



**VENETIAN PARC
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
APRIL 25, 2024
6:00 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.venetianparccdd.org
786.347.2700 ext. 2027 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
Venetian Parc Community Clubhouse Meeting Room
15351 SW 175th Street
Miami, Florida 33187
REGULAR BOARD MEETING
April 25, 2024
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. February 22, 2024 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Update Regarding Tree Root Pruning/Tree Relocation Permit (Lennar Townhomes)
 - 2. Discussion Regarding Existing Driveway Extensions – Tract Function (Engineer Review)....Page 7
 - 3. Update Regarding Tree Upkeep Mitigation Project - Phase II (21 Trees).....Page 9
 - 4. Update Regarding Park Maintenance (Exercise Equipment Repairs)
 - 5. Update Regarding Traffic Signs Repairs & Installation
- H. New Business
 - 1. Staff Report, as Required
- I. Administrative & Operational Matters
 - 1. Qualifying Period Announcement: Noon, June 10, 2024 – Noon, June 14, 2024 (Seats 3 & 4)
 - 2. Statement of Financial Interests 2023 Form 1 – Filing Deadline July 1, 2024
- J. Board Member & Staff Closing Comments
- K. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

10/13/2023

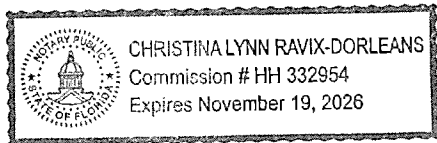
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Guillermo Garcia

Sworn to and subscribed before me this
13 day of OCTOBER, A.D. 2023

C. Ramin-Dade

(SEAL)
GUILLERMO GARCIA personally known to me



**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Venetian Parc Community Development District (the "District") will hold Regular Meetings in the Venetian Parc Community Clubhouse Meeting Room located at 15351 SW 175th Street, Miami, Florida 33187 at 6:00 p.m. on the following dates:

October 26, 2023
November 16, 2023
February 22, 2024
April 25, 2024
June 27, 2024
July 25, 2024
September 26, 2024

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at miquyen@dsdinc.org and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at miquyen@dsdinc.org and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT

www.venetianparccddi.org
10/13 23-69-0000688560HA

**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 22, 2024**

A. CALL TO ORDER

District Manager Nancy Nguyen called the February 22, 2024, Regular Board Meeting of the Venetian Parc Community Development District (the “District”) to order at approximately 6:01 p.m. in the Venetian Parc Community Clubhouse Meeting Room located at 15351 SW 175th Street, Miami, Florida 33187.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the February 22, 2024, Regular Board Meeting had been published in the *Miami Daily Business Review* on October 13, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairman Eugene Collings-Bonfill (who arrived at 6:02 p.m.), Vice Chairwoman Rachel Hernandez and Supervisors Carlos Dominguez and Ronald Fajardo constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel, Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also in attendance was: David Waddell of David M. Waddell Consulting, Inc.; Ryan Decker, Miami, Florida; Maria Aleman, Miami, Florida;

D. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

Ms. Nguyen explained that as a courtesy to the District’s guest, David Waddell, she would like to take the agenda out of order and discuss New Business, Item 1. Discussion Regarding Tree Root Analysis Report, first. The Board acknowledged Ms. Nguyen’s request.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

F. APPROVAL OF MINUTES

1. November 16, 2023, Regular Board Meeting

Ms. Nguyen presented the minutes of the November 16, 2023, Regular Board and asked if there were any changes and/or corrections. There being no comments or changes, a **motion** was made by Mr. Collings-Bonfill, seconded by Ms. Hernandez and passed unanimously approving the minutes of the November 16, 2023, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update Regarding Tree Root Pruning/Tree Relocation

Ms. Nguyen explained that the final phase of this project is to close out the permit with Miami-Dade County. The permit cannot be closed until the root system of the trees have been established. Updates will be provided as they are received.

2. Discussion Regarding Existing Driveway Extensions

Ms. Nguyen explained that Mr. George, Mr. Pellerito (District Engineer) and she reviewed the Miami-Dade County (the “County”) standards for driveway extensions. She further explained that they determined that the County standards will not allow for driveways to be wider than 20’.

The Board of Supervisors (the “Board”) discussed the growing number of homes who have encroached onto District owned swales. It was stated that some homeowners have extended their driveway approaches after being told by Ms. Nguyen that construction on the swales is not permitted. The Board was in agreement that they all would like to allow homeowners to be able to extend their driveway approaches and would like to continue to seek options for this. Mr. Collings-Bonfill stated that he has heard of other communities requesting that the County adopt standards and variances specific to those communities and the request was granted by the County. The Board instructed Ms. Nguyen to contact the District Engineer to review the possibility of presenting a standards and variance request to the County for the homes within the District boundaries. The Board discussed approximate costs for this as well as being able to assess only the homes who have extended the driveway approaches. Due to difficulties establishing a quorum, the Board consensus is to allow the District Manager to proceed with the standards and variance request if the District Engineer concludes that there is a possibility of getting an approval the County:

A **motion** was made by Mr. Collings-Bonfill, seconded by Ms. Hernandez and unanimously passed setting a not to exceed amount of \$50,000 for the District Engineer to present a standards and variance request to Miami-Dade County.

A **motion** was made by Ms. Hernandez, seconded by Mr. Fajardo appointing Mr. Collings-Bonfill as the Venetian Parc Community Development District representative for matters regarding the extension of driveways.

More information on this item will be provided as it becomes available.

H. NEW BUSINESS

1. Discussion Regarding Tree Root Analysis Report (David Waddell, ISA Certified Arborist)

NOTE: This item was discussed prior to Item F.

Ms. Nguyen welcomed Mr. David Waddell. Mr. Waddell greeted everyone present and explained that he is a certified arborist who was contracted by the District to prepare an analysis on the District owned trees throughout the community and to provide options to slow the growth of the tree root systems. He further explained that he was also asked to prepare an estimated cost schedule as well as provide a five-year mitigation plan to regulate the growth related problems. Mr. Waddell stated that during his evaluation of the trees, he noted that there are twenty one (21) trees that should be the District’s first

priority. Mr. Waddell recommends the removal of these 21 trees due to the lack of planting space and/or close proximity to paver driveways. He further explained that he observed trees that require root management because the roots are spreading under sidewalks. He recommended root barriers to control the growth and prevent damage to infrastructure. Mr. Waddell presented the five-year plan and reviewed the detailed schedules for each year. Lastly, Mr. Waddell reviewed the cost analysis with the Board.

It was determined that the District has sufficient funds in the Tree Upkeep budget line and instructed Ms. Nguyen to move forward with the permitting for the removal of the 21 trees recommended by Mr. Waddell.

A **motion** was made by Mr. Collings-Bonfill, seconded by Ms. Hernandez and unanimously passed authorizing the District Manager to engage Mr. David Waddell as a liaison for the permitting process.

The Board thanked Mr. Waddell for the preparation of the report and for his attendance. At this time Mr. Waddell left the meeting.

2. Discussion Regarding Park Maintenance (Table, Benches, Fence, and Exercise Equipment Repairs)

Ms. Nguyen advised that the following maintenance items at the park have taken place or will take place in the near future:

- Replacement of several planks of the two (2) tables in the gazebo
- Replacement of several bench planks throughout the park
- Repairs to the dog park fence
- Repairs of two (2) exercise machines: Ms. Nguyen presented a proposal from Rep Services, Inc. for the replacement parts needed for the exercise machines in the amount of \$4,105.06.

A **motion** was made by Mr. Collings-Bonfill, seconded by Ms. Hernandez and unanimously passed accepting the proposal from Rep Services, Inc. in the amount of \$4,105.06 for the replacement parts for the exercise machines.

3. Discussion Regarding Traffic Sign Repairs & Installation

Ms. Nguyen explained that after an inspection of the District's traffic signs and a review of the Stripping and Signs plans, it was determined that fifteen (15) locations required post and sign installation, and an additional eight (8) locations required signs, but no post assemblies. Ms. Nguyen stated that the traffic signs repairs and installation project was underway.

4. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget

Ms. Nguyen presented Resolution No. 2024-01, entitled:

RESOLUTION NO. 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM

SPECIAL ASSESSMENTS FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen explained that the proposed 2024/2025 fiscal year budget would be balanced by designating a carryover of approximately \$2,266 from the projected fund balance as of September 30, 2024. Ms. Nguyen advised that since the overall proposed assessments were not increasing in the fiscal year 2024/2025, letters to the residents would not be required. Furthermore, Ms. Nguyen stated as part of Resolution No. 2024-01, the Board must set a date for the public hearing to adopt the fiscal year 2024/2025 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Mr. Collings-Bonfill, seconded by Ms. Hernandez and unanimously passed to approve and adopt Resolution No. 2024-01, *as presented*, setting the public hearing to adopt the fiscal year 2024/2025 final budget and assessments for June 27, 2024, at 6:00 p.m. in the Venetian Parc Community Clubhouse Meeting Room located at 15351 SW 175th Street, Miami, Florida 33187; and further authorizes publication/notice of the budget public hearing, as required by law.

5. Consider Resolution No. 2024-02 – Adopting an Electronic Signature Policy

Ms. Nguyen presented Resolution No. 2024-02, entitled:

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

Ms. Nguyen explained that this resolution provides the District Manager the authority and responsibility for approval of electronic signatures and implementation of control process and procedures to ensure compliance, integrity, and security, in accordance with Chapter 688, Florida Statutes. A discussion ensued, after which:

A **motion** was made Mr. Collings-Bonfill, seconded by Mr. Fajardo and unanimously passed to approve and adopt Resolution No. 2024-02, thereby adopting an Electronic Signature Policy.

6. Discussion Regarding Required Ethics Training Memorandum

Mr. George reminded the Board that beginning January 1, 2024, elected and appointed officers of independent special districts are required to complete four (4) hours of ethics training annually. Mr. George presented the Required Ethics Training and Financial Disclosure Memorandum (Memorandum) prepared by Mr. George's firm which lists online training options. Mr. George provided an explanation for each of the training options listed and further explained that they should have received a clickable version of the Memorandum via an email from the District Manager. Mr. George further explained that

the ethics training confirmation is not required when submitting the 2023 Form 1 (which is due on July 1, 2024); however, Board Supervisors are required to complete their 4-hour ethics training before December 31, 2024 to be able to confirm the training requirement confirmation when submitting their 2024 Form 1 (which is due on July 1, 2025).

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. ADD-ON: Qualifying Period Announcement: Noon, June 10, 2024 – Noon, June 14, 2024 (Seats 3 and 4)

Ms. Nguyen advised that the 4-year terms of office for Seat #3 (Ronald Fajardo) and Seat #4 (Carlos Dominguez) were expiring in November 2024. The qualifying period for election and/or re-election has been set for Noon, June 10, 2024 through Noon, June 14, 2024. Those candidates interested in running for election can submit their qualifying documents in person to the Miami-Dade County Supervisor of Elections' Office located at 2700 NW 87th Avenue, Miami, Florida 33172 (no earlier than fourteen days prior to commencement of the qualifying period). More information on election qualifying will be provided to those interested prior to the qualifying dates. The new terms of office would be a 4-year term through Election Day in November 2028.

Mr. Collings-Bonfill reminded those present that there is a vacancy in Seat 5. Ms. Nguyen asked if there were any qualified electors interested in serving on the Board of Supervisors. Ms. Maria Aleman (qualified elector) expressed her interest in serving on as a Supervisor. A discussion ensued after which

A **motion** was made by Mr. Collings-Bonfill, seconded by Ms. Hernandez and unanimously passed appointing Ms. Aleman to the unexpired 4-year term of office in Seat 5 and such term of office will expire in November 2026.

Ms. Nguyen, Notary Public in the State of Florida, will administer the Oath of Office to Ms. Aleman at a later date when she can provide and identification. Following the adjournment of the meeting, Mr. George and Ms. Nguyen will review the duties and responsibilities as a Board Member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2023 Form 1 must be completed within thirty (30) days of appointment) and the Code of Ethics for Public Officials.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no comments from Board Members.

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until June 27, 2024.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Collings-Bonfill, seconded by Mr. Dominguez and unanimously passed adjourning the Regular Board Meeting at approximately 7:50 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair

From: [Peter Pellerito](#)
To: [Nancy Nguyen](#)
Cc: [Ryan Quiroga](#); [22-00161 - VENETIAN PARC CDD DISTRICT ENGINEER RFO](#)
Subject: RE: Venetian Parc Tract Function
Date: Tuesday, April 9, 2024 10:38:47 AM

Nancy

In review of the permitted plans and related documents, the swales do serve a drainage function. The swales receive stormwater runoff from the adjacent road and parcels, then convey the runoff to the catch basins. The catch basins are connected to an exfiltration trench, which provides stormwater storage, sized per the permit requirements. Some stormwater volume is provided by the swales as well.

Any proposed driveways would have to include the continuation of stormwater conveyance via a culvert or low point across the driveway. Applicable permit modifications may be required for these type of improvements and may require additional stormwater storage to account for the additional impervious area added by the driveway.

Should you have questions or require additional information, please feel free to contact me

Regards,

Peter Pellerito, P.E.

Sr. Engineer

Miller-Legg

13680 N.W. 5th Street, Suite 200

Sunrise, Florida 33325

d | (954) 628-3616 o | (954) 436-7000 c | (239) 410-2394

From: Nancy Nguyen <nnguyen@sdsinc.org>
Sent: Thursday, March 21, 2024 10:43 AM
To: Peter Pellerito <PPellerito@millerlegg.com>
Cc: Ryan Quiroga <rquiroga@sdsinc.org>
Subject: Venetian Parc Tract Function

Good morning, Peter,

The Venetian Parc CDD (the “CDD”) is still trying to seek options to allow the residents to legally extend their driveways. Following a discussion with District Counsel and a separate conversation with the CDD President, Eugene Collings-Bonfill, we would like to get your opinion on the function of the swales throughout the CDD.

Per the Venetian Parc West plat (PB 170, PG 27), Tracts “A” and “H” are “reserved for

common areas for the joint and several use of property owners within this subdivision, and as means of ingress and egress to the individual lots and tracts, and for the installation of and maintenance of public utilities”.

Per the Venetian Parc plat (PG 170, PG 33), Tracts “A”, “I”, and “P” are “reserved for common areas for the joint and several use of property owners within this subdivision, and as means of ingress and egress to the individual lots and tracts, and for the installation of and maintenance of public utilities”.

The CDD would like your confirmation that these tracts do not serve a drainage function.

Let me know if you have any questions or need me to provide you any documentation for your analysis of the function of these tracts.

Thank you,

Nancy Nguyen
Special District Services, Inc.
District Manager
305-778-8331
nnguyen@sdsinc.org

**Venetian Parc CDD
Tree Upkeep (Phase II)
Mitigation of 21 Trees**

