

Portofino Landings

Community Development District

Agenda

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| Seat 3: Lisa Baxter – (C.) | |
| Seat 4: Jorge Cepero – (V.C.) | |
| Seat 2: Jim Dupre – (A.S.) | |
| Seat 5: Branden Skinner – (A.S.) | |
| Seat 1: Despina Borre – (A.S.) | |

Tuesday
November 14, 2023
11:30a.m.

2160 NW Reserve Park Trace, Port St. Lucie, Florida
<https://meet.goto.com/709176245>
+1 (224) 501-3412; 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. Consideration of **Resolution #2024-01** Canvassing and Certifying Results of Landowners Election
 - B. 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. Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2023
 - D. Proposal with Hugo's Lawn Care, LLC
7. Staff Reports
 - A. Attorney – Memorandum on 2023 Legislative Update
 - 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>