

# Portofino Landings

## Community Development District

### Agenda

Seat 5: Lisa Baxter – (C.)	
Seat 1: Jorge Cepero – (V.C.)	
Seat 3: Jim Dupre – (A.S.)	
Seat 2: Open Seat	
Seat 4: Open Seat	

Tuesday  
March 12, 2024  
11:30a.m.

2160 NW Reserve Park Trace, Port St. Lucie, Florida  
<https://meet.goto.com/709176245>  
[+1 \(224\) 501-3412](tel:+12245013412); Access Code: 709-176-245

1. Oath of Office for Newly Elected Supervisors Elected at the Landowners Meeting – Seat #1, Seat #3, and Seat #5
2. Roll Call
3. Organizational Matters
  - A. Acceptance of Resignation Letter from Mr. Jim Dupre – Seat #3 and Mr. Jorge Cepero – Seat #4
  - B. Consideration of **Resolution #2024-01** Canvassing and Certifying Results of Landowners Election
  - C. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office – Seat #2 and Seat #4 – both (11/2025)
  - D. Consideration of **Resolution #2024-02** Electing Officers
4. Approval of Minutes of the May 10, 2022, August 9, 2022, May 9, 2023 and July 11, 2023 Meetings
5. Ratification of:
  - A. Landscape Project Agreement with Hugo’s Lawn Care, LLC
  - B. Paving Services Agreement with All County Paving, Inc.
6. Consideration of:
  - A. **Resolution #2024-03** Establishing an Electronic Signature Policy
  - B. **Resolution #2024-04** Adoption of Records Retention Policy
  - C. **Resolution #2024-05** Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing
  - D. Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2023 & September 30, 2024
  - E. Proposal with Hugo’s Lawn Care, LLC
7. Staff Reports
  - A. Attorney – Ethics Training and Financial Disclosure
  - B. Engineer

C. Manager – Insurance Policy Renewal and Appraisal with Egis Insurance & Risk Advisors

8. Financial Reports

A. Approval of Check Run Summary

B. Acceptance of Unaudited Financials

9. Supervisors Requests and Audience Comments

10. 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.portofinolandingscdd.com>***