



**TWO LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
LANDOWNERS' MEETING
NOVEMBER 18, 2020
9:45 A.M.**

**Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014**

**305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile**

AGENDA
TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
Third Floor Suite 300 Meeting Room of Lennar Homes, LLC
730 NW 107th Avenue
Miami, Florida 33172
LANDOWNERS' MEETING
November 18, 2020
9:45 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Adoption of Election Procedures.....Page 2
- E. Election of Chairperson for Landowners' Meeting
- F. Election of Secretary for Landowners' Meeting
- G. Approval of Minutes
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- H. Election of Supervisors
 - 1. Determine Number of Voting Units Represented or Assigned by Proxy.....Page 8
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- I. Certification of the Landowners' Election Results
- J. Landowners' Comments
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Miami Daily Business Review

Oct. 29, 2020

Miscellaneous Notices

**TWO LAKES COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF LANDOWNERS' MEETING
AND REGULAR BOARD MEETING**

NOTICE IS HEREBY GIVEN that the Two Lakes Community Development District (the "District") will hold a Landowners' Meeting and Regular Board Meeting at 9:45 a.m., or as soon thereafter as can be heard, on November 18, 2020, in the Third Floor Suite 300 Meeting Room of Lennar Homes, LLC located at 730 NW 107th Avenue, Miami, Florida 33172.

The primary purpose of the Landowners' Meeting is to elect three (3) Supervisors to the Board of Supervisors (the "Board") for the District. The purpose of the Regular Board Meeting is to consider any business that may lawfully and properly come before the Board. Copies of the Agendas for these meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 at least five (5) days prior to the date of these meetings.

The meetings are open to the public and are conducted in accordance with the provisions of Florida law for community development districts. The meetings may be continued as found necessary to a date, time and place specified on the record. Also, there may be occasions when Staff and/or Supervisors may participate by speaker telephone.

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 these meetings should contact the District Manager at 305-777-0761 and/or 1-877-737-4922 at least seven (7) days prior to the date of these particular meetings.

Meetings may be cancelled from time to time without advertised notice.

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT

www.cocopalmscdd.org
10/22-29 20-10/0000494357M



SPECIAL DISTRICT (CDD) ELECTION PROCEDURES

1. Landowners' Meeting

In accordance with the provisions of Chapter 190, Florida Statutes, it is required that an initial meeting of the Landowners of the District be held within ninety (90) days following the effective date of the rule or ordinance establishing the District and thereafter every two (2) years during the month of November for the purpose of electing Supervisors. The second election by Landowners shall be held on the first Tuesday in November; thereafter, there shall be an election of supervisors every two (2) years in November on a date established by the Board of Supervisors. The assembled Landowners shall organize by electing a Chairperson, who shall preside over the meeting; and a Secretary shall also be elected for recording purposes.

2. Establishment of Quorum

Any Landowner(s) present or voting by proxy shall constitute a quorum at the meeting of the Landowners.

3. Nomination of Candidates

At the meeting, the Chairperson shall call for nominations from the floor for Candidates for the Board of Supervisors. When there are no further nominations, the Chairperson shall close the floor for nominations. The names of each Candidate and the spelling of their names shall be announced. Nominees need not be present to be nominated.

4. Voting

Each Landowner shall be entitled to cast one (1) vote for each acre (or lot parcel), or any fraction thereof, of land owned by him or her in the District, for each open position on the Board. (For example, if there are three (3) positions open, an owner of one (1) acre or less (or one lot parcel) may cast one (1) vote for each of the three (3) positions. An owner of two (2) acres (or two lot parcels) may cast two (2) votes for each of the three (3) positions. Each Landowner shall be entitled to vote either in person or by a representative present with a lawful written proxy.

5. Registration for Casting Ballots

The registration process for the casting of ballots by Landowners or their representatives holding their proxies shall be as follows:

a) At the Landowners' Meeting and prior to the commencement of the first casting of ballots for a Board of Supervisor position, each Landowner, or their representative if proxies are being sub-mitted in lieu thereof, shall be directed to register their attendance and the total number of votes by acreage (or lot parcels) to which each claims to be entitled, with the elected Secretary of the meeting or the District's Manager.

Corporate Office

The Oaks Center
2501A Burns Rd
Palm Beach Gardens, FL 33410
Direct: 561.630.4922

Contact Information

Toll Free: 877.737.4922
Fax: 561.630.4923
Web: www.sdsinc.org

Miami Branch

Crexent Business Center
6625 Miami Lakes Drive, Ste. 374
Miami Lakes, FL 33014
Direct: 305.666.6666

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- b) At such registration, each Landowner, or their representative with a lawful proxy, shall be provided a numbered ballot for the Board of Supervisor position(s) open for election. A District representative will mark on the ballot the number of votes that such Landowner, or their representative, is registered to cast for each Board of Supervisor position open for election.
 - c) All Landowner proxies shall be collected at the time of registration and retained with the Official Records of the District for subsequent certification or verification, if required.

6. Casting of Ballots

Registration and the issuance of ballots shall cease once the Chairperson calls for the commencement of the casting of ballots for the election of a Board Supervisor(s) and thereafter no additional ballots shall be issued.

The Chairperson will declare that the Landowners, or their representatives, be requested to cast their ballots for the Board Supervisor(s). Once the ballots have been cast, the Chairperson will call for a collection of the ballots.

7. Counting of Ballots

Following the collection of ballots, the Secretary or District Manager shall be responsible for the tabulation of ballots in order to determine the total number of votes cast for each candidate that is seeking election.

At the second and subsequent landowner elections*, the two (2) candidates receiving the highest number of votes will be declared by the Chairperson as elected to the Board of Supervisors for four-year terms. The candidate receiving the next highest number of votes will fill the remaining open position on the Board of Supervisors for a two-year term, as declared by the Chairperson.

*At the final landowner election (*after the 6th or 10th year*), the candidate receiving the highest number of votes will be elected to the Board of Supervisors for a four-year term (two {2} supervisors are elected by General Election).

8. Contesting of Election Results

Following the election and announcement of the votes, the Chairperson shall ask the Landowners present, or those representatives holding proxies for Landowners, whether they wish to contest the election results. If no contests are received, said election results shall thereupon be certified.

If there is a contest, the contest must be addressed to the Chairperson and thereupon the individual casting a ballot that is being contested will be required to provide proof of ownership of the acreage (or lot parcels) for which they voted at the election within five (5) business days of the Landowners' Meeting. The proof of ownership shall be submitted to the District Manager who will thereupon consult with the District's General Counsel and together they will review the material provided and will determine the legality of the contested ballot(s). Once the contests are resolved, the Chairperson shall reconvene the Landowners' Meeting and thereupon certify the election results.

9. Recessing of the Landowners' Meeting

In the event there is a contest of a ballot or of the election, the Landowners' Meeting shall be recessed to a future time, date and location, at which time the election findings on the contest shall be reported in accordance with the procedure above and the newly elected Supervisor(s) shall thereupon take their Oath of Office.

10. Miscellaneous Provisions

- a) Each Landowner shall only be entitled to vote in person or by means of a representative attending in person and holding a lawful written proxy in order to cast said Landowner's votes.
- b) Proxies will not require that proof of acreage ownership be attached. Rather, proof of ownership must be provided timely by the holder of the proxy, if the proxy is contested in accordance with the procedure above.

**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
SECOND LANDOWNERS' MEETING
NOVEMBER 6, 2018**

A. CALL TO ORDER

District Manager Neil Kalin called the November 6, 2018, Second Landowners' Meeting of the Two Lakes Community Development District to order at 9:50 a.m. in the Meeting Room at Lennar Homes, LLC, located at 730 NW 107th Avenue, Third Floor, Suite 300, Miami, Florida 33172.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Second Landowners' Meeting had been published in the *Miami Daily Business Review* on October 10, 2018, and October 17, 2018, as legally required.

C. ESTABLISH QUORUM

Mr. Kalin requested that the landowners of property within the District identify themselves and register the number of acres/lots they own and/or being represented by proxy in the Two Lakes Community Development District. A sign-in sheet was provided. Mr. Kalin stated that the attendance of *Proxy Holder* Teresa Baluja, representing Two Lakes Lennar, LLC, constituted a quorum and it was in order to proceed.

Also in attendance were Michael Pawelczyk, District Counsel, of Billing Cochran, Lyles, Mauro & Ramsey, P.A., Anna Ramirez, District Engineer, of Alvarez Engineer's Inc.; and Armando Silva of Special District Services, Inc.; and Raisa Krause, Yolexys Perez and Carmen Herrera, Miami, Florida.

D. CONSIDER ADOPTION OF ELECTION PROCEDURES

Mr. Kalin presented the Election Procedures and stated that it would be in order to review and approve same. There being no comments or changes, the *Proxy Holder* approved the Election Procedures, as presented.

E. ELECTION OF CHAIRPERSON FOR SECOND LANDOWNERS' MEETING

Mr. Kalin stated that it would be in order to elect a Chairperson for the Second Landowners' Meeting. The Proxy Holder elected Mr. Kalin to serve as Chairperson for the Second Landowners' Meeting.

F. ELECTION OF SECRETARY FOR SECOND LANDOWNERS' MEETING

Mr. Kalin stated that it would be in order to elect a Secretary for the Second Landowners' Meeting for the purpose of conducting and recording the events of the Second Landowners' Meeting. Ms. Baluja elected Mr. Kalin to serve as Secretary for the Second Landowners' Meeting. Mr. Kalin accepted the position of Secretary for the Second Landowners' Meeting.

G. APPROVAL OF MINUTES

1. November 16, 2016, Initial Landowners' Meeting

Mr. Kalin presented the November 16, 2016, Initial Landowners' Meeting Minutes and asked the Proxy Holder if there were any changes or revisions. There being no comments or changes, the Proxy Holder approved the November 16, 2016, Initial Landowners' Meeting Minutes, *as presented*.

H. ELECTION OF SUPERVISORS

1. Determine Number of Voting Units Represented or Assigned by Proxy

Mr. Kalin stated for the record that there were **91.44 Acres (92 Voting Units)** and **forty (40) Lots/Units**, combined for a total of **132 Votes** being represented/assigned by Ms. Baluja, the attending *Proxy Holder* on behalf of Two Lakes Lennar, LLC, the primary landowner and developer in the District.

2. Nomination of Candidates

Mr. Kalin stated that the terms of office of Supervisors Yadira Monzon, Raisa Krause and Indira Jimenez were expiring and that it would be in order to nominate candidates to fill the three (3) expiring terms of office. Ms. Baluja nominated the following persons for election to the Board of Supervisors of the Two Lakes Community Development District:

Raisa Krause
Yolexys Perez
Carmen Herrera

Mr. Kalin asked if there were any other nominations from the floor. There being no further nominations from the floor, Mr. Kalin closed the nomination portion of the Second Landowners' Meeting.

3. Casting of Ballots

Ms. Baluja was requested to cast votes for the following slate of nominees: **Raisa Krause, Yolexys Perez and Carmen Herrera**. Mr. Kalin stated that the two (2) candidates receiving the highest number of votes would serve four-year terms of office, expiring in November 2022; and the remaining candidate receiving the next highest number of votes would serve a two-year term of office, expiring in November 2020.

4. Ballot Tabulations

Mr. Kalin announced the following election results:

Raisa Krause received **132** Votes
Yolexys Perez received **132** Votes
Carmen Herrera received **130** Votes

Mr. Kalin then stated that **Ms. Krause** and **Ms. Perez** would each serve four (4) year terms, which terms of office will expire in November 2022; and **Ms. Herrera** would serve a two (2) year term of office, which term of office will expire in November 2020.

5. Certification of Results

Mr. Kalin asked Ms. Baluja if there were any objections to the election results or to the procedures followed. There being no objections, Mr. Kalin declared the election results complete, final and certified.

J. LANDOWNERS' COMMENTS

There were no additional comments.

K. ADJOURNMENT

There being no further business to conduct, the Second Landowners' Meeting was declared adjourned by the presiding Chairperson, Neil Kalin, at approximately 9:56 a.m.

Chairperson

Secretary

LANDOWNER PROXY

**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the initial meeting of the landowners of the **Two Lakes Community Development District** to be held on November 18, 2020 at 9:45 a.m. in the Third Floor Meeting Room located at Lennar Homes, LLC, 730 N.W. 107th Avenue, Third Floor, Suite 300, Miami, Florida 33172, and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may be considered at said meeting including, but not limited to the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may be legally considered at said meeting.

This proxy is to continue in full force and effect from the hereof until the conclusion of the annual meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder exercising the voting rights conferred herein.

Printed Name of Legal Owner/Entity

Signature of Legal Owner (and/or Authorized Representative)

Date

Parcel(s) Description(s)*{Folio Number(s)}

of Units/Acres

*Insert in the space above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. [If more space is needed, identification of Parcels owned may be incorporated by reference to an attachment hereto.]

Pursuant to section 190.006(2)(b), *Florida Statutes* (2019), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto.

TOTAL NUMBER OF AUTHORIZED VOTES: _____

If the Legal Owner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g. bylaws, corporate resolution, etc.)

OFFICIAL BALLOT

BALLOT # _____

**TWO LAKES
COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING**

ELECTION OF BOARD SUPERVISORS (3)

NOVEMBER 18, 2020

The undersigned certifies that he/she is the owner (___) or duly authorized **representative of lawful proxy of an owner** (___) of land in the **Two Lakes Community Development District**, constituting _____ Acre(s)/Lot(s)/Unit(s) and hereby casts up to the corresponding number of his/her vote(s) for the following candidate/candidates to hold the above-named open position:

Name of Candidate

Number of Votes

{The two (2) candidates receiving the highest number of votes shall each be elected for a four (4) year term of office; the three (3) candidates receiving the next highest number of votes shall each be elected for a two (2) year term of office.}

Signature: _____

Printed Name: _____

Street Address or Tax Parcel Id Number for your Real Property:

