



**TWO LAKES  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
SPECIAL BOARD MEETING  
MAY 17, 2023  
10:15 A.M.**

Special District Services, Inc.  
8785 SW 165th Avenue, Suite 200  
Miami, FL 33193  
786.313.3661 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT**  
Lennar Homes  
5505 Blue Lagoon Drive  
Miami, Florida 33126  
**SPECIAL BOARD MEETING**  
May 17, 2023  
10:15 a.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. November 16, 2022 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Staff Report: As Required
- H. New Business
  - 1. Consider Resolution No. 2023-01 – Consider Approval of Fiscal Year 2023/2024  
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  - 3. Consider Rate Adjustment – Billing, Cochran, Lyles, Mauro & Ramsey, P.A.....Page 15
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

# Miscellaneous Notices

Published in Miami Daily Business Review on May 9, 2023

## Location

Miami-Dade County, Florida

## Notice Text

NOTICE OF SPECIAL BOARD  
MEETING OF THE  
TWO LAKES COMMUNITY  
DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Two Lakes Community Development District (the "District") will hold a Special Board Meeting (the "Meeting") of its Board of Supervisors (the "Board") on May 17, 2023, at 10:15 a.m.. at the Lennar Homes, LLC located at 5505 Blue Lagoon Drive, Miami, Florida 33126. The purpose of the Special Board Meeting is for the Board to discuss the Fiscal Year 2023/2024 Proposed Budget and any other business that may lawfully and properly come before it.

A copy of the agenda for the Meeting may be obtained at the offices of the District Manager, c/o Special District Services, Inc., at (561) 630-4922 or [asilva@sdsinc.org](mailto:asilva@sdsinc.org) (the "District Manager's Office") during normal business hours. The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The Meeting may be continued to a date, time, and place to be specified on the record at the Meeting.

Any person requiring special accommodations in order to access and participate in the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT

[www.twolakescdd.org](http://www.twolakescdd.org)

5/9 23-09/0000660946M

**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 16, 2022**

**A. CALL TO ORDER**

District Manager Armando Silva called the November 16, 2022, Regular Board Meeting of the Two Lakes Community Development District (the “District”) to order at 10:24 a.m. in the Lennar Homes, LLC Meeting Room located at 5505 Blue Lagoon Drive, Miami, FL 33126.

**B. PROOF OF PUBLICATION**

Mr. Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 10, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, as legally required.

**C. SEAT ELECTED BOARD MEMBERS**

Mr. Silva seated and welcomed the newly elected Board Members: Raisa Krause, Vanessa Perez and Carmen Orozco.

**D. ADMINISTER OATH OF OFFICE & REVIEW BOARD MEMBER RESPONSIBILITIES & DUTIES**

Mr. Silva, Notary Public in the State of Florida, administered the Oath of Office to the elected Board Members and briefly reviewed the responsibilities and duties of a Board Member with emphasis on Government in the Sunshine, Financial Disclosure requirements and Public Records Law.

**E. ESTABLISH A QUORUM**

Mr. Silva determined that the attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Teresa Baluja, Vanessa Perez and Carmen Orozco

Staff in attendance included: District Manager Armando Silva of Special District Services, Inc.; District Counsel Michael Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A

**F. ELECTION OF OFFICERS**

Mr. Silva indicated that due to the Final Landowners’ Election and new terms of office, it would be in order to re-elect the officers of the District. A discussion ensued after which the following slate of officers was presented for election:

Chairperson – Teresa Baluja  
Vice Chairperson – Carmen Orozco  
Secretary/Treasurer – Armando Silva  
Assistant Secretaries – Raisa Krause, Vanessa Perez, Maria C. Herrera, Gloria Perez  
and Nancy Nguyen.

A discussion ensued after which;

A **motion** was made by Ms. Baluja, seconded by Ms. Orozco and unanimously passed electing the District’s slate of officers, as stated above.

**G. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**H COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

**I. APPROVAL OF MINUTES**

**1. September 21, 2022, Regular Board Meeting**

Mr. Silva presented the September 21, 2022, Regular Board Meeting minutes and asked if there were any comments and/or changes. There being no comments or changes, a **motion** was made by Ms. Baluja, seconded by Ms. Orozco and unanimously passed approving the September 21, 2022, Regular Board Meeting minutes, *as presented*.

**J. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**K. NEW BUSINESS**

**1. Consider Resolution No. 2022-06 – Adopting a Fiscal Year 2021/2022 Amended Budget**

Mr. Silva presented Resolution No. 2022-06, entitled:

**RESOLUTION NO. 2022-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva read the title of the resolution into the record and explained the purpose of the document. He went on to state that there was a positive Operating Fund Balance at the end of Fiscal Year 2021/2022 and noted that the District designated a carryover of this Fund Balance to balance the Fiscal Year 2021/2022 budget. A discussion ensued after which:

A **motion** was made by Ms. Baluja, seconded by Ms. Orozco and unanimously passed approving and adopting Resolution No. 2022-06, *as presented*, thereby approving the Amended Final 2021/2022 Fiscal Year Budget.

**L. AUDITOR SELECTION COMMITTEE**

Mr. Silva, District Manager ("DM"), announced for the record that he was recessing the Regular Board Meeting and simultaneously calling to order, at approximately 10:31 a.m., a meeting of the **Audit Committee**. The purpose of the **Audit Committee** meeting was to rank and recommend in order of preference no fewer than three (3) firms to perform the required auditing services for three (3) fiscal years commencing with the September 30, 2022 audit and to include a two (2) year renewal option. The DM, previously appointed to the **Audit Committee**, provided to the **Audit Committee** members a recommendation to rank Grau & Associates, as number 1 and to proceed and engage Grau & Associates. Copies of the proposal from Grau & Associates was provided at the meeting. A discussion ensued after which;

A **motion** was made by Ms. Baluja, seconded by Ms. Orozco and unanimously passed to waive the requirement to receive no fewer than three (3) firms and to rank the firm of Grau & Associates number 1.

There being no further **Audit Committee** business to conduct, the DM adjourned the **Audit Committee** meeting at approximately 10:32 a.m. and simultaneously reconvened the Regular Board Meeting so the that Board of Supervisors could consider and engage the firm recommended by the **Audit Committee**. A discussion ensued after which;

A **motion** was made by Ms. Baluja, seconded by Ms. Orozco and unanimously passed to engage the auditing firm of Grau & Associates, the highest ranked and qualified auditing firm, to perform audits for the three (3) fiscal years 2021/2022, 2022/2023 and 2023/2024; and the fees for each fiscal year will be \$5,700, \$5,800 and \$5,900 respectively; and to provide in the engagement a two (2) year renewal option for the fiscal years 2024/2025 audit and 2025/2026 audit; and authorizes the District Manager to negotiate a fee of not to exceed \$6,000 for the 2024/2025 fiscal year audit and \$6,100 for the 2025/2026 fiscal year audit.

**M. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**N. BOARD MEMBER & STAFF CLOSING COMMENTS**

There were no Board Member or Staff closing comments.

**O. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Ms. Baluja, seconded by Ms. Orozco and passed unanimously to adjourn the Regular Board Meeting at approximately 10:33 a.m.

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Secretary/Assistant Secretary

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Chairperson/Vice-Chairperson

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the “Board”) of the Two Lakes Community Development District (the “District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

**WHEREAS**, the Proposed Budget including the Assessments for Fiscal Year 2023/2024 has been prepared and considered by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for July 20, 2022 at 9:45 a.m. in the 3<sup>rd</sup> Floor Meeting Room at Lennar Homes, LLC located at 730 N.W. 107<sup>th</sup> Avenue, Suite 300, Miami, Florida 33172, for the purpose of receiving public comments on the Proposed Fiscal Year 2023/2024 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 17<sup>th</sup> day of May, 2023.

**ATTEST:**

**TWO LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

Two Lakes  
Community Development District

**Proposed Budget For  
Fiscal Year 2023/2024  
October 1, 2023 - September 30, 2024**



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- V ASSESSMENT COMPARISON

**PROPOSED BUDGET**  
**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2023/2024 BUDGET
<b>REVENUES</b>	
Administrative Assessments	99,094
Maintenance Assessments	163,124
Debt Assessments - Series 2017	1,482,926
Debt Assessments - Series 2019	1,153,711
Developer Contribution - Debt	0
Other Revenue	0
Capital Funding - Stormwater Management Project	0
Interest Income	360
<b>TOTAL REVENUES</b>	<b>\$ 2,899,215</b>
<b>EXPENDITURES</b>	
<b>Administrative Expenditures</b>	
Supervisor Fees	0
Management	40,248
Legal	12,800
Assessment Roll	9,400
Audit Fees	5,900
Arbitrage Rebate Fee	1,300
Insurance	6,500
Legal Advertisements	1,500
Miscellaneous	1,300
Postage	525
Office Supplies	725
Dues & Subscriptions	175
Trustee Fees	6,500
Continuing Disclosure Fee	2,000
Administrative Contingency	4,636
<b>Total Administrative Expenditures</b>	<b>\$ 93,509</b>
<b>Maintenance Expenditures</b>	
Annual Engineer's Report & Inspections	2,400
Field Operations Management	1,500
Lawn & Landscape Services - Entrance Roads & Interior Tracts	0
Perimeter Berm - Lawn & Landscape Services	0
Entrance Roads & Entry Features - MTE	0
Irrigation System(s) - Interior/Exterior	0
Roadway/Street Drainage System	35,000
Street Lighting - Entry Roads	0
FP&L Power/Utility Services - Irrigation & Street Lighting	0
Lake Tract(s) Maintenance	12,000
Aquatic Maintenance	15,000
Capital Improvements Fund	87,437
<b>Total Maintenance Expenditures</b>	<b>\$ 153,337</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 246,846</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 2,652,369</b>
Bond Payments - Series 2017	(1,393,950)
Bond Payments - Series 2019	(1,084,488)
<b>BALANCE</b>	<b>\$ 173,931</b>
County Appraiser & Tax Collector Fee	(57,977)
Discounts For Early Payments	(115,954)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	101,148	99,094	99,094	Expenditures Less Interest/.94
Maintenance Assessments	163,463	163,124	163,124	Expenditures/.94
Debt Assessments - Series 2017	1,486,350	1,482,926	1,482,926	Bond Payments/.94
Debt Assessments - Series 2019	1,153,853	1,153,711	1,153,711	Bond Payments/.94
Developer Contribution - Debt	0	0	0	
Other Revenue	0	0	0	
Capital Funding - Stormwater Management Project	106	0	0	
Interest Income	8	360	360	Projected At \$30 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 2,904,928</b>	<b>\$ 2,899,215</b>	<b>\$ 2,899,215</b>	
<b>EXPENDITURES</b>				
<b>Administrative Expenditures</b>				
Supervisor Fees	0	0	0	
Management	37,956	39,084	40,248	CPI Adjustment (Capped At 3%) - Includes Website Management
Legal	11,603	12,800	12,800	No Change From 2022/2023 Budget
Assessment Roll	9,400	9,400	9,400	No Change From 2022/2023 Budget
Audit Fees	5,500	5,600	5,900	Accepted Amount For 2022/2023 Audit
Arbitrage Rebate Fee	1,300	1,300	1,300	No Change From 2022/2023 Budget
Insurance	5,706	6,500	6,500	Insurance Estimate
Legal Advertisements	712	1,600	1,500	\$100 Decrease From 2022/2023 Budget
Miscellaneous	411	1,450	1,300	\$150 Decrease From 2022/2023 Budget
Postage	103	550	525	\$25 Decrease From 2022/2023 Budget
Office Supplies	306	750	725	\$25 Decrease From 2022/2023 Budget
Dues & Subscriptions	175	175	175	Annual Dues Payment To Dept Of Economic Opportunity
Trustee Fees	6,500	6,500	6,500	No Change From 2022/2023 Budget
Continuing Disclosure Fee	1,500	2,000	2,000	No Change From 2022/2023 Budget
Administrative Contingency	0	5,800	4,636	Administrative Contingency
<b>Total Administrative Expenditures</b>	<b>\$ 81,172</b>	<b>\$ 93,509</b>	<b>\$ 93,509</b>	
<b>Maintenance Expenditures</b>				
Annual Engineer's Report & Inspections	5,165	2,400	2,400	No Change From 2022/2023 Budget
Field Operations Management	1,500	1,500	1,500	No Change From 2022/2023 Budget
Lawn & Landscape Services - Entrance Roads & Interior Tracts	0	15,000	0	Line Item Eliminated
Perimeter Berm - Lawn & Landscape Services	0	36,000	0	Line Item Eliminated
Entrance Roads & Entry Features - MTE	0	8,400	0	Line Item Eliminated
Irrigation System(s) - Interior/Exterior	0	10,000	0	Line Item Eliminated
Roadway/Street Drainage System	0	8,400	35,000	\$26,600 Increase From 2022/2023 Budget
Street Lighting - Entry Roads	0	11,400	0	Line Item Eliminated
FP&L Power/Utility Services - Irrigation & Street Lighting	0	16,000	0	Line Item Eliminated
Lake Tract(s) Maintenance	5,516	12,000	12,000	No Change From 2022/2023 Budget
Aquatic Maintenance	13,630	7,000	15,000	\$8,000 Increase From 2022/2023 Budget
Capital Improvements Fund	27,868	25,237	87,437	Capital Improvements Fund
<b>Total Maintenance Expenditures</b>	<b>\$ 53,679</b>	<b>\$ 153,337</b>	<b>\$ 153,337</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 134,851</b>	<b>\$ 246,846</b>	<b>\$ 246,846</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 2,770,077</b>	<b>\$ 2,652,369</b>	<b>\$ 2,652,369</b>	
Bond Payments - Series 2017	(1,415,024)	(1,393,950)	(1,393,950)	2024 Principal & Interest Payments
Bond Payments - Series 2019	(1,098,482)	(1,084,488)	(1,084,488)	2024 Principal & Interest Payments
<b>BALANCE</b>	<b>\$ 256,571</b>	<b>\$ 173,931</b>	<b>\$ 173,931</b>	
County Appraiser & Tax Collector Fee	(27,933)	(57,977)	(57,977)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(111,385)	(115,954)	(115,954)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 117,253</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover From Prior Year	0	0	0	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 117,253</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE (SERIES 2017) FUND BUDGET**  
**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	8,525	25	100	Projected Interest For 2023/2024
NAV Tax Collection	1,420,064	1,393,950	1,393,950	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$1,428,589</b>	<b>\$1,393,975</b>	<b>\$1,394,050</b>	
<b>EXPENDITURES</b>				
Principal Payments	415,000	435,000	455,000	Principal Payment Due In 2024
Interest Payments	976,663	956,350	938,950	Interest Payments Due In 2024
Bond Redemption	0	2,625	100	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$1,391,663</b>	<b>\$1,393,975</b>	<b>\$1,394,050</b>	
<b>Excess/ (Shortfall)</b>	<b>\$36,926</b>	<b>\$0</b>	<b>\$0</b>	

**Series 2017 Bond Information**

Original Par Amount =	\$21,685,000	Annual Principal Payments Due:
Interest Rate =	3.25% - 5.0%	December 15th
Issue Date =	June 2017	Annual Interest Payments Due:
Maturity Date =	November 2047	June 15th & December 15th
Par Amount As Of 1/1/23 =	\$19,710,000	

**DETAILED PROPOSED DEBT SERVICE (SERIES 2019) FUND BUDGET**  
**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
Interest Income	6,358	25	100	Projected Interest For 2023/2024
NAV Tax Collection	1,118,573	1,084,488	1,084,488	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$1,124,931</b>	<b>\$1,084,513</b>	<b>\$1,084,588</b>	
<b>EXPENDITURES</b>				
Principal Payments	380,000	405,000	420,000	Principal Payment Due In 2024
Interest Payments	694,188	676,638	664,487	Interest Payments Due In 2024
Transfer To Construction Fund	2,511	0	0	
Bond Redemption	0	2,876	101	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$1,076,698</b>	<b>\$1,084,513</b>	<b>\$1,084,588</b>	
<b>Excess/ (Shortfall)</b>	<b>\$48,233</b>	<b>\$0</b>	<b>\$0</b>	

**Series 2019 Bond Information**

Original Par Amount =	\$19,050,000	Annual Principal Payments Due:
Interest Rate =	3.0% - 4.0%	December 15th
Issue Date =	September 2019	Annual Interest Payments Due:
Maturity Date =	December 2049	June 15th & December 15th
Par Amount As Of 1/1/23 =	\$17,905,000	

## Two Lakes Community Development District Assessment Comparison

	Original Projected Debt Assessment Before Discount*	Fiscal Year 2020/2021 Assessment Before Discount*	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Projected Assessment Before Discount*
<u>Original Units</u>					
Administrative For Villa Units	\$0.00	\$59.54	\$59.39	\$59.38	\$59.38
Maintenance For Villa Units	\$0.00	\$97.94	\$97.94	\$97.94	\$97.94
<u>Debt For Villa Units</u>	<u>\$1,474.19</u>	<u>\$1,472.00</u>	<u>\$1,472.00</u>	<u>\$1,472.00</u>	<u>\$1,472.00</u>
Total For Villa Units	<b>\$1,474.19</b>	<b>\$1,629.48</b>	<b>\$1,629.33</b>	<b>\$1,629.32</b>	<b>\$1,629.32</b>
Administrative For Townhome Units	\$0.00	\$59.39	\$59.38	\$59.38	\$59.38
Maintenance For Townhome Units	\$0.00	\$97.94	\$97.94	\$97.94	\$97.94
<u>Debt For Townhome Units</u>	<u>\$1,526.84</u>	<u>\$1,524.50</u>	<u>\$1,524.50</u>	<u>\$1,524.50</u>	<u>\$1,524.50</u>
Total For Townhome Units	<b>\$1,526.84</b>	<b>\$1,681.83</b>	<b>\$1,681.82</b>	<b>\$1,681.82</b>	<b>\$1,681.82</b>
Administrative For Single Family Units	\$0.00	\$59.39	\$59.38	\$59.38	\$59.38
Maintenance For Single Family Units	\$0.00	\$97.94	\$97.94	\$97.94	\$97.94
<u>Debt For Single Family Units</u>	<u>\$1,579.48</u>	<u>\$1,577.00</u>	<u>\$1,577.00</u>	<u>\$1,577.00</u>	<u>\$1,577.00</u>
Total For Single Family Units	<b>\$1,579.48</b>	<b>\$1,734.33</b>	<b>\$1,734.32</b>	<b>\$1,734.32</b>	<b>\$1,734.32</b>
<u>Expansion Units</u>					
Administrative For Villa Units	\$0.00	\$59.39	\$59.38	\$59.38	\$59.38
Maintenance For Villa Units	\$0.00	\$97.94	\$97.94	\$97.94	\$97.94
<u>Debt For Villa Units</u>	<u>\$1,555.00</u>	<u>\$1,555.00</u>	<u>\$1,555.00</u>	<u>\$1,555.00</u>	<u>\$1,555.00</u>
Total For Villa Units	<b>\$1,555.00</b>	<b>\$1,712.33</b>	<b>\$1,712.32</b>	<b>\$1,712.32</b>	<b>\$1,712.32</b>
Administrative For Townhome Units	\$0.00	\$59.38	\$59.38	\$59.38	\$59.38
Maintenance For Townhome Units	\$0.00	\$97.94	\$97.94	\$97.94	\$97.94
<u>Debt For Townhome Units</u>	<u>\$1,658.00</u>	<u>\$1,658.00</u>	<u>\$1,658.00</u>	<u>\$1,658.00</u>	<u>\$1,658.00</u>
Total For Townhome Units	<b>\$1,658.00</b>	<b>\$1,815.32</b>	<b>\$1,815.32</b>	<b>\$1,815.32</b>	<b>\$1,815.32</b>
Administrative For Single Family Units	\$0.00	\$59.38	\$59.38	\$59.38	\$59.38
Maintenance For Single Family Units	\$0.00	\$97.94	\$97.94	\$97.94	\$97.94
<u>Debt For Single Family Units</u>	<u>\$1,866.00</u>	<u>\$1,866.00</u>	<u>\$1,866.00</u>	<u>\$1,866.00</u>	<u>\$1,866.00</u>
Total For Single Family Units	<b>\$1,866.00</b>	<b>\$2,023.32</b>	<b>\$2,023.32</b>	<b>\$2,023.32</b>	<b>\$2,023.32</b>

\* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Note: Covenant Amount (After Discounts & Fees)

For Original Units = \$248.00

\$248.00/.94 = \$263.82

Covenant Amount (After Discounts & Fees)

For Expansion Units = \$262.00

\$262.00/.94 = \$278.72

Community Information - Original Units (Original):

Villa Units	347
Townhome Units	420
<u>Single Family Units</u>	<u>209</u>
Total Area One Units	976

Total Units

Original Units:	982
<u>Expansion Units:</u>	<u>687</u>
Total Units:	1,669

Community Information - Original Units (Current):

Villa Units	407
Townhome Units	372
<u>Single Family Units</u>	<u>203</u>
Total Area One Units	982

Community Information - Expansion Units:

Villa Units	246
Townhome Units	248
<u>Single Family Units</u>	<u>193</u>
Total Expansion Units	687



8935 NW 35 Lane, Suite 101 Doral, FL 33172  
Tel (305) 640-1345  
Email [Alvarez@AlvarezEng.com](mailto:Alvarez@AlvarezEng.com)  
Website [www.alvarezeng.com](http://www.alvarezeng.com)

February 16, 2023

Board of Supervisors  
Two Lakes Community Development District  
Attn: District Manager Armando Silva  
Special District Services, Inc.  
2501 Burns Road  
Palm Beach Gardens, FL 33410

**Reference:** Two Lakes Community Development District  
**Alvarez Engineers Personnel Billing Rates**  
**Via:** Email Only: [asilva@sdsinc.org](mailto:asilva@sdsinc.org)

Dear Board of Supervisors,

In accordance with the terms of the Engineering Agreement, dated January 18, 2017, between Alvarez Engineers, Inc. and the CDD, I would like to respectfully request the Board of Supervisors to consider updating our hourly personnel billing rates and staff classifications to our proposed 2023 rates as shown in the attached table.

Please let me know if you have any questions or if you would like to discuss this further.

Sincerely,



Juan R. Alvarez, President  
Alvarez Engineers, Inc.

Two Lakes CDD			
Current 2017 Rates		Proposed 2023 Rates	
Principal	\$ 200.00	Principal	\$ 220.00
Chief Engineer			
Senior Engineer	\$ 175.00	Senior Engineer	\$ 185.00
Senior Project Engineer			
Project Manager	\$ 150.00	Engineer 2	\$ 160.00
Project Engineer	\$ 130.00	Engineer 1	\$ 140.00
		Electrical Engineer	\$ 135.00
Engineer	\$ 125.00	Engineer Intern	\$ 130.00
CADD	\$ 95.00	Senior Designer	\$ 110.00
		CADD/Computer Technician	\$ 100.00
		Senior Engineering Technician	\$ 95.00
Engineering Technician	\$ 85.00	Engineering Technician	\$ 90.00
Senior Administrative	\$ 80.00	Senior Administrative	\$ 95.00
Administrative	\$ 50.00	Administrative	\$ 60.00

**Staff Classification**

Principal  
Senior Engineer  
Engineer 2  
Engineer 1  
Electrical Engineer  
Engineer Intern  
Senior Designer  
CADD/Computer Technician  
Senior Engineering Technician  
Engineering Technician  
Senior Administrative  
Administrative

**Definition**

Professional Engineer with 20+ years of post registration experience  
Professional Engineer with 10+ years of post registration experience  
Professional Engineer with 5+ years of post registration experience  
Professional Engineer with 0+ years of post registration experience  
Electrical Engineer with 2+ years of post-graduate experience  
Entry level with engineering degree; Engineering Intern License  
15+ years of design experience, non-registered  
Design and Drafting with 1+ year of experience  
5+ years of experience  
Entry level, with 0-4 years of experience  
Degreed executive assistant with 8+ years of experience  
Secretary / Clerical



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PLEASE REPLY TO: FORT LAUDERDALE

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STEVEN F. BILLING (1947-1998)  
HAYWARD D. GAY (1943-2007)

February 3, 2023

VIA E-MAIL ONLY—asilva@sdsinc.org

Mr. Armando Silva  
District Manager  
Special District Services, LLC  
2501 A Burns Road  
Palm Beach Gardens, FL 33410

**Re: Adjustment to District Counsel Fee Structure  
Two Lakes Community Development District  
Our File: 279.16162**

Dear Armando:

This firm's current fee structure has been in place since 2016. Although we are certainly mindful of the necessity to keep increases in the District's expenses, including the cost of legal services, to a minimum, it has become necessary for us to adjust our hourly rates effective May 1, 2023, as follows:

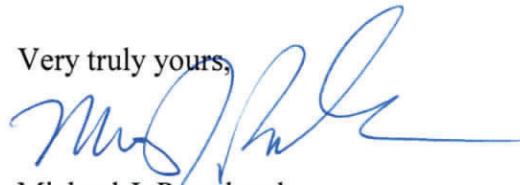
- Attorneys/Partners: \$300.00 per hour
- Attorneys/Associates: \$225.00 per hour

This hourly fee structure will be adjusted on a periodic basis in connection with the District's budget process no later than every third Fiscal Year to reflect changes in the Consumer Price Index published by the U. S. Department of Labor. The CPI has reflected a 23.3% increase since the year 2016 and we have not raised our fees during that time.

Mr. Armando Silva  
February 3, 2023  
Page 2

Naturally, should you have any questions or require any further information in support of this adjustment you should feel free to contact me at your convenience. As I think you are aware, we very much appreciate the opportunity to serve as District Counsel as well as your courtesy and cooperation with regard to the necessity of what we believe to be both infrequent and reasonable adjustments to our schedule of professional fees.

Very truly yours,



Michael J. Pawelczyk  
For the Firm

MJP/jmp