

**Villa Portofino East  
Community Development District**

**Miami-Dade County Ordinance #06-156  
Established November 3, 2006**

**Agenda**

Seat 2 (11/24): Benjamin Vincent – (C.)	
Seat 3 (11/26): Jim Dupre – (A.S.)	
Seat 1 (11/24): Brandon Skinner – (A.S.)	
Seat 5 (11/24): Mary Papantonis – (A.S.)	
Seat 4 (11/26):	

**Monday  
November 18, 2024  
11:45 a.m.  
1031 Ives Dairy Rd, Suite 228, Miami, Florida**

**Meeting ID: 264 747 672 28  
Passcode: sHfDcc  
by phone: +1 872-240-4685  
conference ID: 837 982 366#**

1. Oath of Office for Supervisors Elected at the Landowners Election – Seat #1, Seat #2, and Seat #5
2. Roll Call
3. Organizational Matters
  - A. Consideration of Resolution #2025-01 Canvassing and Certifying Results of Landowners Election
  - B. Acceptance of Resignation Letter from Mr. Jose Bernal
  - C. Consideration of Appointment of Supervisor to Unexpired Term of Office – Seat #4 (11/2026)
  - D. Oath of Office for Newly Appointed Supervisor
  - E. Consideration of Resolution #2025-02 Electing Officers
4. Approval of Minutes of the August 19, 2024 and August 26, 2024 Meetings
5. Discussion of Status of District Developer Land Swap and Consideration of Construction Agreement
6. Discussion of Authorized Expenditure Limits for District Staff Outside of Board Meetings
7. Consideration of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2024
8. Staff Reports
  - A. Attorney
  - B. Engineer – Discussion of District Roads and Final Layer of Asphalt Update
  - C. Field
    - 1) Discussion and Consideration of Landscaping Proposals
    - 2) Discussion and Consideration of Pressure Washing Proposals
    - 3) Discussion and Consideration of Proposal for Fountain Electrical Equipment Repair by Secure Source One — *not to exceed \$5000*
    - 4) Discussion and Consideration of Proposal for Twelve Light Poles Electrical Repair by Secure Source One — *not to exceed \$2000*
  - D. Manager – Discussion of District Maintenance Areas
9. Financial Reports
  - A. Acceptance of Check Register
  - B. Acceptance of Unaudited Financials
10. Supervisors Requests and Audience Comments
11. Adjournment

**Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: <http://www.villaportofinoeastcdd.com>**