



**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.

# SOLTERRA COMMUNITY DEVELOPMENT DISTRICT 2024-2025 REPORT – PERFORMANCE MEASURES AND STANDARDS

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



**Solterra 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 Thursday of the month at 10:00 AM at the  
Governmental Management Services South Florida  
5385 N. Nob Hill Road  
Sunrise, FL 33351

*Meeting Dates:*

October 24, 2024 – Cancelled  
November 21, 2024 – Exception -Cancelled  
December 19, 2024 – Exception -Cancelled  
January 23, 2025 – Held  
February 27, 2025 –Cancelled  
March 27, 2025 – Held  
April 24 2025 – Cancelled  
May 22, 2025 – Held  
June 26, 2025 – Held  
July 24, 2025 – Held  
August 28, 2025 – Cancelled  
September 25, 2025 – Cancelled  
Result: Standard achieved.

**Goal 1.2: Notice of Meetings Compliance**

All meetings were properly noticed on the District website and via the 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. 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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The District carries comprehensive insurance, including property, general liability, public officials coverage, and more, with sufficient budget for renewal.

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### **Overall Determination**

Solterra 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:

Chair/Vice Chair:  Mike Levak

Date: 2025-11-20

Print Name: Mike Levak

Solterra Community Development District

DocuSigned by:

District Manager:  Juliana Duque

Date: 2025-11-20

Print Name: Juliana Duque

Solterra Community Development District

## Certificate Of Completion

Envelope Id: 063D1765-E087-44AE-BFC2-C47E01FEE913

Status: Completed

Subject: Solterra: Complete with Docusign: 7-24-25 Minutes.pdf, Engagement Letter.pdf, Performance Measures

Source Envelope:

Document Pages: 21

Signatures: 5

Envelope Originator:

Certificate Pages: 2

Initials: 0

Ellen Acosta

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Juliana Duque



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jduque@gmssf.com

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District Manager - Assistant Secretary

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Mike Levak



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mlevak@cchomes.com

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VP

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### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

### Witness Events

### Signature

### Timestamp

### Notary Events

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### Timestamp

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Security Checked

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