

**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 and Audit Committee Meeting on January 10, 2024 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
Jared Wilken	Assistant Secretary

**Also present were:**

Andrew Kantarzhi	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates LLC (WHA)
Antonio Shaw (via telephone)	Wrathell, Hunt and Associates LLC (WHA)
Jere Earlywine	District Counsel
Bennett Davenport (via telephone)	Kutak Rock, LLP
Mark Stelli (via telephone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 1:33 p.m. Supervisors Kane, Schuster, Cabrera and Wilken were present. Supervisor Inosencio was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Chrissie Inosencio [Seat 5]; Term Expires November 2024**

Mr. Kantarzhi presented the resignation of Ms. Chrissie Inosencio.

**On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, the resignation of Chrissie Inosencio from Seat 5, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Appointment of Gaylon Barcom to Fill Unexpired Term of Seat 5**

Ms. Schuster nominated Mr. Gaylon Barcom to fill Seat 5. No other nominations were made.

**On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the appointment of Mr. Gaylon Barcom to Seat 5, was approved.**

- **Administration of Oath of Office to Appointed Supervisor**

This item was deferred.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2024-01. The following slate was nominated:

Chair	Susan Kane
Vice Chair	Nora Schuster
Assistant Secretary	Jared Wilken
Assistant Secretary	Diana Cabrera
Assistant Secretary	Gaylon Barcom
Assistant Secretary	Andrew Kantarzhi

No other nominations were made. This Resolution removes Ms. Chrisie Inosencio from the Board. Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

**On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, Resolution 2024-01, Appointing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.**

- **Consideration of Notice of Modification to Original Contract Design – OUC Pole Light Order**

**This item was an addition to the agenda.**

Mr. Kantarzhi distributed and presented a Notice of Modification to Original Contract Design, from OUC, regarding the light poles, regarding a switch to round, black aluminum poles, which will save the CDD \$500 per pole and cut the lead time by half.

**On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, the Notice of Modification to Original Contract Design, OUC Project #746487, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

- A. **Affidavit of Publication**
- B. **RFQ Package**
- C. **Respondent: Poulos & Bennett, LLC**
- D. **Competitive Selection Criteria/Ranking**

Mr. Kantarzhi stated, as the sole respondent to the RFQ, Poulos & Bennett can be considered the #1 ranked and most responsive respondent.

- E. **Award of Contract**

**On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, ranking Poulos & Bennett, the sole respondent to the RFQ for Engineering Services, as the #1 ranked respondent and awarding the Engineering Services contract to Poulos & Bennett, LLC, the #1 ranked respondent, was approved**

**SEVENTH ORDER OF BUSINESS**

**Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

The Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

**EIGHTH ORDER OF BUSINESS**

**Review of Responses to Request for Proposals (RFP) for Annual Audit Services**

**A. Affidavit of Publication**

**B. RFQ Package**

**C. Respondent(s)**

**I. Grau & Associates**

**II. Berger, Toombs, Elam, Gaines & Frank**

Mr. Kantarzhi stated Staff has had the opportunity to work with both firms, across several other Districts, and they are both well-qualified; the only difference is their pricing. Grau & Associates’ fee is \$4,700, with a bond issuance, and carries a \$100 escalator per year, meaning that the \$4,700 will increase by \$100 annually. Berger, Toombs, Elam, Gaines & Frank (BTEGF) has a flat fee of \$4,475, with a bond issuance, which does not change.

**D. Auditor Evaluation Matrix/Ranking**

Mr. Kantarzhi completed the Evaluation Criteria, on behalf of the Audit Selection Committee. Staff’s scores and rankings were as follows:

#1	BTEGF	100 points
#2	Grau & Associates	99 points

**On MOTION by Ms. Kane and seconded by Mr. Wilken, with all in favor, accepting the scores and rankings, as recommended, and deeming Berger, Toombs, Elam, Gaines & Frank the #1 ranked respondent to the RFP for Annual Audit Services, was approved.**

**NINTH ORDER OF BUSINESS**

**Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

The Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

**TENTH ORDER OF BUSINESS**

**Consider Recommendation of Audit Selection Committee**

- Award of Contract**

**On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, accepting the Audit Committee scores and rankings and recommendation, deeming Berger, Toombs, Elam, Gaines & Frank the #1 ranked respondent to the RFP for Annual Audit Services and awarding the contract for Annual Audit**

Services to Berger, Toombs, Elam, Gaines & Frank, the #1 ranked respondent, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Designating a Date, Time, and Location for Landowners’ Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date**

Mr. Kantarzhi presented Resolution 2024-02.

**On MOTION by Mr. Wilken and seconded by Ms. Kane, with all in favor, Resolution 2024-02, Designating a Date, Time, and Location of November 5, 2024 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746, for the Landowners’ Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date, was adopted.**

**TWELFTH ORDER OF BUSINESS**

**Discussion/Consideration: Center Lake Ranch Property Owners Association CDD/POA Maintenance Agreement**

Mr. Kantarzhi presented the CDD/POA Maintenance Agreement.

Ms. Cerbone recalled that, in previous discussions, the Board expressed some interest in entering into a maintenance agreement with the POA; this item is on today’s agenda because there is no “Field Ops” budget in the Fiscal Year 2024 budget and the CDD will have to fund anything that comes online and a budget amendment will be prepared. Additionally, Staff has arranged for Mr. Shaw, the Operations Manager, to work with the appropriate party or parties to prepare the numbers for the proposed Fiscal Year 2025 budget, which will be presented in April or May.

Mr. Earlywine stated, since this will extend into other projects, Staff needs a guiding principle as to how the Board would like to manage its projects. Generally, CDDs deplete the construction account with utility and stormwater expenditures but this CDD does not currently need to do that. Because the amenity is maintained by the HOA, it makes sense for the HOA to field calls from residents.

Discussion ensued regarding the scope of work, the District Property maintenance map; neighborhoods in the area; instances where the CDD would reimburse the HOA; which entity

will maintain the park, aquatics, pond banks, landscaping; the tax bill; the advantages to the CDD maintaining its assets and the Field Operations Manager’s function.

Mr. Earlywine stated the CDD will maintain its own assets and the HOA will maintain its own neighborhoods; however, there will be an overlap with the pond banks and, on that, the CDD will give contract rights to the HOA to mow those areas at its own expense. Ms. Cerbone stated there will be two agreements, one with each neighborhood association, but the CDD will not be collecting funds for the HOA for that expenditure and, based on today’s discussion, the Board can direct Staff to modify the Agreement, forward them to Ms. Cabrera and Ms. Schuster for review by Developer’s Counsel, and present them at the next meeting.

Mr. Earlywine will modify the scope of work; he recommended approval of the Agreement, in substantial form, with revisions to the scope, as discussed.

**On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, the CDD/POA Maintenance Agreement, in substantial form and with revisions to the scope of work, as discussed, was approved.**

Ms. Cerbone stated there is typically an Operations management fee for any services that Mr. Shaw will provide as he comes up with the numbers needed for Fiscal Year 2025, and the Fiscal Year 2024 budget, based on anything that the CDD will take ownership of in Fiscal Year 2024. If the work is minimal, the CDD will either not be charged or will be charged a minimum amount of \$1,500 annually. Either way, all charges will be presented to the Board and discussed on the record.

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Acquisition of Work Product**

Mr. Kantarzhi presented the Agreement for Acquisition of Work Product, pursuant to the Acquisition Agreement between the CDD and Center Lake Properties LLLP for Center Lake Ranch Boulevard, Twelve Oaks Road and park related work.

**On MOTION by Ms. Kane and seconded by Mr. Wilken, with all in favor, the Acquisition of Work Product for Center Lake Ranch Boulevard, Twelve Oaks Road and Park Related Work Product, and the Letter Agreement between the CDD and Center Lake Properties LLLP, were ratified.**

**FOURTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of November 30, 2023**

**On MOTION by Ms. Kane and seconded by Mr. Wilken, with all in favor, the Unaudited Financial Statements as of November 30, 2023, were accepted.**

**FIFTEENTH ORDER OF BUSINESS**

**Approval of August 9, 2023 Public Hearings and Regular Meeting Minutes**

**On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the August 9, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock, LLP**

Mr. Earlywine stated the ethics training requirement for Board Supervisors and changes to filing Form 1 will be reviewed and explained at 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: February 14, 2024 at 1:30 PM**
    - **QUORUM CHECK**
- The next meeting will likely be cancelled.

**SEVENTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**EIGHTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the meeting adjourned at 2:06 p.m.**

A handwritten signature in blue ink that reads "Cindy Carbone". The signature is written in a cursive style with a large loop at the end of the last name.

---

Secretary/Assistant Secretary

A handwritten signature in blue ink that reads "Alan". The signature is written in a cursive style with a large loop at the end.

---

Chair/Vice Chair