

**MINUTES OF MEETING
PRINCETON COMMONS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Princeton Commons Community Development District was held on April 21, 2023, at 10:05 a.m. at Lennar Homes, 5505 Blue Lagoon Drive, Miami, Florida

Present and constituting a quorum were:

Teresa Baluja	Chairperson
Carmen Orozco	Vice Chairperson
Vanessa Perez	Assistant Secretary
Marc Szasz	Assistant Secretary

Also present were:

Luis Hernandez	District Manager
Michael Pawelczyk	District Counsel
Juan Alvarez	District Engineer

FIRST ORDER OF BUSINESS

**Oath of Office for Supervisors
Elected at the Landowners
Meeting**

SECOND ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order, indicated that the oaths of office had already been administered to Ms. Baluja, Ms. Perez, Ms. Orozco, and Mr. Szasz prior to starting the meeting in order to have quorum, and called the roll.

THIRD ORDER OF BUSINESS

Organizational Matters

**A. Consideration of Resolution #2023-14 Canvassing and Certifying the
Results of the Landowners Election**

Mr. Hernandez: Item #3 is Organizational Matters. First, we have Resolution #2023-14 Canvassing and Certifying the Results of the Landowner's Election. This resolution is going to be filled in to read that Teresa Baluja was elected to Seat #1 and she received ten votes, Carmen Orozco was elected to Seat #2 and she received ten votes, Vanessa Perez was elected to Seat #3 and she received nine votes, Marc Szasz

was elected to Seat #4 and he received nine votes, and Raisa Krause was elected to Seat #5 and she received nine votes. Therefore, as a result, Teresa and Carmen will be serving four-year terms and Vanessa, Marc, and Raisa will all be serving two-year terms. With that being said, unless anyone has any questions a motion to approve Resolution #2023-14 would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-14 Canvassing and Certifying the Results of the Landowners Election was approved.

B. Consideration of Resolution #2023-15 Electing Officers

Mr. Hernandez: Moving forward, next we have Resolution #2023-15 Electing Officers. Prior to the election, Teresa Baluja was Chair, Carmen was Vice Chair, and the remaining Supervisors were Assistant Secretaries. At the same time, Patti Powers from my office was Treasurer, Luis Hernandez was Secretary, and Rich Hans from GMS was also an Assistant Secretary. You can keep the slate the same or make any changes, but it is up to the Board to elect the slate of officers at this time.

Ms. Baluja: As you just said.

Mr. Hernandez: For clarity of the record the slate of officers will be as follows: Teresa Baluja as Chairperson, Carmen as Vice Chairperson, Vanessa Perez, Marc Szasz, Raisa Krause, and Rich Hans as Assistant Secretaries, Luis Hernandez as Secretary, and Patti Powers as Treasurer. With that being said, unless anyone has any changes to the proposed slate of officers, I will be asking for a motion to approve Resolution #2023-15.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-15 Electing Officers was approved; and the slate of officers was elected as follows: Teresa Baluja as Chairperson, Carmen Orozco as Vice Chairperson, Vanessa Perez, Marc Szasz, Raisa Krause, and Rich Hans as Assistant Secretaries, Luis Hernandez as Secretary, and Patti Powers as Treasurer.

C. Consideration of Resolution #2023-16 Ratifying Past Actions

Mr. Hernandez: Moving forward, Resolution #2023-16 Ratifying Past Actions. It is important to let the record reflect that this is taking place after the landowner's election.

The last meeting that was held was the organizational meeting, and this resolution ratifies any actions the Board has undertaken prior to being elected officers. Therefore, unless anyone has any questions, a motion to approve Resolution #2023-16 would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-16 Ratifying Past Actions was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the February 17, 2023 Meeting

Mr. Hernandez: Moving forward, next we have Approval of Minutes of the February 17, 2023 Meeting. This would be the time to make any changes, corrections, additions, or deletions. If there are none, a motion to approve them would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Minutes of the February 17, 2023 Meeting were approved as-presented.

FIFTH ORDER OF BUSINESS

Ranking of Respondents to Engineering Proposals

Mr. Hernandez: Ranking of Respondents to Engineering Proposals. This is going to be a really difficult decision since we only received a response from one engineering firm, which for the record, as you already know is the District's Interim Engineer. It is not that only one firm has the capacity and ability to provide assistance to the District; it is often that when other firms see there is an engineer already assisting with the project, typically they will become the official District Engineer. So, at this point, the Board can scratch the process and re-advertise to obtain more proposals or accept the proposal from Alvarez Engineers, Inc. to serve as District Engineer. If the Board chooses to accept the one proposal and rank Alvarez Engineers, Inc. as #1, it will authorize staff to negotiate entering into an agreement with them.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the respondents to the engineering proposals were ranked as follows: 1) Alvarez Engineers, Inc.

SIXTH ORDER OF BUSINESS

Public Hearing to Adopt the Rules

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving forward, Item #6 is the Public Hearing to Adopt the Rules.

The first action I will need from the Board is a motion to open the public hearing.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing was opened.

B. Public Comment and Discussion

C. Consideration of Resolution #2023-17 Adopting the Rules

Mr. Hernandez: I just want to indicate for the record that there is no one from the public for comment or discussion, so we are not skipping over this section. These are the common rules typically adopted by CDDs. Mike, I don't know if there is anything further that you would like to add.

Mr. Pawelczyk: I don't think so. These are the standard rules you have seen in many other CDDs that kind of track what the Florida Statutes require in terms of bidding, bid protests, and other Board actions, such as the way we go through the CCNA process to hire the District Engineer, etc. These are rules that were amended some years ago in accordance to the Florida Statutes, so unless the Board has any particular questions on the rules, a motion to approve Resolution #2023-17 Adopting the Rules would be in order.

On MOTION Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-17 Adopting the Rules was approved.

D. Motion to Close the Public Hearing

Mr. Hernandez: And a motion to close the public hearing would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing was closed.

SEVENTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2023 and Fiscal Year 2024 Budget

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving to the next public hearing, Item #7 is the Public Hearing to Adopt the Fiscal Year 2023 and Fiscal Year 2024 Budget. At the last meeting in

February, the Board was presented with the District's proposed budget. That budget correlates and ties to the restrictive covenants the community has with Miami-Dade County. Based on all of that, the first action I will need from the Board is a motion to open the public hearing.

On MOTION by Ms. Baluja seconded by Mr. Szasz with all in favor, the public hearing was opened.

B. Public Comment and Discussion

C. Consideration of Resolution #2023-18 Adopting the Final Budget

Mr. Hernandez: Once again, we are not skipping over the public comments, and there is still no audience. This is the exact same proposed budget that was presented to the Board of Supervisors sixty days ago. With that being said, unless anyone has any questions or comments about the District's proposed budget, I will ask the Board to consider and approve Resolution #2023-18 Adopting the Final Budget.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-18 Adopting the Final Budget was approved.

D. Motion to Close the Public Hearing

Mr. Hernandez: And next I will be asking for a motion to close the public hearing.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing was closed.

EIGHTH ORDER OF BUSINESS

Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad Valorem Assessments

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving forward, the next public hearing we have is the Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments. This is the process that will allow us to enter into an agreement with Miami-Dade County to include assessments on the tax bill. We are already past the deadline to do this for this year, but we are taking all

of the steps to get everything in place and established for next year. With that being said, the first action I will need from the Board will be a motion to open the public hearing.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing was opened.

B. Public Comment and Discussion

C. Consideration of Resolution #2023-19 Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad Valorem Assessments

Mr. Hernandez: Once again, we have no audience here today for public comments, so we are not skipping this item. The intent is that by approving the resolution, the District will be able to enter into an agreement with Miami-Dade County Property Appraiser and Tax Collector to levy assessments on the tax bill. So, unless anyone has any questions or comments, the recommendation from staff is to approve Resolution #2023-19.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-19 Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing the Non-Ad Valorem Assessments was approved.

D. Motion to Close the Public Hearing

Mr. Hernandez: A motion to close the public hearing would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing was closed.

NINTH ORDER OF BUSINESS

**Public Hearing to Consider the
Imposition of Special
Assessments**

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving forward, Item #9 is the Public Hearing to Consider the Imposition of Special Assessments. The first action that we will need from the Board is a motion to open the public hearing.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing was opened.

B. Engineers Report

Mr. Hernandez: Next, we have the Engineer's Report. Juan, if you would just enlighten us with that, I would greatly appreciate it.

Mr. Alvarez: Yes, sure. This report is the exact report that was presented to the Board before and it was accepted on February 17, 2023. The most important point is to remind you that the onsite road right-of-way areas are going to be owned by the CDD and they are going to be transferred once the plat is recorded. Right now, there is only a tentative plat. The project is under construction right now. They have all of the permits, and we estimated in the report that between the roadways, stormwater systems, sanitary sewer systems, and other systems, we estimate that those are going to cost \$3,254,000. So, once the CDD has the funds, the CDD can start spending on things like impact fees and connection fees that are included in the costs. Also, water and sewer systems, once they are completed, they can be transferred to the CDD, and the CDD can transfer them to WASA once it is done. For other costs, like roadway improvements or drainage improvements, the CDD is going to have to have some control over the land, so either the plat will have been recorded by then, and the right-of-way areas transferred to them, or if the timing is that the developer is ready to transfer the completed infrastructure, but the plat has not been recorded yet, then it might be prudent to give the CDD a blanket easement. I can work with District Counsel and the developer on that.

Mr. Pawelczyk: Juan, that is a good idea. Just so the Board will recall that we did that most recently with Biscayne Drive Estates CDD.

Mr. Hernandez: Correct.

Mr. Pawelczyk: We will bring that blanket easement to you when we are ready to do the ancillary documents. So, when we are ready to issue the bonds, we can include that on the agenda. You and I can work on that and it will probably need to be presented at the next meeting.

Mr. Alvarez: That is a good idea to do that together with the ancillary documents.

Mr. Pawelczyk: I already wrote a note to remind me.

Mr. Hernandez: Once again, just so everybody is familiar with the process we are doing, in February, we introduced the information, the developer and landowner have been notified of the projects the District is intending as well as the costs, and so on and

so forth. Now the CDD's engineer is coming back and presenting the same document that was presented in February, but this is a public hearing that anyone being affected can come and discuss. Based on all of that, it would be appropriate to ratify the already accepted Engineer's Report, dated February 17, 2023.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the accepted Engineers Report, dated February 17, 2023, was ratified as-presented.

C. Assessment Methodology

Mr. Hernandez: Similar steps will need to take place with the Master Assessment Methodology. Nothing has changed since it was last presented on February 17th. The important part of the methodology is based on the projections for this particular project, we are taking the cost of the project and allocating the debt per unit. Right now, it is estimated that there will be 87 units based on the \$3,254,000 amount that is estimated, it is anticipated that the District will need to issue approximately \$4,300,000. With that being said, unless the Board has any questions, it would be appropriate for the Board to once again ratify this report since it has already been accepted.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Master Assessment Methodology, dated February 17, 2023, was accepted as-presented.

D. Public Comment and Discussion

E. Approving the Project and Declaring that Special Assessments will pay for the Project

Mr. Hernandez: There is still no one from the public for comments or discussion. Based on that, we can move on to the next item, which would be for the Board to approve the project and declare that special assessments will pay for the project. By making that motion, the Board will be indicating how the project is being defined and how the District is going to be paying for the project.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Board approved the project and declared that special assessments will pay for the project.

F. Equalization of Assessments

Mr. Hernandez: At this point, the Board is going to be acting on the Equalization of Assessments. What that refers to is that assessments are going to be levied in a way that is fair based on the size of any type of rationale. The methodology report explains all of that and assigns the equivalent residential unit. Based on that, I will be asking for a motion to accept the Equalization of Assessments.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Equalization of Assessments was accepted.

G. Consideration of Resolution #2023-20 Authorizing District Projects; Equalizing, Approving, Confirming, and Levying Special Assessments

Mr. Hernandez: Next we will need to adopt Resolution #2023-20. Mike, can you assist us by going over that for us?

Mr. Pawelczyk: Sure. This is the final assessment resolution required by Chapter 170 of the Florida Statutes. It basically takes everything you have done today, which is accepting the two reports we just discussed, equalizing of the assessments, approving the project set forth in the Engineer's Report, and to actually impose, authorize, and levy the collection of those assessments. Without any further explanation, since I know we have all gone through this with numerous other Districts, and the Board is very familiar with this whole process, I will take any questions at this time; otherwise, a motion to approve Resolution #2023-20 would be in order at this time.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Resolution #2023-20 was approved.

H. Motion to Close the Public Hearing

Mr. Hernandez: And lastly, a motion to close the public hearing would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the public hearing was closed.

TENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Hernandez: Moving on, next we have Staff Reports. Anything else to present to the Board, Mike?

Mr. Pawelczyk: Yes, really quick, the bond validation for this District is scheduled to be held on May 19th. I think Juan referred to the project being underway, so the earliest that we can do anything is the middle to end of June so that we can close on the bonds. I am sure someone will let us know when that will happen, but we will be ready to move forward and will circulate the final judgment after the final bond validation hearing. And all of the documents today, Luis, you are gathering and Robin will get them to me next week?

Mr. Hernandez: Yes.

Mr. Pawelczyk: I will need to include them in the joint stipulation binder.

Mr. Hernandez: That is correct. We have figured out a new system so we will be able to send all of the documents in just one email rather than separately.

Ms. Baluja: Oh, excellent.

Mr. Hernandez: Yes. It will simplify the process. Thank you, Mike.

Mr. Pawelczyk: Any time. Thank you.

B. Engineer

Mr. Hernandez: Juan, do you have anything else that you need to present to the Board at this point?

Mr. Alvarez: Nothing else.

Mr. Hernandez: Thank you very much, Juan.

C. Manager

Mr. Hernandez: Moving forward, we will meet as-needed. We have already adopted the budget for the next fiscal year, so we have gotten that out of the way.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Acceptance of Funding Request #2

Mr. Hernandez: Item #11 is the Financial Reports, and we have Approval of Funding Request #2. Unless anyone has any questions, a motion to accept Funding Request #2 would be in order at this time.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Funding Request #2 was accepted.

TWELFTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Mr. Hernandez: Are there any Supervisor's requests? Hearing none, I just want to indicate again for the record that we still have no audience with us today.

THIRTEENTH ORDER OF BUSINESS Adjournment

Mr. Hernandez: And with that, unless anyone has anything else to discuss, I would just be looking for a motion from the Board to adjourn the meeting.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the meeting was adjourned.



Secretary /Assistant Secretary



Teresa Baluja (Sep 15, 2023 11:32 EDT)

Chairman / Vice Chairman

09-15-23meetingdocumentstobesigned-PrincetonCommons

Final Audit Report

2023-09-15

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By:	Robin Friedman (rfriedman@gmssf.com)
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-  Email viewed by Rich Hans (rhans@gmssf.com)
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