



**Memorandum**

**To:** Board of Supervisors

**From:** District Management

**Date:** October 1, 2025

**RE:** HB7013 – Special Districts Performance Measures and Standards

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This final report is submitted in compliance with recent legislative requirements established by the Florida Legislature during its 2024 session to enhance accountability and transparency for all special districts.

District Management had identified the following focus areas with statutorily compliant goals for the Fiscal Year 2025:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

In addition, a standardized annual reporting form was created to serve both the goal-setting and yearly reporting statutory requirements.

The goals, objectives, performance measures, and standards discussed herein represent the adopted framework by the Board of Supervisors to maintain compliance with House Bill 7013 and demonstrate the District's ongoing commitment to transparency and public accountability.

This report details the accomplishments for the Fiscal Year 2025, confirming that all goals and objectives were met, outlines the performance measures and standards employed, and provides summaries of the District Engineer's yearly infrastructure condition assessment.

District Management recommends this report be accepted as the official and final Annual Report required under Florida Statutes Section 189.0694 and related provisions.

Juliana Duque  
District Manager  
GMS-SF

# LAKES BY THE BAY SOUTH COMMUNITY DEVELOPMENT DISTRICT 2024-2025 REPORT – PERFORMANCE MEASURES AND STANDARDS

## **Exhibit A:** Goals, Objectives, and Annual Reporting Form



Juliana Duque  
District Manager  
GMS-SF

## **Lakes by the Bay South Community Development District**

Performance Measures & Standards – Annual Report

Reporting Period: October 1, 2024 – September 30, 2025

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### **1. Community Communication and Engagement**

#### **Goal 1.1: Public Meetings Compliance**

The District satisfied statutory requirements by holding regular Board meetings as scheduled, despite some cancellations, with more than three meetings conducted during the Fiscal Year.

Meetings were held on the fourth Tuesday of the month at 9:30 AM at Isles at Bayshore Club, 21864 SW 93 Path, Cutler Bay, FL 33190.

#### *Meeting Dates:*

October 22, 2024 – Held

November 26, 2024 – Held

December 17, 2024 – Exception -Cancelled

January 28, 2025 – Held

February 25, 2025 – Held

March 25, 2025 – Held

April 22, 2025 – Held

May 27, 2025 – Cancelled

June 24, 2025 – Held

July 22, 2025 – Held

August 26, 2025 – Held

September 23, 2025 – Held

Result: Standard achieved.

#### **Goal 1.2: Notice of Meetings Compliance**

All meetings were properly noticed on the District website and via local newspaper, in compliance with Florida Statutes.

Result: Standard achieved.

#### **Goal 1.3: Access to Records Compliance**

Monthly website reviews were performed, and minutes and public records remain current and available.

Result: Standard achieved.

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### **2. Infrastructure and Facilities Maintenance**

Juliana Duque  
District Manager  
GMS-SF

### **Goal 2.1: Field/District Management Site Inspections**

Management conducted site inspections per the District Management Services Agreement.

Result: Standard achieved.

### **Goal 2.2: District Engineer Inspections**

The District Engineer completed the mandated annual infrastructure inspection and submitted a formal report.

Result: Standard achieved.

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## **3. Financial Transparency and Accountability**

### **Goal 3.1: Annual Budget Preparation**

The proposed FY2025 budget was approved before June 15, and the final adopted before September 30, with both posted online.

Result: Standard achieved.

### **Goal 3.2: Financial Reports**

The District website includes the latest annual audit, current budget, and financials as required.

Result: Standard achieved.

### **Goal 3.3: Annual Financial Audit**

The annual independent audit done by Grau and Associates was completed, approved, published online, and sent to the State of Florida.

Result: Standard achieved.

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## **4. Engineer's Annual Report Summary (2025)**

The Lakes by the Bay South CDD 2025 Annual Maintenance Report, prepared by Alvarez Engineers, Inc, provides an annual condition assessment and maintenance recommendation for the District's public infrastructure, as required under its bond indentures for the 2004, 2012, and 2014 Special Assessment Bonds.

All District-owned tracts and easements, including roads, drainage systems, stormwater management areas, wetland buffers, landscaping, irrigation systems, and clubhouse facilities, are reported to be in good repair, working order, and condition as of the report date. These assets have been properly conveyed to the District for ownership and ongoing maintenance responsibilities.

The Fiscal Year 2026 Proposed Budget adequately funds the District's operational needs to maintain its infrastructure, including field services, security gate operations, and clubhouse maintenance.

Juliana Duque  
District Manager  
GMS-SF

The engineer recommends establishing a five-year cyclical maintenance program beginning in Fiscal Year 2027 for the stormwater drainage system, which includes periodic cleaning and inspection of: 680 drainage structures, 59,315 linear feet of pipes, and replacement of approximately 27–28 baffles per year.

The plan aims to service 20% of the system each year, ensuring the full system is cleaned and inspected within five years.

Estimated Annual Costs (Rounded):

Year 1: \$111,400

Year 2: \$114,200

Year 3: \$117,100

Year 4: \$120,000

Year 5: \$123,000

Baffle replacements: \$16,800–\$17,900 annually (assuming 25% of the 545 total baffles need replacement within five years).

The District maintains insurance through Florida Insurance Alliance (Policy No. 100124559), covering:

General liability

Property

Hired/non-owned automobile

Marine

Public officials and employment practices liability

Deadly weapon protection

Sufficient budgetary provisions exist for renewal of all policies.

**Overall Determination**

The Lakes by the Bay South Community Development District met all Performance Measures and Standards for Fiscal Year 2024-2025. Required meetings, transparency efforts, infrastructure maintenance, and financial protocols were fulfilled.

Signed by:  
  
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Chair/Vice Chair: \_\_\_\_\_

Print Name: Michele R. Harris

Lakes by the Bay South Community Development District

Date: 2025-11-20

DocuSigned by:  
  
63215D558947430...

District Manager: \_\_\_\_\_

Print Name: Juliana Duque

Lakes by the Bay South Community Development District

Date: 2025-11-05

Juliana Duque  
District Manager  
GMS-SF

## Certificate Of Completion

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Subject: Lakes by the Bay South: Complete with Docusign: 9-23-25 Minutes.pdf, Resolution 2026-01.pdf, Final

Source Envelope:

Document Pages: 46

Signatures: 8

Envelope Originator:

Certificate Pages: 2

Initials: 0

Ellen Acosta

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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

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11/5/2025 8:08:17 AM

eacosta@gmssf.com

## Signer Events

Juliana Duque


jduque@gmssf.com

District Manager - Assistant Secretary

Security Level: Email, Account Authentication (None)

## Signature

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Not Offered via Docusign


Juliana Duque

jduque@gmssf.com

District Manager - Assistant Secretary

Security Level: Email, Account Authentication (None)

DocuSigned by:

 63215D558947430...

Signature Adoption: Drawn on Device

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## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Michele R. Harris

mrhulse61@gmail.com

Ms.

Security Level: Email, Account Authentication (None)

Signed by:

 0D54D261347F473...

Signature Adoption: Pre-selected Style

Using IP Address: 12.208.198.218

Signed using mobile

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## 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
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Certified Delivered	Security Checked	11/20/2025 1:14:28 PM
Signing Complete	Security Checked	11/20/2025 1:15:18 PM
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Payment Events	Status	Timestamps
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