

**MINUTES OF MEETING
PINE ISLE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Pine Isle Community Development District was held on Friday, March 13, 2026, at 10:09 a.m. at the Offices of Lennar Homes, 5505 Waterford District Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja	Chairperson
Vanessa Perez	Assistant Secretary
Raisa Krause	Assistant Secretary

Also present were:

Juilana Duque	District Manager, GMS
Michael Pawelczyk <i>by phone</i>	District Counsel
Jesus Lorenzo	GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Duque called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
January 9, 2026 Meeting**

Ms. Duque: The next item is the approval of the minutes of the January 9, 2026, meeting. This is the moment to present any additions, corrections, or deletions. If there are no changes, a motion to approve the minutes will take place.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Minutes of the January 9, 2026 Meeting, were approved.

March 13, 2026**Pine Isle CDD****THIRD ORDER OF BUSINESS****Consideration of Resolution
2026-02 Approving the Proposed
Fiscal Year 2027 Budget and
Setting the Public Hearing**

Ms. Duque: The next item is Resolution 2026-02, approving the proposed Fiscal Year 2027 budget and setting the related public hearing. Following the resolution in your agenda package, you will see the proposed budget. Page 1 is the General Fund; pages 2 and 3 contain the budget narrative. The debt service funds begin on page 4 and continue through page 6, which together make up the first component of the District's non-ad valorem assessments. The Series 2021 debt service is shown on page 4, with its amortization schedule on page 5. The Series 2023 debt service appears on page 6, and its amortization schedule is on page 7. The Series 2021 Bonds mature on December 15, 2051, and the Series 2023 Bonds mature on June 15, 2053. Returning to the General Fund on page 1, the total budget increases from \$89,923 in Fiscal Year 2026 to \$128,750 in Fiscal Year 2027, primarily due to the additional dedicated funding needed for drainage and roadway maintenance. As previously discussed with the Board, these needs are based on the Engineer's Report and new Miami-Dade County ordinances and requirements. As a result, the O&M assessment per unit increases from \$173.68 to \$248.69. At this time, the Board is only being asked to approve the *proposed* budget. We are required to transmit the proposed budget to the Miami-Dade County Board of County Commissioners by June 15 and to schedule a public hearing at least 60 days from today to formally adopt the budget and receive public comment. The next regular meeting is May 8, and 60 days from today is May 11, which positions us to hold the budget public hearing at the June 12 meeting, if the Board is amenable. I would now request a motion to adopt Resolution 2026-02, approving the proposed Fiscal Year 2027 budget and setting the public hearing for June 12, at the same time and location.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Resolution 2026-02 Approving the Proposed Fiscal Year 2027 Budget and Setting the Public Hearing for June 12, 2026, was approved.

March 13, 2026

Pine Isle CDD

FOURTH ORDER OF BUSINESS Discussion of

A. Procedures for Landowners Election Meeting – November 13, 2026

Ms. Duque: Landowners' Election meetings will take place on November 13, 2026. The materials attached to your agenda package explain that landowners get one vote per unit. It also shows how those votes are cast and tabulated for the open seats. This is more for informational purposes for the Board. We have two seats up for the general election.

B. Procedures for General Election

Ms. Duque: Tab 4B outlines the general election procedures. There are two open seats, Seats 4 and 5, which will appear on the November 3, 2026, general election ballot. The notice describes the qualifying period in June 2026 and explains that candidates must be qualified electors who reside within the District. It also provides the contact information for the Miami-Dade County Supervisor of Elections. Anyone with questions may contact the Supervisor of Elections or reach out to me or our office directly.

FIFTH ORDER OF BUSINESS

Consideration of Engagement Letter with Grau & Associates to Perform the Audit for Fiscal Year Ending in September 30, 2026

Ms. Duque: The scope is consistent with prior years and also includes the financial statement audits and the requirement for the government audit standard's report. The proposed fee for Fiscal Year 2026 is not to exceed \$4,800, which is scheduled to increase in future years.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Engagement Letter with Grau & Associates to Perform the Audit for Fiscal Year Ending in September 30, 2026, was approved.

March 13, 2026**Pine Isle CDD****SIXTH ORDER OF BUSINESS****Staff Reports****A. Attorney – Consideration of Request for Adjustment to District Counsel Fee Structure**

Mr. Pawelczyk: We have a consideration request for adjustment to our fee schedule. We haven't changed this since 2020. We're asking for a modest increase on our hourly rates. The previous rate was \$290 for a partner, \$225 an hour for an associate, and we're bumping that to \$325, \$250 for a partner and associate, respectively. This rate will not go into effect until the next fiscal year, so October 1, 2026. We're doing this in advance. Even that being the case, if you keep your same budget, the rate increase isn't going to require you to increase the budget line item for district counsel. The only time that really happens is if a District requires us to do a tremendous amount of work where you have a higher budget already, then that increased rate does sometimes play an impact on the budget. We will not increase our fee; we won't come to the Board again for three fiscal years after that.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Adjustment to District Counsel Fee Structure, was approved.

B. Engineer – Engineers Personnel Billing Rates

Ms. Duque: Juan is not present today, but I'll be more than happy to present this for him. This is in reference to the personnel billing rates. The proposed rates are detailed in the attached table that you have in your agenda. The engineer has also stated that with those adjustments, they do not expect any to exceed the proposed Fiscal Year 2027 engineering budget. If the Board is comfortable with this, a motion to consider and approve will take place.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, the Engineer's Personnel Billing Rates, was approved.

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Pine Isle CDD

C. Manager – Updates on the Status of the Maintenance Agreement with the HOA

Ms. Duque: This agreement remains pending. I have been in communication with the HOA, including through a recent change in their management company, and the staff is still waiting for direction. We are awaiting guidance from the new property manager so we can finalize the documents. I will keep the Board updated on this unless the Board provides a different direction.

SEVENTH ORDER OF BUSINESS Financial Reports

- A. Acceptance of Check Register**
- B. Acceptance of Unaudited Financials**

Ms. Duque: Tab A is the acceptance of the check register, and Tab B is the acceptance of the unaudited financials. Unless there are any questions about those, I will ask for a motion to approve.

On MOTION by Ms. Baluja, seconded by Ms. Perez, with all in favor, Accepting the Check Register and Unaudited Financials, were approved.

EIGHTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Ms. Duque: Do I have any Supervisor’s requests? For the record, there are no audience members present and no audience members joining us over the teleconference.

NINTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:

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 Secretary / Assistant Secretary

DocuSigned by:

 94784E94D2FF4EE...
 Chairman / Vice Chairman

Certificate Of Completion

Envelope Id: 05A8F77C-FA56-4680-815B-E2C7DDBDF888	Status: Completed
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Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Ellen Acosta
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1001 Bradford Way
	Kingston, TN 37763
	eacosta@gmssf.com
	IP Address: 162.199.192.217


Record Tracking

Status: Original	Holder: Ellen Acosta	Location: DocuSign
4/10/2026 1:41:47 PM	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:
 2607:fb90:9171:c63a:89f8:7f10:ad90:ab
 Signed using mobile

Timestamp

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 Viewed: 4/10/2026 2:37:33 PM
 Signed: 4/10/2026 2:37:41 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Teresa Baluja
 teresa.baluja@lennar.com
 VP of Community Management
 Lennar Homes LLC
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 94784E94D2FF4EE...
 Signature Adoption: Uploaded Signature Image
 Using IP Address:
 2600:1700:2a70:2e20:adce:6159:6f3:f3f4

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Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	4/10/2026 2:37:41 PM

Payment Events	Status	Timestamps
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