

MINUTES OF MEETING VILLA PORTOFINO EAST COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Villa Portofino East Community Development District was held on Monday, August 18, 2025 at 3:00 p.m. at 1031 Ives Dairy Road, Suite 228, Miami, Florida.

Present and constituting a quorum were:

Benjamin Vincent
Mary Papantonis
Yamilee Martinez

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Scott Cochran
Andrew Gill

District Counsel (by phone)
District Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Gill then called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointment of Supervisor to Unexpired Term(s) of Office – Seat #1 and Seat #4 (11/2026)

B. Oath of Office for Newly Appointed Supervisor(s)

C. Election of Officers

Mr. Gill moved to organizational matters and asked the Board if there was anyone they wished to appoint at this time for seat #1 or seat #4. *(The Board had no one to appoint at this time)*

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 19, 2025 Meeting

Mr. Gill presented the minutes of the May 19, 2025 meeting which were included in the agenda. He then asked for any deletions, additions, or corrections and upon hearing none, asked for a motion to approve the minutes.

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On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, the Minutes of the May 19, 2025 Meeting were approved.

FOURTH ORDER OF BUSINESS

Public Hearing to Adopt the Proposed Fiscal Year 2026 Budget

A. Motion to Open the Public Hearing

Mr. Gill presented item No. 4, public hearing to adopt the proposed fiscal year 2026 budget and asked for a motion to open the public hearing.

On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, opening the Public Hearing was approved.

B. Public Comment and Discussion

C. Consideration of Resolution #2025-06 Annual Appropriation Resolution

Mr. Gill stated there were no members of the public in attendance in person or on audio or video for any public comment or discussion. Mr. Gill presented the budget, gave a brief explanation and stated the proposed budget had been previously presented and approved by the Board and there had been no changes since that time. Mr. Gill then presented resolution #2025-06, the annual appropriation resolution, gave a brief explanation of the resolution and asked for any questions or comments. Upon hearing none, he asked for a motion to adopt the resolution.

On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, Resolution #2025-06 the Annual Appropriation Resolution was approved.

D. Consideration of Resolution #2025-07 Levy of Non Ad Valorem Assessments

Mr. Gill presented resolution #2025-07 levy of the Non Ad Valorem Assessments and gave a brief explanation of this item. He then asked for any comments or questions, and upon hearing none, asked for a motion to adopt the resolution.

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On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, Resolution #2025-07 Levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Gill then asked for a motion to close the public hearing.

On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, closing the Public Hearing was approved.

FIFTH ORDER OF BUSINESS

Consideration of:

A. Proposal for Irrigation Repairs by Yellowstone Landscape

Mr. Gill presented the consideration of the proposal for irrigation repairs by Yellowstone Landscape indicating that was included in that agenda on page 32. He then gave a brief explanation relating to this item and asked for any questions or comments. Upon hearing none, he asked for a motion to approve the proposal for irrigation repairs in an amount not to exceed \$2,300.

On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, accepting the proposal for irrigation repairs by Yellowstone Landscape not to exceed \$2,300 was approved.

B. Community Mulch and Landscape Enhancement

Mr. Gill presented the community mulch and landscape enhancement item indicating this item was not in the agenda but Mr. Vincent had information on that item.

Mr. Vincent then gave a brief explanation relating to the missing landscaping and the community mulch, and indicated the price was \$13,500.

Mr. Gill then asked for any questions or comments and upon hearing none, asked for a motion to approve the proposal from Yellowstone Landscaping for community mulch and landscape enhancements in an amount not to exceed \$15,000.

On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, accepting the proposal for community mulch and landscape enhancements by Yellowstone Landscape not to exceed \$15,000 was approved.

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SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Memorandum – 2025 Legislative Update

Mr. Cochran stated he was attending the meeting for Ginger Wald due to a scheduling conflict. He then gave a brief update on the items listed on the 2025 legislative memorandum which was included in the agenda, specifically the ones that pertained to Special Districts, such as the public records exemption, and other laws recently passed during the 2025 legislative session.

B. Engineer

There not being any, the next item followed.

C. Field

There not being any, the next item followed.

C. Manager

1) Consideration of Proposed Fiscal Year 2026 Meeting Schedule

2) Consideration of 2025 Performance Measures and Standards as Required by Florida Statute 189.0694

Mr. Gill presented the proposed fiscal year 2026 meeting schedule and asked for any questions or comments and upon hearing none, asked for a motion to approve the meeting schedule.

On MOTION by Ms. Papantonis seconded by Mr. Vincent with all in favor, accepting the proposed Fiscal Year 2026 Meeting Schedule and authorizing staff to advertise was approved.

Mr. Gill made a few comments relating to the fiscal year 2025 goals and objectives regarding the performance measures and standards and asked for any questions or comments. Upon hearing none, he asked for a motion to approve the performance measures and standards as presented.

On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, accepting the 2025 Performance Measures and Standards as required by Florida Statute 189.0694 and authorizing staff to post it on the District's website was approved.

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Mr. Gill also asked for a motion from the Board to approve the performance measures and standards that were presented the prior year for the upcoming 2026 fiscal year as well.

On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, accepting the 2026 Performance Measures and Standards as required by Florida Statute 189.0694 for fiscal year 2026 was approved.

3) Number of Registered Voters in the District - 226**4) Form 1 Financial Disclosure Due July 1, 2025****5) Reminder to Complete Annual Ethics Training by December 31, 2025**

Mr. Gill announced the number of registered voters in the District as 226, and gave a brief explanation relating to this item. He then moved to item #4, Form 1 financial disclosure reminding the Board this form was due by July 1, 2025. He also reminded the Board to complete their annual 4 hour ethics training due by December 31, 2025.

SEVENTH ORDER OF BUSINESS**Financial Reports****A. Acceptance of Check Register****B. Acceptance of Unaudited Financials**

Mr. Gill presented the check register and asked for any comments or questions. Upon not hearing any, he asked for a motion to accept the check register.

On MOTION by Mr. Vincen seconded by Ms. Papantonis with all in favor, the Check Register was approved.

Mr. Gill then presented the unaudited financials and asked for any comments or questions. Upon not hearing any, he asked for a motion to accept the unaudited financials.

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On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, the Unaudited Financials were approved.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Gill asked for any Supervisor's requests or audience comments. There was no audience in attendance for any comments at this time, and there were no Supervisor's requests.

NINTH ORDER OF BUSINESS

Adjournment

Mr. Gill asked for a motion to adjourn the meeting.

On MOTION by Mr. Vincent seconded by Ms. Papantonis with all in favor, the Meeting was adjourned.

Signed by:

Andrew Gill

996FCF5DA76943E...
Secretary / Assistant Secretary

Signed by:

Mary Papantonis

515E0B2101FD4A2
Chairman / Vice Chairman

Certificate Of Completion

Envelope Id: 838500A2-218B-88DB-8303-7158814CA3EE

Status: Completed

Subject: Villa Portofino East: Complete with Docusign: 8-18-25 Minutes.pdf, Resolution# 2026-01.docx, FY2024

Source Envelope:

Document Pages: 11

Signatures: 6

Envelope Originator:

Certificate Pages: 2

Initials: 0

Ellen Acosta

AutoNav: Enabled

1001 Bradford Way

Envelopeld Stamping: Enabled

Kingston, TN 37763

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

eacosta@gmssf.com

IP Address: 162.199.192.217

Record Tracking

Status: Original

Holder: Ellen Acosta

Location: DocuSign

6/2/2026 6:56:50 AM

eacosta@gmssf.com

Signer Events

Andrew Gill

agill@gmssf.com

DISTRICT MANAGER

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Andrew Gill
996FCF5DA76943E...

Signature Adoption: Pre-selected Style

Using IP Address:

2601:589:4801:7da0:6529:ed6b:e1c6:7089

Timestamp

Sent: 6/2/2026 7:29:18 AM

Resent: 6/3/2026 1:26:55 PM

Viewed: 6/3/2026 1:32:37 PM

Signed: 6/3/2026 1:32:48 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Mary Papantonis

Mary.Papantonis@primegroupus.com

Chairman

Security Level: Email, Account Authentication
(None)

Signed by:

Mary Papantonis
515E0B2101FD4A2...

Signature Adoption: Pre-selected Style

Using IP Address: 12.110.248.34

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Resent: 6/11/2026 8:42:14 AM

Resent: 6/12/2026 12:23:49 PM

Resent: 6/15/2026 10:25:29 AM

Resent: 6/16/2026 5:37:31 AM

Resent: 6/17/2026 6:05:01 AM

Resent: 6/22/2026 8:50:16 AM

Resent: 6/30/2026 11:37:06 AM

Resent: 7/8/2026 6:44:36 AM

Resent: 7/14/2026 1:05:05 PM

Resent: 7/20/2026 9:35:38 AM

Resent: 7/21/2026 9:48:20 AM

Resent: 7/27/2026 6:38:55 AM

Resent: 7/31/2026 6:35:14 AM

Resent: 8/3/2026 6:13:33 AM

Resent: 8/5/2026 5:44:12 AM

Viewed: 8/5/2026 7:04:23 AM

Signed: 8/5/2026 7:04:34 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	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/2/2026 7:29:18 AM
Envelope Updated	Security Checked	7/21/2026 9:48:19 AM
Envelope Updated	Security Checked	7/21/2026 9:48:19 AM
Certified Delivered	Security Checked	8/5/2026 7:04:23 AM
Signing Complete	Security Checked	8/5/2026 7:04:34 AM
Completed	Security Checked	8/5/2026 7:04:34 AM
Payment Events	Status	Timestamps