not hearing any, he asked for a motion to accept the financial reports.

On MOTION by Mr. Almeida seconded by Ms. Garcia with all in favor, the Check Register and the Unaudited Financials were approved.

## SEVENTH ORDER OF BUSINESS

## Supervisor's Requests and Audience Comments

Mr. Quesada asked for any Supervisor's requests or any audience comments. There were no Supervisor's requests at this time.

## EIGHTH ORDER OF BUSINESS

## Adjournment

Mr. Quesada asked for a motion to adjourn the meeting.

On MOTION by Mr. Pereira seconded by Ms. Garcia with all in favor, the Meeting was adjourned.

DocuSigned by:

*Ben Quesada*

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Secretary/Assistant Secretary

DocuSigned by:

*Noemi Garcia*

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Chairman/Vice Chairman