

**MINUTES OF MEETING
CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Center Lake Ranch West Community Development District held Public Hearings and a Regular Meeting on February 8, 2023 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Florida Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present at the meeting were:

Susan Kane	Chair
Nora Schuster	Vice Chair
Jared Wilken	Assistant Secretary
Diana Cabrera	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates LLC (WHA)
Jere Earlywine	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 1:31 p.m., and noted that the Oath of Office was administered to Supervisor Cabrera prior to the meeting.

Supervisors Kane, Schuster and Cabrera were present. Supervisor Wilken was not present at roll call. Supervisor-Elect Kirk was not present.

▪ **Consideration of Engagement of Jere Earlywine/Kutak Rock LLP for District Counsel Services**

This item was an addition to the agenda.

Ms. Cerbone read a letter notifying the CDD that Mr. Earlywine is resigning from KE Law Group and is joining Kutak Rock LLP. The Board can choose to remain with KE Law Group, transfer District Counsel Services to Mr. Earlywine at his new firm or retain new District Counsel.

For the record, Ms. Cerbone stated that an “X” was placed next to the option “I wish my file and trust account balance to be transferred to Jere Earlywine at Kutak Rock LLP.” The letter was executed on February 7, 2023 by Heather Isaacs, of Taylor Morrison, and the Board Chair, Susan Kane will execute it as well.

Mr. Earlywine discussed his professional background working as a CDD lawyer for almost 20 years.

Supervisor Wilken joined the meeting at approximately 1:35 p.m.

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, engaging Jere Earlywine/Kutak Rock LLP for District Counsel Services, was approved.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Supervisors, Diana Cabrera [SEAT 4] and Chrissie Kirk [SEAT 5] (*the following will be provided in a separate package*)

This item was addressed during the First Order of Business. The Oath of Office will be administered to Ms. Kirk prior to or at a future meeting.

Ms. Cerbone and Mr. Earlywine explained the following items, and discussed keeping CDD and personal files, electronic documents, emails, etc., separate from each other and urged using the CDD-assigned email for all CDD-related matters:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**

III. Form 1F: Final Statement of Financial Interests

E. Form 8B: Memorandum of Voting Conflict

As an employee or associate of the Developer, Ms. Cabrera will execute Form 8B disclosing the relationship but that it does not create a conflict of interest. Her Form 8B will be kept on file and used at any time there is an actual conflict of interest.

FOURTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District’s Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

A. Affidavit of Publication

B. Consideration of Resolution 2023-26, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Center Lake Ranch West Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Cane and seconded by Ms. Cabrera, with all in favor, the Public Hearing was closed.

Ms. Cerbone presented Resolution 2023-26.

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, Resolution 2023-26, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Center Lake Ranch West Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

- A. Affidavit of Publication**
- B. Consideration of Resolution 2023-27, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Ms. Cerbone stated the Rules of Procedure were presented at the last meeting.
Mr. Earlywine discussed the purpose and content of the Rules of Procedure.

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the Public Hearing was closed.

Ms. Cerbone presented Resolution 2023-27.

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, Resolution 2023-27, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2022/2023 Budget

- A. Affidavit of Publication**
- B. Consideration of Resolution 2023-28, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Cerbone presented the proposed Fiscal Year 2023 Landowner-funded budget; expenses will be funded as they are incurred.

On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the Public Hearing was closed.

Ms. Cerbone presented Resolution 2023-28.

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, Resolution 2023-28, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Update: Bond Financing

The consensus was to proceed as quickly as possible with bond issuance.

Mr. Earlywine stated that the bond validation hearing was on February 2, 2023.

EIGHTH ORDER OF BUSINESS

Resolution 2023-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

Ms. Cerbone presented Resolution 2023-07.

The following change was made to Resolution 2023-07:

Section 2: Change “The District’s principal headquarters” to “The District’s local records office”

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, 2023-07, Designating Wrathell, Hunt and Associates, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Primary Administrative Office and Bellalago Clubhouse, 1220 Lago Vista Court, Kissimmee, Florida 34746 as the local records office of the District and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2022

Ms. Cerbone presented the Unaudited Financial Statements as of December 31, 2022.

On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, the Unaudited Financial Statements as of December 31, 2022, were accepted.

TENTH ORDER OF BUSINESS

Approval of Minutes

Ms. Cerbone presented the following:

A. October 28, 2022 Landowners’ Meeting

The following change was made:

Line 13: Change “Engineer” to “Counsel”

B. October 28, 2022 Organizational Meeting

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, the October 28, 2022 Landowners’ Meeting, as amended, and October 28, 2022 Organizational Meeting, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *KE Law Group, PLLC*

Going forward, “Kutak Rock LLP” will be listed as the firm’s name.

B. District Engineer (Interim): *Poulos & Bennett*

There was no report.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

Ms. Cerbone discussed the rental fee for the current meeting location and the possibility of splitting the cost with the Westview South CDD, which meets just following this meeting.

- **NEXT MEETING DATE: March 8, 2023 at 1:30 PM**

- **QUORUM CHECK**

The next meeting will be March 8, 2023.

TWELFTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the meeting adjourned at 2:01 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair