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**Minutes for Approval**  
**Neighborhood Services District – Royal Oaks**

Monday, May 11<sup>th</sup>, 2020

6:30 PM

Miami Lakes Zoom Meeting Room

1. **CALL TO ORDER:** 6:47pm (Homero)
2. **ROLL CALL:** Those Present were as followed:  
Homero Cruz, Marcos Gutierrez, William Garcia, Anson Christianson, Manny Vallina, Barbara Paez, Elsa Bergolla, Jesus Mendoza, Daniel Angel (Town), Melissa Hernandez (Town), Lorenzo Cobiella (Town attorney) & Jeremy Bajdaun (Town).
3. **PUBLIC COMMENTS: (3 Min/ person)**  
Maria Barreto: Thanked the Town for the work in cleaning up the dead ends and guard houses. She also commended the communication between the Town, the Board, and the management company to make sure we were all working to better the neighborhood.  
  
Point of reference: Prior to the commencement of the meeting the Deputy Town attorney, Lorenzo Cobiella, gave a quick informational lecture on the process for these virtual meetings; discussing the decorum and the protocols given the new nature of our committee meetings being live recorded.
4. **OLD BUSINESS:**
  - A. **Guard Gate Equipment Upgrade Update**  
Jeremy gave an oral update on the status of the new guard gate pedestals and their current hold with regards to permitting.  
  
The Town was able to highlight a savings of \$1,500.00 through negotiations in finalizing the final price for the new project.

Jeremy discussed that even while we were awaiting final permitting and installation of the units, the Town was still actively dispatching maintenance techs for needed repairs.

**B. Update on maintenance items**

**a. Pressure washing**

Jeremy was able to highlight that this was completed except for two dead ends that the vendor was going back out to rectify ASAP.

**b. Bathroom repairs**

Jeremy was able to update that multiple minor repairs including the replacement of some toilet seats, light bulbs, and drop ceilings panels in the bathrooms have been completed.

**c. Lighting**

Multiple bulbs were swapped at various locations and in two cases the entire light fixture was needing replacement.

Manny Vallina highlighted one light needed replacement at NW 162<sup>nd</sup> St that was noted for evaluation by the Town.

**d. Windows/doors**

Jeremy explained that the Towns Handyman had cleaned out the door track including pressure washing it to allow the sliding doors to move back and forth seamlessly.

The larger windows received new blinds while we are awaiting the quotes for the smaller more custom sized window blinds.

The Board then decided they would be visit the gate houses in the coming days and providing feedback to the Town for future consideration sin repairs and enhancements.

**5. NEW BUSINESS:**

Daniel Angel gave a brief update on the status of the License Plate Readers project which was currently on hold due to Coivd-19. Daniel explained that the manufacturer's factory was shut down due to a COVID-19 outbreak and there was no set date for a reopening. However, once they open the Town was looking at a 2-3 week lead time to receive the products and have them installed.

As a runoff from a previous minor discussion in old business, Manny Vallina mentioned the need for new paint and to possibly look to enhance the landscaping at the guard houses.

William Garciga added that the paint should be potentially a different color but that isn't too much of a drastic change from the existing color. *(there was then direction from this discussion for the Town to come back with three different color options for the boards reviewal)*

**A. 2021 Base Budget Review**

Jeremy Bajdaun introduces Melissa Hernandez, budget Officer for the Town, and she begins to give the presentation on the proposed budget. Melissa leads the board through the budget line item by line item and stopping for any questions.

William Garciga requests clarification on the new resolution for maintaining 10%, at a minimum, in reserves which Daniel Angel discusses.

Chairperson Cruz brings up the idea to have signage installed at the entrances of the guard house which states "Royal Oaks".

**Chairperson Cruz motions to approve the proposed budget**

**Motion is 2<sup>nd</sup> by William Garciga**

**Motion receives unanimous approval**

6. **ADJOURNMENT: Motion for adjournment by Chair Homero Cruz**  
**2<sup>nd</sup> by Marcos Gutierrez**  
**Unanimous approval at 8:11pm**