

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

The Board of Supervisors of the Center Lake Ranch West Community Development District held a Regular Meeting on April 12, 2023 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present at the meeting were:

Susan Kane	Chair
Nora Schuster	Vice Chair
Diana Cabrera	Assistant Secretary
Chrissie Kirk	Assistant Secretary

Also present were:

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 1:32 p.m., and noted that the Oath of Office was administered to Supervisor Chrissie Kirk before to the meeting.

Supervisors Kane, Shuster, Cabrera and Kirk were present. Supervisor Wilken was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

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

This item was addressed during the First Order of Business.

Ms. Cerbone 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. She and Mr. Earlywine explained the following items and requirements:

- 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**

Mr. Earlywine stated that, as an employee or associate of the Developer/Landowner, Ms. Kirk will execute Form 8B disclosing the relationship. Generally, there is not a conflict but Form 8B will be kept on file and used at any time there is an actual conflict of interest.

FOURTH ORDER OF BUSINESS

Discussion: Operations and Maintenance Agreement between CDD and HOA

Ms. Cerbone stated that some CDD improvements might be constructed during Fiscal Year 2024 that will need to be maintained and, if so, they can be put in the CDD budget. The Board might want to consider contracting with the HOA/Master Association property manager to be the manager of those CDD improvements and the related expenses. If the Amenity Center will be private, meaning owned by a Master or Neighborhood Association, the Board can consider entering into a maintenance agreement with the HOA where the HOA budgets, collects and manages all aspects of repairs and maintenance of the CDD assets.

A Board Member doubted that there would be any improvements that will need operation or maintenance in Fiscal Year 2024, as the Developers/Landowners do not have approved plans yet.

Ms. Cerbone stated that the proposed Fiscal Year budget can be approved today but it can be changed, if necessary.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-29, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Ms. Cerbone presented Resolution 2023-29. She reviewed the proposed Fiscal Year 2024 budget line items and noted that it will be a Landowner-contribution budget, with expenses billed as they are incurred. Once lots are platted, assessments will be on or off-roll. Management will start checking at the end of May to find out if anything is on the tax roll.

Discussion ensued regarding plat applications, conveyance of certain roads, etc.

Ms. Cerbone recommended setting the public hearing in August to allow time to meet the advertising requirements should it be necessary to adjust the proposed Fiscal Year 2024 budget at the May or June meetings.

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, Resolution 2023-29, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 9, 2023 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Kutak Rock LLP, Retention and Fee Agreement

Mr. Earlywine presented the Kutak Rock LLP, Retention and Fee Agreement.

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, the Kutak Rock LLP Retention and Fee Agreement for District Counsel Services, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2023-30, Designating and Appointing Andrew Kantarzhi as Assistant Secretary of the District, and Providing for an Effective Date

Ms. Cerbone presented Resolution 2023-30.

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, Resolution 2023-30, Designating and Appointing Andrew Kantarzhi as Assistant Secretary of the District, and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Update: Bond Financing

Mr. Earlywine stated that the bonds are validated and proceeding comes down to receiving information necessary from the Developer. Ms. Kane stated that someone in her office is working on the information.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of February 28, 2023

Ms. Cerbone presented the Unaudited Financial Statements as of February 28, 2023.

On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, the Unaudited Financial Statements as of February 28, 2023, were accepted.

TENTH ORDER OF BUSINESS

Approval of February 8, 2023 Public Hearings and Regular Meeting Minutes

Ms. Cerbone presented the February 8, 2023 Public Hearings and Regular Meeting Minutes. The following change was made:

Line 103: Change "Cane" to "Kane"

On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, the February 8, 2023 Public Hearings and Regular Meeting Minutes, as amended, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock, LLP*

Mr. Earlywine inquired about the status of the utility turnovers. Ms. Kane did not know but it should be known by the next meeting.

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

There was no report.

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

- **NEXT MEETING DATE: May 10, 2023 at 1:30 PM**
 - **QUORUM CHECK**

The next meeting will be on May 10, 2023, unless cancelled.

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. Cabrera and seconded by Ms. Schuster, with all in favor, the meeting adjourned at 2:05 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair