

MINUTES OF MEETING LANDINGS AT MIAMI COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Landings at Miami Community Development District was held on Wednesday, January 24, 2024, at 6:00 p.m. at 23398 SW 108th Court, Miami, Florida.

Present and constituting a quorum were:

Nathalia Jiron	Chairman
Alex Fonseca	Vice Chairman
Lucie Melendez	Assistant Secretary
Daimy Figueroa	Assistant Secretary
Nicki Naserzare	Assistant Secretary

Also present were:

Juliana Duque	District Manager
Liza Smoker	District Counsel
Ana Llerena	FSR Residential Property Management
Several Residents	

FIRST ORDER OF BUSINESS

Roll Call

Ms. Duque called the meeting to order and stated we have a quorum.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointment of Supervisor to Unexpired Term(s) of Office Seat #1 (11/2026)

Ms. Duque: The next item is the organizational matters. So, I would like to remind the Board of Supervisors that you have an open seat, that's for the expired term of office for seat #1. On page 3 of your agenda, we have received a request from one of your residents, her name is Nicki, and Nicki your last name is?

Ms. Naserzare: Nicki Naserzare.

Ms. Duque: Thank you so much, and she is present today, as you can see from the letter she has presented an intention to be part of the Board of Supervisors, so I will open this for the discussion of the Board. I don't know Nicki if there's anything you'd like to add.

January 24, 2024

Landings at Miami CDD

Ms. Naserzare: Well, my name is Nicki Naserzare, and I'm interested in becoming a member of the Board of the CDD. I'm a stickler for rules, and I want to be more involved with my community so, I hope this Board gives my request some consideration.

Ms. Duque: Thank you, Nicki. Do I have any questions from the Board, and just for the public present today, the Board receives the agenda before we have the meeting, so I assume you all read the letter sent by Nicki too, so is there any direction from the Board at this moment?

Ms. Jiron: I make a motion to approve Nicki Naserzare.

Ms. Duque: Ok, so I have a motion made by Nathalia nominating Nicki for the open seat, seat #1, is there a second?

On MOTION by Ms. Jiron seconded by Ms. Figueroa with all in favor, appointing Nicki Naserzare to fill the unexpired term of office for seat #1 was approved.

B. Oath of Office for Newly Appointed Supervisor(s)

Ms. Duque: So, if you would get close to the table, you are now part of our Board, and I will give you this so you can follow the meeting too. So, Nicki, I'm going to provide you with the oath of office, I'll read it, and after I read it, you just say, I do, or I agree, and if you could fill this in then I'll take care of that other part, so "I".

Ms. Naserzare: Nicki Naserzare.

Ms. Duque: A resident of the State of Florida and citizen of the United States of America, being a Supervisor of the Landings at Miami Community Development District and recipient of public funds on behalf of the District, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida, and will faithfully, honestly, and impartially discharge the duties devolving upon me in the office of Supervisor of the Landings at Miami Community Development District, Miami-Dade County, Florida.

Ms. Naserzare: I do.

Ms. Duque: Thank you so much, and welcome. Just really fast before we jump into the next item, I will provide you with a set of documents, one of these is Form 1, this is the statement of financial interest, and it needs to be filed with the Supervisor of Elections of

January 24, 2024

Landings at Miami CDD

the county in which you reside. The law changed, and I'm going to be talking a little bit more towards the District manager's report on the agenda but, now you have to file that form electronically. So, when we get there, I'll explain a little bit more about that. You will also receive the Florida Commission on Ethics guide and please read it, this is just pretty much the code that ensures that as a public official, you're conducting yourself independently and impartially and in the best interest of the District. The W-9, please also fill that out, you will also send that to my office, we do not have that line item in our budget because once again this was under the developer's control but, the Board of Supervisors can get paid every time we have our meetings, up to \$4,800 a year, so that's pretty much \$200 per meeting, and you can meet up to 2 times per month but, that's something we will discuss as soon as we start our budget for fiscal year 2025, I'm going to give these to you and please if you have any questions you can also reach out to Liza or myself.

Ms. Smoker: And if you want to stay a little bit longer, I can go over some of those items with you.

Ms. Naserzare: Awesome, thank you.

Ms. Smoker: You're welcome.

Ms. Duque: One of the other items that I do want to mention to you Nicki now that we're on the public record, make sure you open a separate email account just so you keep everything related to the District in that email because everything is subject to public records request.

Ms. Naserzare: Ok.

Ms. Duque: Do you have any questions, Nicki?

Ms. Naserzare: Not right now, no.

Ms. Duque: Ok, great, I appreciate it.

C. Election of Officer(s)

Ms. Duque: So, let's move forward then with the election of officers. So, since now we have Nicki in seat #1, I would like to remind the Board of Supervisors of the slate of officers. Right now, we have Nathalia Jiron is our chairman, Alex Fonseca is our vice chairman, Daimy Figueroa is our assistant secretary, and we'll give positions to Lucy Havers and also Nicki Naserzare today. Our treasurer is Patti Powers from my office, I am your secretary and Rich Hans is your assistant secretary. Now, you can change that slate

January 24, 2024

Landings at Miami CDD

of officers, and I expressed this to the Board of Supervisors during the last meeting, the chairman or vice chairman doesn't have more power, it's not the same as on an HOA or a Condo Association Board, the 5 of you, you have the same powers. Why do we have a chairman or a vice chairman, it's more so we can sign documents that have been presented to the Board, approved, and discussed by the Board, not for any other reason. The Board passed a resolution during the last meeting adopting the electronic signature, so generally, the chairman is the person that is more present and available, then if I call and say we need to sign this, they're going to be there, not somebody that travels all over the world and is here just for the meetings, it makes no sense. So, in reality at this point anyone can send me their signature via Doc-U-Sign, so we're good, and why do we have the vice chairman, because if the chairman is not available, the vice chairman will sign, that's pretty much the only difference. Also, the chairman can conduct the meetings, but not every District does that, they kind of allow the District manager to run the meetings, but it's always up to the Board, but in reality once again, all of you have the same power because once again, every item that needs to be discussed by this entity, by the Community Development District needs to be done at a public meeting, and it needs to be discussed and approved or denied by the Board of Supervisors. So, you can keep the same slate of officers, you can change that, this is the moment to please provide me with that direction.

Ms. Jiron: So, I make a motion to keep the same seats and positions.

Ms. Figueroa: I say the same too.

Ms. Duque: Ok, so everybody agrees. So, then we're going to add Lucy Havers and also Nicki Naserzare as assistant secretaries, just for the record, Nathalia Jiron is our chairman, Alex Fonseca is our vice chairman, and then Daimy Figueroa, Lucie Havers, and Nicki Naserzare are assistant secretaries, Patti Powers from my office is your treasurer, Rich Hans assistant secretary, and Julian Duque as your secretary. A motion to approve the slate of officers as mentioned will take place.

On MOTION by Ms. Jiron seconded by Ms. Figueroa with all in favor, Election of officers, keeping the existing slate of officers

January 24, 2024

Landings at Miami CDD

and adding Lucie Havers and Nicki Naserzare as assistant secretaries as stated on the record by Juliana Duque was approved.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the October 25, 2023 Meeting

Ms. Duque: The next item is the approval of the minutes of the October 25, 2023 meeting. This is the moment to present any additions, corrections, or deletions to those. If there are none, a motion to approve them will take place.

On MOTION by Ms. Havers seconded by Ms. Jiron with all in favor, the Minutes of the October 25, 2023 meeting were approved.

FOURTH ORDER OF BUSINESS

Staff Reports

Ms. Duque: Let's move forward to staff reports, attorney, Liz.

A. Attorney

Ms. Smoker: Yes, well last meeting attorney Mike Pawelczyk went over the new requirements for you, all for your ethics training, and I believe Juliana has already circulated a second memo from our office giving you some of the options where you can take course for free, and we have a list of those for you, you'll have to take those before the end of the year, so make sure you complete your 4 hours of mandatory ethics training before December 31, 2024, and you know you when you file your Form 1s it's retrospective so when you file your Form 1 in 2025 for reporting for the 2024 year, that's where you will self-report that you've completed the ethics training.

Ms. Figueroa: I have a question.

Ms. Smoker: Yes.

Ms. Figueroa: I'm sorry, I clicked on one of those links and it's an audio, I didn't finish it, so I'll have to start it over again, but I wanted to see what it was like, does it give you a certificate or something at then?

Ms. Duque: So, Daimy, I have not clicked on any of those, this is actually pretty new to all of us, my recommendation for the Board is, as you start watching those videos, take screenshots, keep it for your records, it's always important to kind of have the proof

January 24, 2024**Landings at Miami CDD**

that you went through those. I'm not sure if you're going to receive a certificate or just that screenshot, like this was completed but, make sure when you get through your training, take a screenshot, or maybe just wait until the end to take a screenshot at the end because in reality it's not like you have to send those to the Supervisor of Elections but, I don't know if at some point they will ask you, show me that you actually did the course, so just to be on the safe side.

Ms. Figueroa: Of course.

Ms. Duque: Are there any questions for Liza? Not hearing any we can move forward to the next item.

B. Engineer

Ms. Duque: Under the engineer report, we do not have anything to report under the engineer.

C. Manager – Discussion on Filing Form 1 Electronically in 2024 via Electronic Financial Disclosure Management System (<https://disclosure.floridaethics.gov>)

Ms. Duque: Under the manager's report, as I mentioned at the beginning, we have the discussion of filing Form 1 electronically in 2024. So, beginning with the 2023 fiscal year which is filed in 2024, Form 1 must be filed electronically via the electronic financial disclosure management system. So, once again, Nicki, you and I will talk after the meeting, and I'll let you know, but the webpage is actually there on your agenda too. So, nothing else to report, this is just a reminder for the Board of Supervisors, and I didn't have anything else to discuss.

FIFTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run Summary

B. Acceptance of Unaudited Financials

Ms. Duque: Let's move forward to the financial reports, so tab A is the approval of the check run summary, and tab B is the acceptance of the unaudited financials. Unless there are any questions, a motion to approve them will take place. Nicki, just so you know since you're new, what we have in our budget is more administrative expenses than anything else. So, a motion to approve the financial reports will take place.

January 24, 2024

Landings at Miami CDD

On MOTION by Mr. Fonseca seconded by Ms. Havers with all in favor, the check run summary and the unaudited financials were approved.

SIXTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Duque: Are there any Supervisor's requests? Not hearing any, are there any audience comments?

A resident: Yes, I have a question about the financial reports and acceptance of the financials, and why do we have an auditor?

Ms. Duque: Because the District hired a third-party company that audits the financial statements of the District, that's by law. So, we, GMS, the management company for the District, are required by law, we cannot do our own checks and balances of what we do. So, the District hires a company that audits the financial statements of the District, which is being done every year.

A resident: So, technically it is audited, just not by your company.

Ms. Duque: Correct, yes, and we don't mislead anyone because we want to make sure that the community and the Board of Supervisors understand that we do our check and balances, but there is another entity that comes and actually says, ok for fiscal year 2023 you're good.

A resident: Ok, thank you.

Ms. Duque: Are there any other audience comments?

SEVENTH ORDER OF BUSINESS

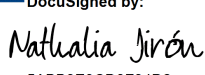
Adjournment

Ms. Duque: Not hearing any, a motion to adjourn will take place.

On MOTION by Ms. Figueroa seconded by Ms. Havers with all in favor, the Meeting was adjourned.

DocuSigned by:

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Secretary / Assistant Secretary

DocuSigned by:

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Chairman / Vice Chairman