

## **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, June 25, 2025, at 6:00 p.m. at 23398 SW 108th Court, Miami, Florida.

Present and constituting a quorum were:

Nathalia Jiron  
Alejandro (Alex) Fonseca  
Daimy Figueroa,

Chairman  
Vice Chairman  
Assistant Secretary

Also present were:

Juliana Duque  
Liza Smoker  
Gabriella Fernandez  
Juana Montes  
Angela Coelho

District Manager  
District Counsel  
Billing, Cochran, Lyles, Mauro & Ramsey, P.A.  
Resident  
Resident

### **FIRST ORDER OF BUSINESS**

#### **Roll Call**

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

### **SECOND ORDER OF BUSINESS**

#### **Organizational Matters**

##### **A. Acceptance of Resignation Letters from Ms. Maytee Rams-Aguilera and Ms. Nicki Naserzare**

Ms. Duque: The next item is organizational matters. I would like to ask the Board for a motion to accept resignation letters from Maytee and Nicke.

|                                                                                                                                                                     |
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| On MOTION by Ms. Jiron, seconded by Ms. Figueroa, with all in favor, accepting the resignation letters from Maytee Rams-Aguilera and Nicki Naserzare were approved. |
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**B. Consideration of Appointment of Supervisor to Unexpired Term(s) of Office Seat #1 (11/2026) and Seat #5 (11/2028)**

Ms. Duque: The next item on the agenda is the consideration of appointing a Supervisor to fill the unexpired terms for two seats: Seat #1, which will expire in November 2026, and Seat #5, which will expire in November 2028. If the Board has any guidance to offer at this time, please let me know. For your information, I have received requests from two residents who are present at today's meeting: Juana Montes and Angela Coelho. Welcome, Juana and Angela. If there are no further instructions from the Board, we can invite the two residents to briefly share their backgrounds and explain why they wish to serve on the Board. Please proceed, and for the record, state your name as this meeting is being recorded.

Ms. Montes: Ok, my name is Juana Montes, I would like to bring to the table that the community I had managed before was also a CDD, which is the same company that Juliana has, so I'm familiar how they work, and I know there's two separate entities but I have experience to be able help our CDD.

Ms. Duque: Thank you, Juana. Are there any questions from the Board?

Ms. Jiron: No.

Ms. Duque: Go ahead, Angela.

Ms. Coelho: Yes, hi, my name is Angela Coelho, and hopefully you all know me, and the main reason why I wanted to join the CDD was to become a little bit more informed and familiar with the Community Development District and how our money is allocated.

Ms. Duque: Welcome, Angela. Do I have any comments or questions from the Board?

Ms. Jiron: I just suggest, I guess, Juana for seat #1 and Angela for seat #5.

Ms. Duque: Ok, so I have a motion on the table made by Nathalia for Juana to seat #1 and for Angela to seat #5. Is there a second?

On MOTION by Ms. Jiron, seconded by Mr. Fonseca, with all in favor, appointing Juana Montes to seat #1 and Angela Coelho to seat #5 to fill the unexpired terms of office was approved.

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

Ms. Duque: So, Juana and Angela, welcome to the District. Please feel free to come forward to the table. I'm going to provide you with these tablets so you can follow along with our meeting. Before we begin, I will administer the oath of office to each of you. When I say the word "I," please state your full name. I will then read the oath, and at the end, you'll respond with "I do" or "I agree." Afterwards, I'll need you to complete this information form. For your email address, I strongly recommend that you create a separate email specifically for District business, as all communications are subject to public records requests. Please avoid using your personal or work email accounts for District matters. Now, we'll begin with the oath: "I..."

Ms. Montes: Juana Montes.

Ms. Coelho: Angela Coelho.

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. Montes: I do.

Ms. Coelho: I do.

Ms. Duque: Thank you very much. Juana and Angela, I spoke with both of you briefly before the meeting to go over a few important guidelines. One of the items we discussed was the need to create a separate email address for District business, since all communications are subject to public records requests. You are also subject to the Sunshine Law. The District attorney will be able to provide you with further details, but the key point is that any District business must be discussed only during these public meetings. Discussing District matters outside of these meetings would be a violation of the Sunshine Law. I also understand that some of you are involved with the HOA. If CDD-related topics come up during HOA meetings, please make it clear to those present that, as CDD Board members, you are not permitted to discuss those issues outside of a

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publicly noticed CDD meeting. If you have questions or would like more information, we can provide that after the meeting. Liza, is there anything you would like to add?

Ms. Smoker: No, I think that's fine, and I can meet with you briefly after if you have the time to go over some other items.

Ms. Duque: There are also several forms that you will need to complete, which I will provide to both of you. These forms must be filled out electronically. One of them is a financial disclosure statement. I will make sure you receive all the necessary information and instructions regarding these requirements.

#### **D. Election of Officer(s)**

Ms. Duque: Let's move on to the election of officers. Currently, the positions are as follows: Nathalia Jiron serves as Chairman, Alejandro Fonseca as Vice Chairman, and Daimy Figueroa as Assistant Secretary. From my office, Patti Powers serves as Treasurer, Sharyn Henning as Assistant Treasurer, Paul Winkeljohn as Secretary, and I, Juliana Duque, serve as Assistant Secretary. At this time, the Board can choose to retain the existing slate of officers or make changes as desired. If you wish to keep the current officers, you may also consider appointing Juana and Angela as additional Assistant Secretaries. The decision is completely up to the Board.

Ms. Jiron: I approve the same slate.

Ms. Duque: Ok, so I have a motion made by Nathalia to keep the same slate of officers as I just mentioned. Is there a second?

On MOTION by Ms. Jiron, seconded by Ms. Figueroa, with all in favor, election of officers, keeping the existing slate of officers the same, and also adding Juana Montes and Angela Coelho as assistant secretaries was approved.

### **THIRD ORDER OF BUSINESS**

#### **Approval of the Minutes of the April 23, 2025 Meeting**

Ms. Duque: Let's proceed to the next item on the agenda: approval of the minutes from the April 23, 2025, meeting. This is the time to propose any additions, corrections, or deletions to the minutes. I did receive a correction from our attorney, Liza. There is a typographical error on page 2 where an extra zero appears in the resolution number. We

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will make sure to remove that extra zero. If there are no other comments, additions, or corrections, I will ask for a motion to approve the minutes as amended.

Mr. Fonseca: On page 1, my name isn't spelled correctly.

Ms. Duque: Ok, page 1 of the minutes.

Mr. Fonseca: It's the third paragraph where it says, Mr. Fonseca, Alejandro is misspelled, there's an extra "n" in there.

Ms. Duque: Ok, so we'll make sure we make that change, ok, are there any other comments? Not hearing any, a motion to approve them with those changes will take place.

On MOTION by Ms. Figueroa, seconded by Ms. Jiron, with all in favor, the Minutes of the April 23, 2025, meeting with the indicated changes were approved.

## **FOURTH ORDER OF BUSINESS**

## **Public Hearing to Adopt the Fiscal Year 2026 Budget**

### **A. Motion to Open the Public Hearing**

Ms. Duque: I request from the Board a motion to open the public hearing to adopt the fiscal year 2026 budget.

On MOTION by Ms. Jiron, seconded by Mr. Fonseca, with all in favor, opening the Public Hearing was approved.

### **B. Public Comment and Discussion**

### **C. Consideration of Resolution #2025-07 Annual Appropriation Resolution**

Ms. Duque: The Board has reviewed the proposed budget, and I'd like to note that there are no increases to the general fund or operation and maintenance assessments for fiscal year 2026. You may notice increases in certain line items, as was mentioned during the budget discussion. These increases are reflected in the management fees, insurance costs, and other specific expenses. However, the overall general fund total remains unchanged. I would also like to mention that there is no public present today, so there are no public comments. Are there any further discussions from the Board? Hearing none, we will move on to the next item: Resolution #2025-07, which pertains to the annual appropriation. This resolution formally adopts the proposed budget as the District's official

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budget for the 2026 fiscal year. At this time, I will entertain a motion to approve Resolution #2025-07.

Mr. Fonseca: And one thing, just for the record, so there's increase in interest income for the budget, fiscal year 2026, and that's going towards administrative fees.

Ms. Duque: Go back to the question, Alex.

Mr. Fonseca: So, there's an increase in interest income for our revenue.

Ms. Duque: Interest earnings represent the portion of funds the District earns from its available balances. This isn't an increase in the sense that we are raising the amount; rather, it reflects the actual revenue the District has received to date and is allocated in the current budget. It's simply a record of the interest revenue coming into the District.

Mr. Fonseca: Ok, but we're offsetting that revenue; there's an increase in management fees.

Ms. Duque: We offset the additional expenses with carry-forward funds from the previous fiscal year, as I explained during the last meeting when I presented the proposed budget.

Mr. Fonseca: Ok, just wanted to make sure we're all on the same page.

Ms. Duque: Yes.

Ms. Jiron: That's the insurance increase.

Ms. Duque: As we discussed at our previous meeting during the budget proposal, a few line items have increased this year due to inflation. However, the overall general fund total remains the same as last year. There has been no change to the total amount allocated. This means the operation and maintenance (O&M) portion of the District's budget is unchanged from last year as well. For the benefit of our two new Board members, I'd like to clarify that our budget is comprised of two main components. The first component is the debt assessment, which covers the bonds issued to finance the District's infrastructure. This amount includes both principal and interest and remains fixed for the 30-year term of the bonds. For the 2018 Series Bonds, the maturity date is 2048, so this portion of the budget does not change. The second component is the O&M portion, the operation and maintenance expenses, which is the area this Board has authority to adjust based on the needs of the community. While certain individual line items in this section may fluctuate, the total O&M allocation for this year has not changed from last year.

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Unless there are any further questions or comments, I'd like to return to Resolution #2025-07. I have a motion made by Nathalia; do I have a second?

On MOTION by Ms. Jiron, seconded by Mr. Fonseca, with all in favor, Resolution #2025-07, the Annual Appropriation Resolution was approved.

**D. Consideration of Resolution #2025-08 Levy of Non-Ad Valorem Assessments**

Ms. Duque: The next item is resolution #2025-08, which is the levy of the Non Ad Valorem Maintenance Assessments for the general fund, and also adopts the assessment roll of the Landings at Miami Community Development District for the fiscal year 2026. The general fund gross assessment that is going to be collected is \$86,787.72, which is allocated over 493 units within the District. So, Tax Collector, as the Board knows, and the office of Miami-Dade County collects those funds through the Non-Ad Valorem Assessments. So, once again, this resolution pretty much allows the District to levy those assessments on the Miami-Dade County tax roll. A motion will take place to consider resolution #2025-08.

On MOTION by Ms. Jiron, seconded by Ms. Figueroa, with all in favor, Resolution #2025-08 Levy of Non Ad Valorem Assessments was approved.

**E. Motion to Close the Public Hearing**

Ms. Duque: A motion to close the public hearing will take place.

On MOTION by Ms. Figueroa, seconded by Ms. Jiron, with all in favor, closing the Public Hearing was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

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

**A. Attorney**

Ms. Smoker: I have nothing to report unless anyone has any questions for me.

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Ms. Duque: Not hearing any, thank you, Liza. Once again, thank you, Gabriella, for being here with us today.

**B. Engineer**

Ms. Duque: Nothing to report under the engineer's report.

**C. Manager**

- 1) Number of Registered Voters in the District – 806**
- 2) Consideration of Proposed Fiscal Year 2026 Meeting Schedule**
- 3) Form 1 Financial Disclosure Due July 1, 2025**
- 4) Reminder to Complete Annual Ethics Training by December 31, 2025**

Ms. Duque: Let's move forward to the manager's report. So, we currently have 806 registered voters in the District, and this information is provided to the Board of Supervisors because it is a requirement of Florida Law, which is the main reason. Let's move forward, then to the consideration of the proposed fiscal year 2026 meeting schedule. So, the Landings at Miami Community Development District will hold their regularly scheduled public meetings for the fiscal year 2026 at 6:00 p.m. at the Landings Clubhouse, 23398 SW 108th Court, Miami, Florida 33032, on the fourth Wednesday of each month. Unless there are any comments or questions about it, a motion will take place.

On MOTION by Ms. Jiron, seconded by Mr. Fonseca, with all in favor, accepting the proposed Fiscal Year 2026 Meeting Schedule was approved.

Ms. Duque: Let's move on to Form 1, the financial disclosure form. As I mentioned earlier, this is one of the forms required for the two new Supervisors, and it must be filed electronically with the Miami-Dade County Supervisor of Elections. You should have received an email from the Florida Commission on Ethics regarding this requirement. Please make sure to complete and submit the form on time; this is very important. The deadline to file is July 1st, with a grace period until September 1st. If you do not file by then, you will incur a \$25 per day fine, up to a maximum of \$1,500. According to the latest report I have received, Alex is the only one who has filed so far.

Ms. Jiron: When was this report generated?

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Ms. Duque: A week ago, Nathalia, when did you file?

Ms. Jiron: Over a week ago.

Ms. Smoker: And this was generated on June 17th at 1:51 p.m.

Ms. Duque: Yes, and we check regularly.

Ms. Jiron: Ok.

Ms. Duque: If you have any questions, please feel free to reach out to me. I've already sent the email with the necessary information, but if you'd like me to resend it, I'm happy to do so you'll be able to access the link directly from there. The process is straightforward, Nathalia.

Ms. Jiron: I did that. I'll send you the email I have.

Ms. Duque: Great, so you have it, that's important. Please save it for your records. However, if you've already submitted the form, it's possible that the status just hasn't been updated yet.

Ms. Jiron: Ok.

Ms. Duque: Another reminder to complete your annual ethics training by December 31, 2025, which is due at the end of this year, and I sent an email about this as well. And if you need that email again, just let me know.

Ms. Figueroa: Yes.

Ms. Duque: Ok, so I will send that Daimy.

Mr. Fonseca: How do we show proof, and those are videos, right?

Ms. Duque: Yes, Alex, that's correct, it's a four-hour training. Just make sure to complete it. Use the links I sent you; some may require payment, but others you can access freely and simply watch the videos. When you finish, take a screenshot of your screen as proof of completion and keep it for your records, since you won't receive a completion certificate for this training.

Mr. Fonseca: Ok.

Ms. Duque: Then, on your financial statement, they will ask you if you did it.

Mr. Fonseca: Right.

Ms. Duque: So, that covers everything you need to do for the training. Now, I have another item to bring up for discussion in case the Board has any direction at this time. I recently received an email from Nathalia regarding concerns about residents, or members of the public, fishing in your lakes. There are a couple of issues related to this that we need to

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consider. First, I want to remind the Board that we have not yet received anything regarding the proposed parking rules and regulations. I bring this up because, if you wish to move forward with parking rules, we must go through the formal rulemaking process. Similarly, for this issue of fishing in the lakes, if the Board wishes to take any action or adopt rules on this matter, we would also need to follow the rulemaking process. One of the requests mentioned was to install a fence around the lake. In my email exchange with Nathalia, I pointed out that the lake bank is public property, although the maintenance responsibility lies with your HOA under an agreement with the CDD. That includes maintaining the drains, the lake, and related infrastructure. Much of the discussion revolved around concerns about trespassing. I advised Nathalia that Miami-Dade County provides what they call "We Care" signs, which can be posted along the lake bank. If anyone is trespassing, you can then contact the police, who will respond as necessary. That can be a simple solution to help address these concerns. As for installing a fence, please keep in mind that the "lake" is a retention pond, which is part of your drainage system. While it appears to be a lake, its primary function is to collect stormwater during heavy rain and prevent flooding in your homes. So, if the Board wants to move forward with any specific rules regarding the use of the lake or retention pond, we'll need to adopt those rules through the rulemaking process formally. This will also allow the HOA to enforce those rules and provide proper documentation for law enforcement if required. If this issue has already been discussed by the HOA, that's helpful, but I wanted the Board to be aware that, should you decide to proceed, you might want to address both the parking and lake use rules at the same time. The rulemaking process requires 28- and 29-day public notice, which comes with an advertising cost, so it's more efficient to handle everything at once rather than hold multiple hearings. I've presented these concerns for your consideration, and it's now up to the Board to decide how you'd like to proceed.

Ms. Jiron: So, for the rules and regulations going to be, it's on the agenda for today?

Ms. Duque: For the HOA meeting?

Ms. Jiron: Yes, so our attorney already looked at and gave a recommendation, so I would say since it's on the agenda for today, that it's going to be looked at, so that is part of it, and if it gets approved, then we can move forward with the rulemaking process.

Ms. Duque: Alright, so with regard to the guest parking areas we've discussed, and for the benefit of our two new Board members, I want to clarify that these guest parking areas are owned by the District but are maintained by the HOA. Because they are considered

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public property, we cannot enforce any parking regulations unless we first establish official rules and enter into an agreement allowing the HOA to enforce those rules. Our goal is to ensure that the District's parking policies are consistent with your HOA's, so that there is uniform enforcement throughout the entire community. After today's meeting, if you or Ana could provide that information to me, I will make sure to include it on the agenda for discussion at the next meeting. Now, regarding the lake, does the Board have any direction, or would anyone like to discuss how to proceed?

Ms. Jiron: I mean the lake does have signs, it has 5 signs, but now we just approved in the last meeting, we approved a total of 8 signs but, they're still fishing, those that don't live here, and then Miami-Dade Police did tell us that they cannot trespass even with the signs because since it's not enclosed, it's kind of just open, so unless we put a fence, and you can put a fence like that since it's a retention and the drainage still can bypass on the bottom and into the pond, we can actually say they're trespassing and the police can actually say they're trespassing and hopefully stop the fishing.

Ms. Figueroa: It's not just the fishing, it's the canoeing, there's kids like canoe on that that pond, and accidents happen.

Ms. Duque: We need to proceed carefully here, since the lake area is District property. According to the existing signage, these activities are already prohibited. Nathalia, you mentioned that you approved eight lake signs, but I haven't seen the exact wording. Does the language on the new signs match what is currently posted?

Mr. Fonseca: Yes.

Ms. Duque: Ok, just to ensure consistency, first and foremost, regarding the lake signs, the existing ones are quite small and often go unnoticed. I'm assuming the new signs you mentioned are larger and more visible?

Ms. Figueroa: It's the same sign but just a little bit bigger.

Ms. Duque: Ok.

Ms. Figueroa: Because that's one of the things that the police officers said, they said where are your signs, and when we took them to the signs, they said, oh that's very small, nobody can see that, so that we got bigger ones, I think they're 12 x 18, so that they will be bigger than the ones that we have.

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Ms. Jiron: Something has to be done regardless because even with the fishing we pay, we meaning the association, we pay for additional fish to maintain the ecosystem in the pond.

Ms. Duque: Yes.

Ms. Jiron: So, we're constantly paying for more fish and then they're taking them out.

Ms. Duque: Now, do you have anyone overseeing, like if anyone notices if someone is fishing there, does anyone from the HOA approach them?

Ms. Jiron: Ana asks and approached them.

Ms. Duque: Do we know if they are residents within your community?

Ms. Jiron: Some are.

Ms. Figueroa: Sometimes, some are not.

Ms. Duque: Have you done an email blast to your residents?

Ms. Jiron: Yes.

Ms. Figueroa: Yes, email blasts have been sent, and it's also communicated on the social chat, that is not an official HOA chat.

Ms. Duque: Just for the record, that's the HOA chat, not a CDD chat.

Ms. Figueroa: Yes, but it's also not an official HOA chat; it's just like a community chat, and we posted it there as well, it's in the By Laws of the Master, but, they don't follow it.

Ms. Jiron: And I do want to emphasize the police have been called, and they finally said no, they came and they spoke to Ana, and they said we cannot call for trespassing anybody.

Ms. Duque: So, Nathalia, I've worked closely with Major Ricelli and Sergeant Reed in this area, and we encountered a similar situation in Lakes by the Bay South, a different District with a similar issue at the lake or clubhouses. In that instance, there was even an encounter between a resident and someone fishing, which resulted in the police being called. Based on information I received from Miami-Dade County, if you have signs posted "we care signs" and a representative on-site when someone is found fishing, the police can be called. The representative should be present when the police arrive, and the officers will inform the individual that they are trespassing. Usually, the police will first try to approach people and ask them to leave, which has been the typical response in Lakes by the Bay South. In this District, the signs were installed at the clubhouse but not at the lakes. Nevertheless, to enforce these rules formally, you would need to go through the rulemaking process, but that

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decision is up to the Board. Additionally, if you're considering installing a fence, there are several steps to follow, especially since it's a retention pond. The District engineer will need to be involved to ensure compliance with all requirements, which would add costs for the District. The ongoing maintenance of the fence would also be the HOA's responsibility. Ultimately, it's up to your HOA and the Board to decide how you'd like to proceed. Please discuss at your next HOA meeting and let me know your direction. I'll follow your lead.

Ms. Jiron: I mean I just want to take note that yes, they do ask because I was present, and if you do talk to Officer Reed, and give him my number so they can call me and I'll be onsite but, they did, when I was present with the officer, we walked to the sign, there was actually 3 different groups that were fishing, and she asked them to leave and they all gathered right here, and then they were back there 20 minutes later, and so we'll go through the rulemaking process and then we'll decide in future meetings what can be done.

Ms. Duque: Ok.

Mr. Fonseca: So, Lakes by the Bay, is that an open community like ours?

Ms. Duque: The District is called Lakes by the Bay South CDD, and the community's name is Isles at Bayshore. I'm not sure if you're familiar with it, but it's very close to you. Isles at Bayshore is a gated community, but the gates are "soft," meaning the roads are public and open to anyone. At the time, we had a similar issue, and the Board discussed it with the Miami-Dade County Police Department. The District owns the clubhouse, so the "We Care" signs were posted there because people were jumping the fence at night to use the pool. When the police were called, they would typically arrive within about 20 minutes. For the clubhouse, that process worked well. For the lake, however, enforcing similar rules would require going through the rulemaking process, as I mentioned before. The Board decided to hold off and instead focused on sending frequent email blasts to residents. Since then, there have been no further incidents, so they left the matter as is. So, what direction would the Board like to take in this case? I can wait until you have more discussion on the HOA side, and then you can let me know.

Ms. Jiron: Yes.

Ms. Duque: Perfect, ok, we'll do that.

**SIXTH ORDER OF BUSINESS****Financial Reports****A. Approval of Check Run Summary**

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**B. Acceptance of Unaudited Financials**

Ms. Duque: Let's move forward to the financial reports. 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 about those, a motion to approve them will take place.

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

**SEVENTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

Ms. Duque: Do I have any Board of Supervisors' requests at this moment? Not hearing any, there is no audience present today, so there are no audience comments.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Ms. Duque: A motion to adjourn will take place.

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

DocuSigned by:



63215D558947430...  
Secretary /Assistant Secretary

Signed by:



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Chairman / Vice Chairman

## Certificate Of Completion

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eacosta@gmssf.com

## Signer Events

Juliana Duque

jduque@gmssf.com

District Manager - Assistant Secretary

Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:

63215D558947430...

Signature Adoption: Drawn on Device

Using IP Address:

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Signed: 11/5/2025 7:43:07 AM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Nathalia Jirón

njironcdd@gmail.com

Security Level: Email, Account Authentication (None)

Signed by:

5ABB3E9CD8F34D2...

Signature Adoption: Pre-selected Style

Using IP Address: 2a04:4e41:3a02:2ee0::1d55:6ee0

Signed using mobile

Sent: 11/5/2025 7:10:32 AM

Viewed: 11/6/2025 12:55:33 PM

Signed: 11/6/2025 12:56:05 PM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

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## Intermediary Delivery Events

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## Timestamp

## Certified Delivery Events

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## Timestamp

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| Signing Complete        | Security Checked | 11/6/2025 12:56:05 PM |
| Completed               | Security Checked | 11/6/2025 12:56:05 PM |
| Payment Events          | Status           | Timestamps            |