

MINUTES OF MEETING GRIFFIN LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Griffin Lakes Community Development District was held on Thursday, October 2, 2025, at 9:00 a.m. at 2317 Clipper Place, Fort Lauderdale, Florida.

Present and constituting a quorum were:

Danielle Christie	Chairman
Benny Barak	Vice Chairman (by phone)
Teresa West	Assistant Secretary
Linda Armstrong	Assistant Secretary
Karen Warfel	Assistant Secretary

Also present were:

Ginger Wald	District Counsel
Juliana Duque	District Manager
Patrick Burgess	Governmental Management Services
Jason Gitel	Governmental Management Services
Amber Venzal	HOA Property Manager
Nicole Vernon	Resident (by phone)
Dennis Finotti	Cutter's Edge
Several Residents	

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Approval of Minutes of the August 7, 2025 Meeting

Ms. Duque: Let's move to the next item which is the approval of the minutes of the August 7, 2025 meeting. This is the moment to present any additions, corrections or deletions. If there are none, a motion to approve them will take place.

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On MOTION by Ms. Christie seconded by Ms. Armstrong with all in favor, the Minutes of the August 7, 2025 Meeting were approved.

THIRD ORDER OF BUSINESS**Consideration of:****A. Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2025**

Ms. Duque: Let's move forward with the consideration of the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2025. So, once again, this was already approved by the Board of Supervisors, and we are just bringing back the letter from Grau & Associates with the understanding that they will perform the audit for the fiscal year ending September 30, 2025, a motion will take place.

On MOTION by Ms. Armstrong seconded by Ms. Warfel with all in favor, accepting the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2025 was approved.

B. Fountain Maintenance Proposal #8163 with Cascade Fountains DIV. Fountain Design Group, Inc.

Ms. Duque: Let's proceed with fountain maintenance proposal #8163 from Cascade Fountains, a division of Fountain Design Group. I'd like Patrick to present this item to the Board so everyone can understand our reasoning and the background for this recommendation.

Mr. Burgess: Yes, so Cascade Fountains, they do your quarterly fountain cleaning and fountain maintenance, and they just submitted a price increase of \$40 per year.

Ms. Armstrong: So, less than 5%, right?

Ms. Duque: Yes.

Mr. Burgess: Yes, and it goes into effect at the beginning of the year so we wanted the Board's approval if you guys are ok with that.

Ms. Armstrong: It seems reasonable, they do good work, they come out quickly, and we're very satisfied with them, so I move to accept the increase.

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On MOTION by Ms. Armstrong seconded by Ms. Warfel with all in favor, accepting proposal #8163 with a \$40 a year increase from Cascade Fountains DIV. Fountain Desing Group, Inc. for fountain maintenance was approved.

FOURTH ORDER OF BUSINESS

Discussion of Letter from Broward County Approving the Operation Phase of Drainage System for the Next Five Years

Ms. Duque: The next item is a discussion of the letter from Broward County. I'm pleased to inform the Board that we have received approval for the operation phase of the drainage system for the next five years, a significant accomplishment, so congratulations to the Board. No action is required at this time. Regarding the drainage system, the vendor is actively performing inspections district-wide. So far, no areas have been identified as needing immediate cleaning. There is a section of pipes in one of the lakes that the vendor recommended revisiting; I have already spoken with the District Engineer, who is scheduled to be onsite next Tuesday to assess this further. Last week, substantial sediment was removed from the system, and a follow-up inspection indicated more sediment may have resurfaced, so this area will be rechecked. Julian has completed a thorough inspection of the drainage system, including an onsite review both yesterday and today. In our conversation this morning, he confirmed that there are currently no significant issues or areas of concern but will provide a full report. If cleaning is needed for any specific structures, he will advise, and we will bring that back to the Board for direction.

Ms. Armstrong: Was the debris leaves?

Ms. Duque: Correct, natural elements.

Ms. Armstrong: Because now we are a mature community and our trees are baring more leaves.

Ms. Duque: Yes, that's exactly what he told me. He will provide us with a report detailing the amount of sediment found in each structure, measured in inches. Based on those findings, we'll determine if cleaning is necessary. According to his assessment, the amount of sediment this year is significantly less than in prior years, which is encouraging. I'll keep the Board informed of any updates.

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Ms. Armstrong: Just so it wasn't mulch.

Ms. Duque: Right, and I will keep the Board updated about this.

FIFTH ORDER OF BUSINESS

Staff Reports

Ms. Duque: Let's move forward to staff report, attorney, Ginger.

A. Attorney – Memorandum – 2025 Legislative Update

Ms. Wald: Yes, so in your agenda package, and now they've all been in effect since July 1st, is the legislative update from the last legislative session in 2025. Nothing earth shattering for this District in particular. If we go through new rules and regulations there's some new requirements in regards to advertisement that the District manager will take care of. We're not going to be issuing any bonds, so we don't have to worry about bond ratings. Number four, you know how every year we have one that the legislature says something is quirky, so this is the stolen valor provision and I know what it was based on but, they're finally going after candidates who decide to say, they're retired generals in the army and they aren't, and so now they're being prosecuted, so not just candidates but also public officials. So, they will also go ahead and will be prosecuted, not criminally, but with ethics Board, and then there's fines attached, and then they can go after them for the fine for 20 years, so that's the "quirky" one. Number five, don't worry about it, you're fully platted you're not replatting. Number six, if we have for some reason any big construction projects, which we don't, but if we did for this District, there's now a requirement for change orders that they have to be considered and done within 35 days, so they just put a time limit on that but, that's basically it. There were a lot of bills that were pending that did not go through, some good, some bad, one of them that we were hoping that I think we're addressing later today is that goals, measures, standards reporting thing. There was a bill to remove that for Special Districts but, it didn't get in time, and also it didn't go through but, fingers crossed, next year it does, so we will have to do that. The only other thing I want to report under my reporting is make sure everybody does, if they haven't already, their ethics training by the end of this year.

Ms. Christie: They called me about that.

Ms. Wald: Who called you?

Ms. Christie: I don't know some lady.

Ms. Duque: Do you know the name? Was it from the Commission on Ethics?

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Ms. Christie: Yes, I think so.

Ms. Duque: Was it that of Form 1?

Ms. Christie: That too but I think I did it.

Ms. Duque: Ok, well I'm going to follow up with an email.

Ms. Christie: Ok.

Ms. Duque: And September 15th was the end of the grace period. If you take longer than that, you may incur a fine, I actually received a letter about this from another District, where a Supervisor was fined for a late submission back in 2023. I'll follow up with you on this, Danielle.

Ms. Christie: Ok.

Ms. Duque: But just for the record, this is your responsibility.

Ms. Chistie: I know and I thought I did it.

Mr. Wald: You should have gotten an email response saying that it was done.

Ms. Duque: Do you remember logging into the webpage? They sent you a code, and then you were supposed to return to the site with that code. Did you complete that step?

Ms. Christie: I don't remember if I did that.

Ms. Duque: Ok.

Ms. Wald: So, go back and look, get in touch with Juliana so if you haven't, you need to do it ASAP because you're already going to be fined.

Ms. Duque: I'm going to send you that email, and maybe if you have time after the meeting, we can look it up.

Ms. Christie: Ok.

Ms. Wald: But ethics training, if you haven't done it already, please make sure you do it by the end of the year, it's completely self-reported, and they're not going to call you on that.

Ms. Christie: Ok, and I did it.

Ms. Wald: Ok. That's all I have unless anyone has any questions for me.

Ms. Duque: Thank you so much Ginger.

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B. Engineer

Ms. Duque: Let's move forward to engineer report, nothing to report at this time.

C. Field - Monthly Report

Ms. Duque: Let's move forward to the field manager report, Patrick.

Mr. Burgess: Yes, so I met with Dennis and Cutters Edge, and the new branch manager, Michael, who had replaced Michael Hall, and we met and discussed the CDD areas in the District that we expect to be maintained. I think it was a very productive meeting, a few things that Cutters Edge is going to be looking out for and sending proposals like the mulch install that you guys do annually and doing a better job at removing prior mulch and trying to prevent mulch from washing into the road like it has in the past. The entrance median landscaping I think can be replaced, or upgraded because those trinettes aren't doing well beneath the royal palms.

Ms. Armstrong: Because it's not getting enough sun?

Mr. Burgess: I think just the royal palms are stealing the nutrients so that the plants struggle to thrive, so we need something that doesn't require as much nutrients that can be placed there.

Ms. Armstrong: Well what about fertilizer?

Mr. Burgess: It's just that the root balls of those royal palms are massive so anything we put there is going to be fighting to get other nutrients, so we're thinking about just something simply there but, these are all proposals I asked for just to kind of give you guys an update. So, the tree trimming proposal that gets done for the hardwoods and they should be sending that. Amber recorded that the light was out in the fountain, and we reported that to Fountain Design Group so we will have an update on that. The lakes were very high when I was here last week when you guys had a ton of rain but, they've down since but, they were very high from what I saw but, nothing really pressing. I handed out a proposal to remove some traveler palms and a ficus tree on the east side of the property, the ficus tree is very close to the dumpster wall which the roots could eventually mess up the dumpster wall and that would be an issue.

Ms. Armstrong: How many ficus do we have left?

Mr. Burgess: I don't think we have a lot of ficus around the exterior, this is like a random one.

Ms. Armstrong: Because they're the only ones that get the white fly, right?

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Mr. Burgess: Yes, and like I said, it's good to get it out because going to mess up the wall over there. Then the traveler palms, they sprout randomly so removing the completely will be good, they just grow right through the canopy above it, and they're really just pointless over there, so that is what I passed out for \$2,030.10.

Ms. Duque: And Dennis, can you please state your name for the record, thank you.

Mr. Finotti: Yes, Dennis Finotti, account manager for Cutter's Edge. So, I know we were talking about the plants under the royal palms but, Mike and I discussed it and we don't think that's the best solution being that those royal palms, the seed palms are like 50 pounds and when they fall on anything it's going to break them. So, I think it's better for the long term to put a border, with another plant, and then put some river rocks around it, and then get the green island ficus around there, more filled in, and what we can find in that area because whatever you put under there is going to be damaged, so we're thinking about a more long-term solution, a little bit more plant material.

Ms. Duque: If they decide to move forward with the current proposal, do you prefer to hold off and provide an alternative proposal instead?

Mr. Finotti: This is the one I'm proposing, this is it.

Ms. Duque: Ok, so the one for \$2,510.25.

Mr. Finotti: Yes, that's to move forward with the river rock.

Ms. Duque: Ok, the river rock.

Ms. Armstrong: Well, is this something Dennis that Amber might need some information to us too because we're doing royal palms here but, we've got royal palms here, doesn't it look like aesthetically, what you do to one you want to do all because they all should be uniform. So, before we commit to a set amount we have to see if the HOA is willing to do that for the rest, don't you think?

Mr. Finotti: I can take a look around the villas and see what things are being done and you're talking about the roundabout?

Ms. Armstrong: Yes, and that's the only play we have royal palms, right, going straight in and then the roundabout.

Ms. Duque: Yes.

Mr. Finotti: Yes, and we can look at it.

Mr. Burgess: You can also strap those trees too.

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Mr. Finotti: We can strap them but that's something you have to do every 2 or 3 months.

Mr. Burgess: Right, and I think we can think on the entrance median, it's not a rush.

Ms. Armstrong: As far as like falling coconuts, they don't fall as if they are going to hit on a car.

Mr. Burgess: Well, the royal palms have palm fronds.

Ms. Duque: Yes, they have palm fronds, and they do have the seeds but, they remove the seeds.

Mr. Armstrong: Ok.

Ms. Duque: So, it's basically the palm fronds.

Ms. Armstrong: Ok.

Mr. Burgess: I think we can table this and bring it back, I just would like to have more thought to it, I think it's a good start but, I don't want to just jump on something.

Mr. Finotti: No.

Ms. Duque: For the record, this item was brought forward today and I'd like to circulate it so the Board can review it. Let's schedule this for discussion at the next meeting. In the meantime, Dennis and Patrick, please work together on developing alternative proposals, and also coordinate with Amber to identify any considerations that may need to be included from the HOA's perspective.

Mr. Finotti: Yes, and there was another question, I know me and Patrick were discussing that entrance on the north side.

Mr. Burgess: In front of the monument?

Mr. Finotti: Yes, that one, is that CDD or is that HOA?

Ms. Duque: Are you referring to the main entrance where the community name is displayed?

Mr. Finotti: Yes.

Ms. Duque: So, the wall itself is the responsibility of the HOA, but the landscaping in front of it is maintained by the CDD, as it's located along the community's outside perimeter. While the land is owned by the HOA, we have an easement agreement in place that authorizes the CDD to maintain these areas.

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Mr. Burgess: Yes, there's some plant material there that needs to be replaced, I think when we do the entrance median we can look at enhancing that area as well and get it all properly taken care of.

Ms. Duque: Ok, so then you can include that too Dennis.

Mr. Burgess: Yes, we can meet again.

Ms. Armstrong: Dennis, what's the status of the palm that's in the center of the circle at the entrance, the big tree?

Mr. Finotti: We did the injection for it a couple of months ago I know.

Ms. Armstrong: And it's healthy now?

Mr. Finotti: It takes a while for that, so we have to give it like another couple of months and then you'll start seeing the full growth grow out and come in again.

Ms. Armstrong: Ok, because that's like the jewel in the ground and it would be a shame to lose that one.

Mr. Finotti: Yes.

Mr. Burgess: And you guys will provide mulch in the places and based on what we talked about?

Mr. Finotti: Yes.

Mr. Burgess: Ok.

Ms. Duque: For the record, Terry joined us about 20 minutes ago and Amber is now present as well. We'll plan to discuss this at the next meeting and will bring back both the median item and the entrance monument for further review.

Mr. Burgess: But the ficus tree removal, that was already approved, right?

Ms. Duque: The ficus tree removal, how does the Board feel about that?

Ms. Armstrong: For the \$2,030.10, our budget is comfortable with that?

Ms. Duque: Yes, so that's for \$2,030.10.

Ms. Armstrong: I don't think we have to do it but, I'm thinking with this, the sooner you do it the less it's going to cost because they just get bigger, so I move that we move forward with your suggestion Patrick.

Ms. Wald: Do you want to add, there's a stump grinding option, Patrick do you recommend that or not?

Mr. Burgess: Yes, but do you know the cost of the stump grinding?

Ms. Duque: It's \$255.02.

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Mr. Burgess: Ok, then yes, we definitely need to include that, I don't want them to come back for that.

Mr. Finotti: And with the stump grinding one but, they're just shadow palms so they are rooted and it doesn't guarantee that they're not going to pop back up, which is something that's not being maintained.

Mr. Burgess: I think we need to remove it, do our best but it doesn't if we're going to spend the money on root removal.

Ms. Duque: Yes, they'll handle it while they're onsite, so it makes sense to move forward. It's the right approach.

Mr. Finotti: Yes.

Ms. Duque: Ok, so the total amount is \$2,285.12 to do the tree removal and stump grinding.

Ms. Armstrong: I move that we proceed.

Ms. Christie: The other proposal, wasn't that like in place of this or no?

Ms. Duque: No, that's for the entrance, the palms.

Ms. Christie: Ok.

On MOTION by Ms. Armstrong seconded by Ms. Warfel with all in favor, accepting the proposal from Cutter's Edge to remove the ficus tree and stump grinding for \$2,285.12 was approved.

Ms. Duque: Ok, Patrick.

Mr. Burgess: One last thing, do the royal palms get lit for holiday lighting?

Ms. Christie: Yes.

Mr. Burgess: Ok, I was just curious, I was just curious if you guys ever thought about putting lights on there, like outside of the holiday season.

Ms. Duque: They do it with the HOA, the HOA does it.

Ms. Burgess: Well, they do it for the holiday lighting but I was wondering if you thought about landscape lighting.

Ms. Armstrong: It makes the property look so nice, and it's just the white lights but, that would have to be something in conjunction with the HOA that we agree on

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because you couldn't just do that without the whole entrance, and we would need to be in agreement with the HOA if they wanted it.

Mr. Burgess: Right.

Ms. Duque: Yes.

(At this point several people were talking at one time, and no one conversation could be heard)

Mr. Burgess: That's all I have.

Ms. Duque: Thank you so much, any questions for Patrick?

Ms. Armstrong: Well, just again, he's doing a wonderful job, we appreciate you.

Mr. Burgess: Thank you.

Ms. Duque: Thank you so much Patrick.

D. Manager – Consideration of 2025 Performance Measures and Standards as Required by Florida Statute 189.0694

Ms. Duque: Let's move on to the next item, the manager's report, specifically, consideration of the 2025 performance measures and standards as required by Florida Statute. Each CDD or Special District must publish an annual report on its website by December 1st, outlining achieved goals, objectives, and the performance measures and standards used. The following year, we must report on whether these targets were met. For fiscal year 2026, we've identified three categories: community communication and engagement, infrastructure and facilities maintenance, and financial transparency and accountability. Examples include public meeting compliance, records access, field management and engineer reports, annual budget preparation, and financial audits. At this time, all that's needed is a motion from the Board to acknowledge the report; the responsibility for compliance rests with management and will be handled accordingly.

Ms. Warfel: I just have a couple of thoughts on it. I understand managing, not putting too much in things that you can do, or things you can accomplish but, I do think we should put something about like what we plan to accomplish in the next year with the assessment.

Ms. Duque: For the special assessment?

Ms. Warfel: Yes.

Ms. Duque: Ok.

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Ms. Warfel: So, like if it's like under infrastructure, something about like starting the work, but being crazy, like we're going to do all this work but, that we're going to start the work based on the special assessment.

Ms. Duque: Yes, Karen, we do need to file this report as usual. The report must state what we accomplished and what was not completed. For example, this year's report will include the lake restoration work done last year. Next year, as soon as we complete new projects, they will also be included in the subsequent report. The annual report documents whether we complied, what was done, and any remaining items, all of which are incorporated in the submission

Ms. Warfel: Ok.

Ms. Armstrong: What's this little block here, achieved, yes or no?

Ms. Wald: Whether you actually achieved it for the fiscal year or you didn't.

Ms. Armstrong: But we don't have to put anything in there?

Ms. Duque: No, that's being done by my office, we take care of it.

Ms. Wald: So, the one that you adopted back in September of last year for this fiscal year, the fiscal year is done, so Juliana is working on that and she's going to bring that probably next month, and it would be the reporting, did you meet those goals, so that's where you're going to see those check marks there.

Ms. Armstrong: Ok.

Ms. Wald: And then you'll go ahead and approve that, make any revisions you want at that time, and then that has to get posted onto your website.

Ms. Armstrong: Ok.

Ms. Duque: This contains all details related to phase 1, including the restoration report. Next year, once funding is received, we expect to begin work promptly, and all related reporting will be included as part of our 2026 compliance requirements

Ms. Armstrong: Ok, good.

Ms. Wald: You can always add what you want.

Ms. Duque: Yes, additions can be made at any time. After I present the report, the Board may request further information or suggest additional items to include.

Ms. Armstrong: Ok.

Ms. Duque: So, I would need a motion at this moment.

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On MOTION by Ms. Armstrong seconded by Ms. Warfel with all in favor, accepting the 2025 Performance Measures and Standards as required by Florida Statute 189.0494 was approved.

Ms. Duque: Under the field manager's report, I forgot to mention—Amber, do you have an update regarding the plants on the lake and the violation notice that was sent to the resident?

Ms. Venzal: No, but I just made a note to myself to actually check into that and I'll send an update on that.

Ms. Duque: Because they haven't removed it.

Ms. Venzal: Ok.

Ms. Duque: Once again, I want to emphasize the importance of removing those plants. Unless the Board has another direction, it's essential that this action be taken.

Ms. Venzal: Ok.

Ms. Armstrong: And I think we really need a more vigilant enforcement of feeding the ducks. I mean they don't even try to hide it, and I'm not going to go up to little children and say, stop doing that.

Ms. Venzal: And one of the things that we're implementing is a fining schedule because it is a violation, but we just got everything set up and we just have our first meeting on Monday, so we are going to be implementing the \$100 fine for anyone that is caught and that I think that would seriously cut back those type of violations, so we're working on that.

Ms. Armstrong: And it's just frustrating because for about 6 months there were no ducks at all and then there were two, and now there about 12, and it's getting out of hand again.

(At this point several people were talking at one time, and no one conversation could be heard)

Ms. Duque: Thank you so much Amber, nothing else to report there.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run Summary

B. Acceptance of Unaudited Financials

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Ms. Duque: Let's move forward to the financial reports, tab A is the approval of the check run summary and tab B is the acceptance of the unaudited financials. Unless there are any questions, a motion to approve them will take place.

On MOTION by Ms. Armstrong seconded by Ms. Christie with all in favor, the Check Run Summary and the Unaudited Financials were approved.

**SEVENTH ORDER OF BUSINESS Supervisors Requests and
Audience Comments**

Ms. Duque: Do I have any Supervisor's requests?

Ms. Christie: No.

Ms. Duque: Not hearing any, do I have any audience comments?

EIGHTH ORDER OF BUSINESS Adjournment

Ms. Duque: Not hearing any, a motion to adjourn will take place.

On MOTION by Ms. Christie seconded by Ms. Armstrong with all in favor, the meeting was adjourned.

Signed by:

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Secretary / Assistant Secretary

Signed by:

39E806BCEC9C4B1
Chairman / Vice Chairman

Certificate Of Completion

Envelope Id: 6B85DBED-5E33-49A0-96E5-708B00618C3C

Status: Completed

Subject: Griffin Lakes: Complete with Docusign: Resolution 2026-01.doc, Performance Measures.pdf, Memorandum

Source Envelope:

Document Pages: 33

Signatures: 9

Envelope Originator:

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Signer Events

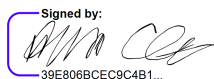
Danielle Christie

dchristie01@gmail.com

Chair

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(None)

Signature

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Signature Adoption: Drawn on Device

Using IP Address:

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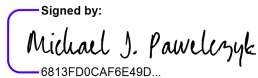
Electronic Record and Signature Disclosure:

Not Offered via Docusign

Michael J. Pawelczyk

mjp@bclmr.com

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Signed: 11/10/2025 8:17:22 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Patrick Burgess

pburgess@gmssf.com

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(None)

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Viewed: 11/10/2025 10:50:21 AM

Signed: 11/10/2025 10:50:58 AM

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

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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	11/10/2025 10:50:58 AM
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Payment Events	Status	Timestamps
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