

**MINUTES OF MEETING
SHOTGUN ROAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Shotgun Road Community Development District was held on Monday, October 20, 2025, at 10:47 a.m. at 5385 N. Nob Hill Road, Sunrise, Florida.

Present and constituting a quorum were:

Mike Levak
Ryan Palonka
Mario Romine

Chairperson
Vice Chairperson
Assistant Secretary

Also present were:

Juliana Duque
Ginger Wald

District Manager
District Counsel

FIRST ORDER OF BUSINESS

**Oath of Office for Mr. Taylor and
Mr. Aly-khan S. Merali**

Ms. Duque: We will skip the oath of office today since Mr. Taylor and Mr. Aly-khan S. Merali are not present.

SECOND ORDER OF BUSINESS

Roll Call

Ms. Duque: We have three Supervisors present in person today, constituting a quorum.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the
August 11, 2025 Meeting**

Ms. Duque: You have the August 11, 2025, meeting minutes in your agenda package. Are there any comments, corrections, or changes to the minutes?

October 20, 2025

Shotgun Road CDD

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, the Minutes of the August 11, 2025, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments

A. Motion to Open the Public Hearing

Ms. Duque: Is there a motion to open the public hearing?

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Opening the Public Hearing was approved.

B. Public Comment and Discussion

Ms. Duque: We do not have any members of the public present to provide comments.

C. Consideration of Resolution #2026-01 Expressing the District's Intent to Utilize Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments

Ms. Duque: Resolution 2026-01 expresses the District's intent to utilize the uniform method of levying, collecting, and enforcing the non-ad valorem assessments.

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Resolution #2026-01 Expressing the District's Intent to Utilize Method of Levying, Collecting and Enforcing Non-Ad Valorem Assessments, was approved.

D. Motion to Close the Public Hearing

Ms. Duque: Is there a motion to close the public hearing?

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Closing the Public Hearing was approved.

October 20, 2025

Shotgun Road CDD

FIFTH ORDER OF BUSINESS

**Public Hearing to Adopt the
Fiscal Years 2025 & 2026
Budgets**

A. Motion to Open the Public Hearing

Ms. Duque: Is there a motion to open the public hearing?

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Opening the Public Hearing was approved.

B. Public Comment and Discussion

Ms. Duque: We do not have any members of the public present to provide comments.

C. Consideration of Resolution #2026-02 Adopting Final Fiscal Years 2025 & 2026 Budgets

Ms. Duque: You have the Fiscal Year 2025 and 2026 budgets in your agenda package. Is there any discussion?

Mr. Romine: Is this the most current version that Patti has been working with you on?

Ms. Duque: That is correct. It's the most current one. There have been no changes to it. Page 19 shows the general fund and outlines the operation and maintenance assessments. We are under developer contributions, which is important to mention. Pages 20 and 21 of your agenda show the narrative, which is the explanation of each line item. Page 22 features a non-ad valorem assessment comparison chart, which shows the net assessment of the 151 single-family units.

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Resolution #2026-02 Adopting Final Fiscal Years 2025 & 2026 Budgets, was approved.

D. Motion to Close the Public Hearing

Ms. Duque: Is there a motion to close the public hearing?

October 20, 2025

Shotgun Road CDD

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Closing the Public Hearing was approved.

SIXTH ORDER OF BUSINESS

Public Hearing to Adopt the District's General and Procedural Rules

A. Motion to Open the Public Hearing

Ms. Duque: Is there a motion to open the public hearing?

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Opening the Public Hearing was approved.

B. Public Comment and Discussion

Ms. Duque: We do not have any members of the public present to provide comments.

C. Consideration of Resolution #2026-03 Adopting the District's General and Procedural Rules

Ms. Duque: This resolution adopts a comprehensive set of rules governing all the District's business and also procedures that are not covered by Florida statute. Exhibit A shows that set of general rules and procedures. They will serve as the governing framework for the District's operations.

Ms. Wald: I think I rewrote these earlier this year; they are up to date.

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Resolution #2026-02 Adopting Final Fiscal Years 2025 & 2026 Budgets, was approved.

D. Motion to Close the Public Hearing

Ms. Duque: Is there a motion to close the public hearing?

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Closing the Public Hearing was approved.

October 20, 2025

Shotgun Road CDD

SEVENTH ORDER OF BUSINESS

Ranking of Respondents to Engineering Proposals for Engineering Services

Ms. Duque: The next item is the ranking of respondents to engineer proposals for engineer services. We received responses from KCI Technologies, LLC, as well as Alvarez Engineering, Inc., for the District Engineering Services solicitation in accordance with the District Consultant Procedure and also the Consultant Competitive Negotiation Act. I have provided each Board of Supervisors with the weighted ranking sheet to evaluate and also score both firms. It's my understanding that the Board has already made a decision.

Mr. Levak: Yes, we went ahead and ranked both firms based on the categories here. Our rankings put Alvarez Engineers in the number one spot and KCI in the second spot.

Ms. Duque: Thank you so much, Ryan. I appreciate it. I have an overall score for KCI Technologies of 720 and for Alvarez Engineering of 900 points.

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Ranking Alvarez Engineers, Inc. as the #1 Firm and KCI Technologies, Inc. as #2, and Authorizing Staff to Negotiate the Contract, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Wald: I don't have anything to report.

B. Engineer

Ms. Duque: There is nothing additional to report under the engineer section.

C. Manager

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

Ms. Duque: You have the 2025 performance measure and standards as required by Florida Statute. As part of the new legislative requirements enacted during the 2025 Florida legislative session, all special Districts are now required to establish specific

October 20, 2025

Shotgun Road CDD

goals, objectives, and performance measures and standards to enhance accountability and transparency. To ensure this compliance, we have identified three focus areas for Fiscal Year 2026. One is the community communication engagement, the second is infrastructure and facility maintenance, and the third is financial transparency and accountability. We will develop a combined report form that satisfies all of those statutory requirements included on Exhibit A in this report. We recommend that the Board adopt them to ensure that we are in full compliance.

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, the 2025 Performance Measures and Standards as required by Florida Statute 189.0694 were approved.

2) Authorizing the District Manager to Enroll the CDD in the E-Verify System

Ms. Duque: The next item is authorization for the District Manager to enroll Shotgun CDD in the E-Verify system.

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Authorizing the District Manager to Enroll the CDD in the E-Verify System, was approved.

NINTH ORDER OF BUSINESS

Financial Reports

A. Acceptance of Funding Request #2

Ms. Duque: Tab A is Funding Request #2. That is on page 151. This is in reference to the annual Special District registration fee. This is something that each Community Development District in Florida is required to pay.

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, Accepting Funding Request #2, was approved.

TENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Ms. Duque: Are there any Supervisor requests or audience comments?

October 20, 2025

Shotgun Road CDD

ELEVENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Levak, seconded by Mr. Palonka, with all in favor, the meeting was adjourned at 10:59 a.m.

DocuSigned by:

63215D558947430...

Secretary /Assistant Secretary

Signed by:
Mike Levak
30F3A3668E1C427...

Chairman / Vice Chairman

Certificate Of Completion

Envelope Id: 991CDCD5-69A1-425E-9D48-CB4E66453931	Status: Completed
Subject: Shotgun Road: Complete with Docusign: Resolution 2026-04.docx, Resolution 2026-05.docx, 10-20-25 Min	
Source Envelope:	
Document Pages: 232	Signatures: 12
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Ellen Acosta
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1001 Bradford Way
	Kingston, TN 37763
	eacosta@gmssf.com
	IP Address: 162.199.192.217

Record Tracking

Status: Original	Holder: Ellen Acosta	Location: DocuSign
3/9/2026 12:40:29 PM	eacosta@gmssf.com	

Signer Events

Juliana Duque
 jduque@gmssf.com
 District Manager - Assistant Secretary
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Drawn on Device
 Using IP Address:
 2601:586:5382:cb60:45b2:9e3a:9dad:a4e9

Timestamp

Sent: 3/9/2026 1:18:08 PM
 Viewed: 3/9/2026 1:33:27 PM
 Signed: 3/9/2026 1:33:45 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Mike Levak
 mlevak@cchomes.com
 VP
 Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
 Using IP Address: 170.55.12.220

Sent: 3/9/2026 1:18:09 PM
 Viewed: 3/9/2026 1:21:11 PM
 Signed: 3/9/2026 1:21:40 PM

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	3/9/2026 1:18:09 PM
Certified Delivered	Security Checked	3/9/2026 1:21:11 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	3/9/2026 1:21:40 PM
Completed	Security Checked	3/9/2026 1:33:45 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------