

**PALACE AT CORAL GABLES
COMMUNITY DEVELOPMENT DISTRICT**

BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The Board of Supervisors' Meeting for the Palace at Coral Gables Community Development District was called to order on Thursday, July 25, 2024, at 11:08 a.m. at 10850 SW 113th Place, Miami, FL 33176.

Board Members present:

Oscar Roiz	Chairman
Adam Rosenblum	Assistant Secretary
Maria Morales	Assistant Secretary

Also present were:

Jane Gaarlandt	PFM Group Consulting LLC
Kwame Jackson	PFM Group Consulting LLC (via phone)
Rick Montejano	PFM Group Consulting LLC (via phone)
Gregory George	Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Gaarlandt noted that there were no members of the public present.

THRID ORDER OF BUSINESS

**Consideration of the Minutes
of the:**

- a) **April 25, 2024, Board
of Supervisors'
Meeting**
- b) **April 25, 2024, Auditor
Selection Committee
Meeting**

The Board reviewed the minutes of the April 25, 2024, Board of Supervisors' Meeting and the minutes of the April 25, 2024, Auditor Selection Committee Meeting.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved the minutes of the April 25, 2024, Board of Supervisors' Meeting and the April 25, 2024, Auditor Selection Committee Meeting.

FOURTH ORDER OF BUSINESS

Review of Number of Registered Voters

Ms. Gaarlandt stated that as of April 15, 2024, there were 172 registered voters within the District.

No action was required by the Board.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Declaring Vacancies on the Board for Seat 3 and Seat 4

Ms. Gaarlandt explained that two Board seats up for general election in November 2024 and that no person qualified for the seats during the qualification period. She noted that the two Board members who currently hold those seats will remain as holdovers.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved Resolution 2024-06, Declaring Vacancies on the Board for Seat 3 and Seat 4.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, Adopting an Annual Meeting Schedule for Fiscal Year 2025

Ms. Gaarlandt stated that the resolution anticipates keeping the same quarterly schedule with on the fourth Thursday of the month.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved Resolution 2024-07, Adopting an Annual Meeting Schedule for Fiscal Year 2025.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution
2024-08, Electronic Signature
Policy**

Ms. Gaarlandt presented the resolution outlining the policy surrounding electronic signatures.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved Resolution 2024-08, Electronic Signature Policy.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution
2024-09, Records Retention
Policy**

Ms. Gaarlandt explained that this resolution makes the electronic records for the District the official records.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved Resolution 2024-09, Records Retention Policy.

NINTH ORDER OF BUSINESS

**Consideration of Resolution
2024-10, Adopting Goals,
Objectives, and Performance
Measures and Standards**

Ms. Gaarlandt presented the resolution and explained that these goals can be adjusted annually.

Mr. George confirmed that these goals and objectives are now required by law.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved Resolution 2024-10, Adopting Goals, Objectives, and Performance Measures and Standards.

TENTH ORDER OF BUSINESS

Public Hearing on the Adoption of the District's Annual Budget

- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2024-11, Adopting the Fiscal Year 2025 Budget and Appropriating Funds**

Ms. Gaarlandt stated that the budget was submitted to the county 60 days prior to the meeting and that it was noticed in the paper.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District opened the public hearing for the Adoption of the District's Annual Budget.

Ms. Gaarlandt noted that there were no members of the public present.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District closed the public hearing for the Adoption of the District's Annual Budget.

Mr. Montejano confirmed that there were no changes made to the budget since it was presented as a proposed budget.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved Resolution 2024-11, Adopting the Fiscal Year 2025 Budget and Appropriating Funds.

ELEVENTH ORDER OF BUSINESS

**Consideration of Fiscal Year
2025 Funding Agreement**

Ms. Gaarlandt stated that the District is developer funded and expenses are determined on an as incurred basis.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved the Fiscal Year 2025 Funding Agreement.

TWELFTH ORDER OF BUSINESS

**Consideration of PFM Fee
Increase Letter**

Ms. Gaarlandt stated that this formalizes the District Management line-item increase that was approved in the budget.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved the PFM Fee Increase Letter.

THIRTEENTH ORDER OF BUSINESS

**Consideration of
Recommendation of the
Auditor Selection Committee**

Ms. Gaarlandt reviewed the auditor proposals and rankings, with Grau & Associates having 99.8 points, Berger, Tombs, Elam, Gaines & Frank having 98 points and Carr, Riggs and Ingram having 95.2 points. She stated that the recommendation of the Auditor Selection Committee is to negotiate an agreement with Grau & Associates.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved the Auditor Selection Committee's recommendation to negotiate an agreement with Grau & Associates.

FOURTEENTH ORDER OF BUSINESS

**Review and Acceptance of the
Fiscal Year 2023 Audit Report**

Ms. Gaarlandt stated that the report was circulated prior to the submittal.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District accepted the Fiscal Year 2023 Audit Report.

FIFTEENTH ORDER OF BUSINESS

**Consideration of Funding
Request Nos. 166 – 168**

The Board reviewed the funding requests.

On motion by Mr. Roiz, seconded by Mr. Rosenblum, with all in favor, the Board of Supervisors for the Palace at Coral Gables Community Development District approved Funding Request Nos. 166-168.

SIXTEENTH ORDER OF BUSINESS

**Review of District's Financial
Position**

The Board reviewed the District Financials. No action was required by the Board.

SEVENTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – Mr. George explained the new legislature requiring the District to establish goals and performance measures.

District Manager – Ms. Gaarlandt confirmed that the Board Members had completed their Form 1 filings. She reminded the Board of the required ethics training. Ms. Gaarlandt presented a memorandum to the Board from the District Secretary designating the District Secretary the Custodian of Public Records and appointing same as the Records Management Liaison Officer.

EIGHTEENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments & Adjournment

Mr. Jackson stated that per the Board's request, he confirmed that the South Florida Business Journal would be more expensive than the Miami Herald to publish legal notices. He stated that of the publishers reviewed, the Miami Herald comes in at the lowest cost.

There was discussion surrounding the options for legal publications and publishing on the County's website.

There was no further business to discuss.

On Motion by Mr. Roiz, seconded by Mr. Rosenblum with all in favor, the July 25, 2024, Board of Supervisors' Meeting of the Palace at Coral Gables Community Development District was adjourned at approximately 11:27 a.m.


Secretary/Assistant Secretary


Chairperson/Vice-Chairperson