

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, March 18, 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
Gregory George
Brian Correa

District Manager
District Counsel
Property Keepers

FIRST ORDER OF BUSINESS

Oath of Office for Newly Elected Supervisor – Seat #2 (11/2028) Landowners Election – Seat #2

Mr. Quesada administered the oath of office for seat #2 to Danilo Pereira at this time.

SECOND ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Resolution #2025-01 Canvassing and Certifying the Results of the Landowners Election Seat #2

Mr. Quesada presented resolution #2025-01 canvassing and certifying the results of the landowner's election for seat #2, stating this was for Danilo Pereira's seat which they had just addressed. He then asked for any comments or questions, and upon hearing none, asked for a motion to adopt the resolution.

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On MOTION by Mr. Robles seconded by Ms. Garcia with all in favor, Resolution #2025-01 canvassing and certifying the results of the Landowners Election for seat #2 was approved.

B. Consideration of Resolution #2025-02 Declaring a Vacancy on the Board and Consideration of Reappointments of Supervisors to Expired Term(s) of Office – if applicable (no one qualified in the general election for Seat #1 and Seat #3; otherwise, holdovers and terms expire 11/2028)

Mr. Quesada presented resolution #2025-02, declaring vacancies on the Board and reappointing Supervisors to expired terms of office for seats #1 and #3. Mr. Quesada gave a brief explanation to the Board stating no one qualified for seat #1 in the general election and seat #3, occupied by Shem Almeida, was a holdover seat.

Ms. George also made a few comments relating to this item stating the resolution would declare the vacancies but, Mr. Almeida would continue on the Board as holdover.

(At this point there was a brief discussion between Mr. Quesada and Mr. George relating to how to proceed forward with this item)

Mr. George stated the Board could approve the resolution, then move forward with appointment for seat #3 , and they would be able to vote because they would be considered holdover seats.

Mr. Quesada then asked for a motion to adopt resolution #2025-02.

On MOTION by Ms. Garcia seconded by Mr. Pereira with all in favor, Resolution #2025-02 declaring a vacancy on the Board and consideration of reappointments of Supervisors to expired terms of office for seat #3 was approved.

Mr. Quesada then stated the Board would need to appoint someone to seat #3.

Mr. Pereira made a motion to appoint Shem Almeida to seat #3.

On MOTION by Mr. Pereira seconded by Ms. Garcia with all in favor, appointing Shem Almeida to fill the expired term of office for seat #3 was approved.

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C. Oath of Office for Newly Appointed Supervisor(s) – *if applicable*

Mr. Quesada then administered the oath of office for seat #3 to Shem Almeida at this time.

D. Consideration of Resolution#2025-03 Electing Officers

Mr. Quesada made a brief announcement relating to some organizational changes within GMS-FL and stated Paul Winkeljohn from GMS, would be assuming the role of secretary, and requested to add him to the slate of officers, and also Ben Quesada as an assistant secretary. He announced the current slate of officers and asked the Board for any changes or if they would like to keep the existing slate of officers the same. *(The Board agreed to keep the same slate of officers)*

On MOTION by Mr. Pereira seconded by Mr. Robles with all in favor, Resolution #2025-03 Electing officers, keeping the existing slate of officers the same and adding Paul Winkeljohn as secretary and Ben Quesada as assistant secretary was approved as presented.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the
September 17, 2024 Meeting**

Mr. Quesada presented the minutes from the September 17, 2024 meeting, asked for any comments or corrections, and upon hearing none, asked for a motion to approve the minutes.

On MOTION by Ms. Garcia seconded by Mr. Pereira with all in favor, the Minutes of the September 17, 2024 Meeting were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
#2025-04 Designating Michael
Pawelczyk as the District's
Registered Agent**

Mr. Quesada presented resolution #2025-04 and asked Mr. George to give a brief summary of the resolution.

Mr. George then gave a brief explanation relating to the purpose of the resolution.

Mr. Quesada asked for any questions or comments, and upon hearing none, asked for a motion to adopt the resolution.

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On MOTION by Mr. Almeida seconded by Ms. Garcia with all in favor, Resolution #2025-04 designating Michael Pawelczyk as the District's registered agent was approved.

SIXTH ORDER OF BUSINESS

**Discussion of Invoices
Requiring Approval and Keys
Pointe Salaries for CDD**

Mr. Quesada presented the discussion of invoices requiring approval and Keys Pointe salaries for CDD a gave a brief summary relating to each of these items which were included in the agenda. He then asked for any questions or comments, and upon hearing none, asked for a motion to authorize District counsel to prepare any necessary paperwork relating to this item.

On MOTION by Ms. Garcia seconded by Mr. Robles with all in favor, accepting the Property Keepers invoices for the clubhouse contract requiring approval and Keys Pointe salaries for CDD, and authorizing District staff to prepare the amendment in substantial final form was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution
#2025-05 Approving the
Proposed Fiscal Year 2026
Budget and Setting the Public
Hearing**

Mr. Quesada presented item No. 7, consideration of resolution #2025-05 approving the proposed fiscal year 2026 budget and setting the public hearing and gave a brief overview of the proposed budget stating he was not proposing any increase. Mr. Quesada stated pursuant to the Statute, the public hearing date needed to be set at least 60 days out from today's meeting which would be the May 20th meeting. He then asked for any comments or questions, and upon hearing none, asked for a motion to adopt the resolution.

On MOTION by Mr. Robles seconded by Mr. Almeida with all in favor, Resolution #2025-05 Approving the Proposed Fiscal Year 2026 Budget and Setting the Public Hearing on May 20, 2025 at 7:00 p.m. at 350 NE 5th Place, Florida City, Florida was approved.

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EIGHTH ORDER OF BUSINESS

Acceptance of Audit for Fiscal Year Ending September 30, 2024

Mr. Quesada presented item No. 8, acceptance of the audit for fiscal year ending September 30, 2024, gave a brief explanation of the audit, stating there were no findings or recommendations resulting in a clean audit. He then asked for any questions or comments and upon hearing none, asked for a motion to accept the audit.

On MOTION by Mr. Pereira seconded by Mr. Robles with all in favor, accepting the audit for Fiscal Year ending September 30, 2024 was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Stormwater System Legal Requirements Update Memorandum

Mr. George gave a brief update relating to the stormwater system legal requirements memorandum stating this was just for informational purposes for the District manager and District staff. He then asked for any questions or comments, there were none.

B. Engineer

Mr. Quesada stating one item that wasn't included in the agenda but, was in the budget for this year was a line item for \$5,000 to be able to get the first year of cleaning done for the stormwater system. He also stated in the new fiscal year, starting October 1, 2025 that line item would go to \$10,000 a year. He then asked for any questions or comments and upon hearing none, he asked for a motion to approve a not to exceed amount of \$5,000.

On MOTION by Ms. Garcia seconded by Mr. Pereira with all in favor, authorizing a not to exceed amount of \$5,000 line item to begin Year 1 of the stormwater system cleaning was approved.

C. Clubhouse/Field

1) Ratification of Landscape Estimate

2) Discussion on POA for Parking Enforcement

Mr. Quesada presented the ratification of landscape estimate and stated this invoice went back to December, 2024 in the amount of \$1,275 for landscaping

Mr. Correa stated that invoice was actually sent in error.

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Mr. Quesada stated no action was required from the Board for this item.

Mr. Quesada then asked Mr. Correa to give a brief overview on the discussion on POA for parking enforcement.

Mr. Correa then gave a brief summary relating to the parking needs of the community.

(The Board agreed to table this item to a future meeting and have staff explore other options and solutions relating to the green space parking issue)

D. CDD Manager

There not being any, the next item followed.

TENTH 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 comments or questions. Upon not hearing any, he asked for a motion to accept the financial reports.

On MOTION by Mr. Pereira seconded by Mr. Robles with all in favor, the Check Register and the Unaudited Financials were approved.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Quesada asked for any Supervisor's requests and stated there was no audience present for any comments. There were no Supervisor's requests at this time.

TWELVTH 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 x

DocuSigned by:

Noemi Garcia

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x Chairman/Vice Chairman