

**MINUTES OF MEETING  
PORTOFINO VISTA  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Portofino Vista Community Development District was held on Wednesday, June 25, 2025, at 11:30 a.m. at 3545 Allegra Circle, St. Cloud, Florida.

Present and constituting a quorum were:

Yamilee Martinez  
Branden Skinner  
Benjamin Vincent

Chairman  
Vice Chairman  
Assistant Secretary

Also present were:

Tricia Adams  
Katie O'Rourke  
Rich Hans  
Ginger Wald

District Manager  
Governmental Management Services  
Governmental Management Services (by phone)  
District Counsel (by phone)

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and called roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There not being any, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

Ms. Adams stated prior to the meeting she received two letters of resignation one from Ms. Mary Papantonis, and one from Mr. Jim Dupre. She then asked for a motion to accept the letters of resignation and declare the two seats vacant.

On MOTION by Mr. Vincent seconded by Mr. Skinner with all in favor, accepting the resignation letters of Mary Papantonis and Jim Dupre and declaring those two seats vacant was approved.

**A. Appointing Individual to Fill Vacant Seat #5**

**B. Administration of Oath to Newly Appointed Supervisor**

Ms. Adams stated the Board now had the ability to appoint a Florida resident and a citizen of the U.S. on the Board for seat #5 and asked if the Board wished to nominate or appoint anyone to that seat.

Mr. Vincent stated he would like to appoint Yamilee Martinez to seat #5.

On MOTION by Mr. Vincent seconded by Mr. Skinner with all in favor, appointing Yamilee Martinez to fill the unexpired term of office for seat #5 was approved.

Ms. Adams then administered the oath of office to Ms. Yamilee Martinez.

Ms. Wald gave a brief overview of the Sunshine Laws and the responsibilities of becoming a public official as a new member of the CDD Board to Ms. Martinez at this time.

**C. Consideration of Resolution #2025-06 Electing Officers**

Ms. Adams presented resolution #2025-06 electing officers, stating any time there was an election or a new appointment to the Board, the Board members needed to reorganize their officers or decide who would serve as chairman, vice chairman, and by default the remainder of the Supervisors would be assistant secretaries. Ms. Adams then gave a brief explanation relating to the resolution and the election of officers and asked for a motion to elect the officers.

*(At this point there was a brief discussion among the Board members and staff relating to this item)*

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, Resolution #2025-06 electing officers, electing Yamilee Martinez as Chairman, Brandon Skinner as Vice Chairman, Jason Showe as an assistant secretary and keeping the remaining officers the same was approved.

**Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Review of Proposals and Tally of Audit Committee Members Rankings  
A. Grau & Associates
4. Adjournment

Ms. Adams stated at this time they would go into the audit committee meeting and asked the Board for a motion to appoint Ms. Martinez to the audit committee.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, appointing Ms. Yamilee Martinez to serve on the audit committee was approved.

Ms. Adams then called the roll for the Portofino Vista audit committee meeting and asked for any public comment, there was no public comments at this time. Ms. Adams announced the Board would need to review the submitted proposals to select an auditor for the District and stated there was only one proposal submitted from Grau & Associates who was the current auditor for the District. She then asked the committee for a motion to rank Grau & Associates as the #1 ranked firm.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, ranking Grau & Associates as the #1 ranked auditing firm were approved.

Ms. Adams then asked for a motion to adjourn the audit selection committee meeting.

On MOTION by Mr. Vincent seconded by Mr. Skinner with all in favor, the Audit Selection Committee Meeting was adjourned.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the March 26, 2025, Board of Supervisors Meeting**

Ms. Adams presented the minutes of the March 26, 2025, meeting stating those minutes were included in the agenda packet. She then asked for any corrections,

changes, or deletions and upon hearing none, asked for a motion to approve the minutes as presented.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, the Minutes of the March 26, 2025, Meeting were approved.

**FIFTH ORDER OF BUSINESS                      Public Hearing**

**A.    Motion to Open the Public Hearing**

Ms. Adams then moved to the public hearing and asked for a motion to open the public hearing.

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

She then asked if anyone from the public had any questions or wished to make any comments on the annual budget, there were no comments at this time. Ms. Adams then asked for a motion to close the public hearing.

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

**A.    Consideration of Resolution #2025-07 Adopting the District's Fiscal Year Budget and Appropriating Funds**

Ms. Adams then moved on to item B, consideration of resolution #2025-07 adopting the District's fiscal year budget and appropriating funds, gave a brief explanation of the resolution and then asked for any questions or comments from the Board.

*(At this point there was a brief discussion among the Board members and staff relating to this item)*

Ms. Adams then asked for a motion to adopt the resolution.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, Resolution #2025-07 Adopting the District's Fiscal Year Budget and Appropriating Funds was approved.

**B. Consideration of Resolution #2025-08 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Adams presented resolution #2025-08 imposing Special Assessments and certifying an assessment roll and gave a brief explanation of this item. She then asked for any comments or questions, and upon hearing none, asked for a motion to adopt the resolution.

On MOTION by Mr. Vincent seconded by Mr. Skinner with all in favor, Resolution #2025-08 imposing Special Assessments and certifying an assessment roll was approved.

**SIXTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2024 Financial Audit Report**

Ms. Adams presented the fiscal year 2024 financial audit report, gave a brief explanation of the letter to management, and then asked for a motion to approve the audit report.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, accepting the Fiscal Year 2024 Financial Audit Report was approved.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Ranking of the Audit Committee Grau & Associates #1 and Authorizing Staff to Send a Notice of Intent to Award**

Ms. Adams asked the Board of a motion to accept the ranking from the audit selection committee of Grau & Associates as the #1 ranked firm and authorizing staff to send a notice of intent to award.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, accepting the ranking of the Audit Committee, Grau & Associates as #1 and authorizing staff to send a notice of intent to award the contract was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

Ms. Adams moved to staff reports and asked Ms. Wald if she had anything additional to report.

**A. Attorney**

Ms. Wald stated the only thing she had to report was to remind the Board members to file their Form 1s which was due by July 1, 2025.

**B. District Manager's Report**

**i. Approval of Check Register**

**ii. Balance Sheet and Income Statement**

Ms. Adams presented the check register and the balance sheet and income statement and asked for any comments or questions. Upon not hearing any, she asked for a motion to accept the financial reports.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, the Check Run Summary, and the Balance Sheet and Income Statement were approved.

**iii. Presentation of Registered Voters – 81**

**iv. Approval of Fiscal Year 2026 Meeting Schedule**

Ms. Adams announced the number of registered voters in the District as 81 stating they are required to report this annually on the record to the Board of Supervisors. She then presented the proposed fiscal year 2026 meeting schedule and gave a summary of the meeting dates and asked the Board if there were any conflicts or any discussion.

*(At this point there was a discussion among the Board members and staff relating to this item)*

Ms. Adams then asked for a motion to approve the amended meeting schedule changing the meeting time from 11:30 a.m. to 12:30 p.m.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, accepting the Fiscal Year 2026 Meeting Schedule as amended moving the monthly meeting time to from 11:30 a.m. to 12:30 p.m. as stated on the record was approved.

**v. District Goals and Objectives**

**a. Adoption of Fiscal Year 2026 Goals and Objectives**

**b. Presentation of Fiscal Year 2025 Goals and Objectives  
Authorizing Chair to Execute**

Ms. Adams presented the District goals and objectives and gave a brief explanation of this item stating during the 2024 legislative session a new law was passed that required CDDs to adopt annual goals and objectives which are reported the following December in how the District successfully met those goals and objectives. She then asked for any questions or comments and upon hearing none, asked for a motion to adopt the fiscal year 2026 goals and objectives.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, accepting the Fiscal Year 2026 Goals and Objectives was approved.

Ms. Adams then presented fiscal year 2025 goals and objectives stating these were adopted last year by the Board and then gave a brief explanation of this item. She then asked for any questions or comments and upon hearing none, asked for a motion to approve and authorize the Chair to execute the report to be posted on the District website.

On MOTION by Mr. Skinner seconded by Mr. Vincent with all in favor, accepting the Fiscal Year 2025 Goals and Objectives and authorizing the Chairman to execute the report was approved.

**c. Reminder of Form 1 Filing Deadline – July 1<sup>st</sup>**

Ms. Adams reminded the Board members once again to file their annual Form 1, by July 1st.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests**

Ms. Adams asked for any Supervisor's requests, there were no comments at this time.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams asked for a motion to adjourn the meeting.

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



Secretary / Assistant Secretary



Chairman / Vice Chairman