

**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 May 8, 2024 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present were:

Susan Kane	Chair
Nora Schuster	Vice Chair
Diana Cabrera	Assistant Secretary
Gaylon Barcom	Assistant Secretary

Also present:

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 1:36 p.m. Supervisors Kane, Schuster, Cabrera and Barcom were present. He stated that the Oath of Office was administered to Mr. Barcom prior to the meeting. 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 Gaylon Barcom [Seat 5] (the following will also be provided in a separate package)

Mr. Kantarzhi reiterated that the Oath of Office was administered before the meeting.

As an experienced CDD Board Member, Mr. Barcom is familiar with CDD Board membership requirements, obligations and responsibilities; Sunshine Law; recordkeeping

requirements; Form 1 filing requirements and ethics. The ethics training requirements will be reviewed individually, following the meeting. Any questions regarding these items should be directed to District Management or District Counsel.

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligation and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

Supervisor Barcom completed Form 8B, which will be effective as of May 8, 2024. Mr. Kantarzhi read Form 8B into the record, as follows:

“I am a member of the Board of Supervisors of the Center Lake Ranch West Community Development District created under Chapter 190, Florida Statutes, and I am a principal, employee and/or business associate, or relative, of a landowner in the District. Decisions potentially affecting the landowner may come before the Board from time to time. Pursuant to Section 112.3143(3)(b), and 190.007(1), Florida Statutes, I understand that I do not have a conflict of interest when voting on such matters, and that I am not prohibited from voting on such matters. That said, I am filing this disclosure of voting conflict in an abundance of caution, and to follow the procedures required by section 112.3143, Florida Statutes, and for the duration of my term and any subsequent terms.”

It was noted that Form 8B will be noted and attached to specific meeting minutes only when necessary to disclose a conflict of interest.

Ms. Cerbone stated that Mr. Jared Wilken was on the Board as an employee of M.I. Homes; however, as he is no longer employed by M.I. Homes, Staff obtained his personal contact information in order to obtain his resignation. It is hoped that it will be presented at the next meeting.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2024-03 and the amended Fiscal Year 2024 budget. The amended budget includes off-roll assessments, in the amount of \$405,881, and total expenditures of \$494,599.

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, Resolution 2024-03, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-04 Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Kantarzhi presented Resolution 2024-04. He reviewed the proposed Fiscal Year 2025 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes. The proposed Fiscal Year 2025 budget includes on-roll and off-roll revenue totaling \$465,736 and anticipates a second bond issuance during Fiscal Year 2025.

Ms. Cerbone discussed the need to budget very accurately, given that the Fiscal Year 2024 budget was a Landowner contribution, pay as you go budget, and on-roll and off-roll assessments beginning in Fiscal Year 2025 will require that the CDD assess for whatever is budgeted, regardless of whether it is spent or not. She encouraged the Board Members to work with Staff, ask questions and scrutinize the proposed Fiscal Year 2025 budget further to ensure that budgeted amounts are reflective of anticipated costs, with a little cushion to allow for the unexpected.

Mr. Earlywine discussed the strategy of assessing at lower levels and entering into a Funding Agreement for the Developers to share the burden of paying for expense overages.

Ms. Cerbone stated, during a call with Mr. Kevin LaRue, it was noted that all anticipated units will participate in the entire General Fund budget but the 422 units in “Remaining Phases” that do not yet have debt assessments will only contribute to “Professional & administrative”

expenses; whereas, other units with debt, whether M.I. Homes or Taylor Morrison, will participate in the entire General Fund, both “Professional & administrative” and “Field Operations”. If the Developers have already done their disclosures regarding Operation & Maintenance (O&M) caps related to the CDD, Staff can help determine the contributions necessary to cover each Developer’s contribution based upon their caps, separate and distinct from the budgeted numbers, to ensure that the budget is covered.

Ms. Cerbone stated that is why she was speaking with Ms. Heather Isaacs before the call; now Staff knows who to speak with at the Center Lake Ranch West, Westview South and Langley South CDDs to ensure that all the bases are covered. That will help Mr. Shaw ensure that the Fiscal Year 2025 budget is based on the Development Plan and what the CDD will own throughout the year, in order to avoid budgeting 12 months of expenses for assets that the CDD will not own throughout the fiscal year. It is important for knowledgeable individuals to partner with Mr. Shaw so that each line item can be as accurate as possible.

It was noted that the 422 off-roll units are the South Parcel; Taylor Morrison and M.I. Homes are at the north end of the CDD.

Mr. Kantarzhi stated that the South Parcel is within the boundaries of the CDD; his understanding regarding the 422 units is that those units will also receive a portion of the O&M but the amount could not be built in without unit types and Equivalent Residential Unit (ERU) weightings.

Discussion ensued regarding the Assessment Comparison. It was noted that, when the additional units are added, the existing assessments will be reduced accordingly.

Mr. Kantarzhi stated that the Assessment Comparison will be updated to indicate the phases of development and the proposed Fiscal Year 2025 budget will be circulated well in advance so that any necessary changes can be made in advance.

Mr. Kantarzhi stated the initial Field Operations line items were developed in cooperation with Mr. Damon Casio, Ms. Schuster and Mr. Shaw.

Mr. Shaw stated he needs the actual landscaping plans in order to accurately budget what the CDD expects to have toward the end of Fiscal Year 2025.

Ms. Cerbone stated she spoke with Ms. Isaacs right before the meeting; Mr. Chris Breen will work with Mr. Shaw to fine-tune these items, particularly landscaping. She asked who to

contact on the M.I. Homes side. Ms. Cabrera stated that Mr. Rob Reynolds is in charge of this project. Ms. Cerbone asked for his contact information.

Ms. Kane forwarded partial landscape plans for the Boulevards to Mr. Shaw.

Mr. Kantarzhi discussed increasing the “Contingency” line item to \$50,000 and the need to set a maximum budget amount, given that the Board cannot adopt a budget that exceeds the amount of the proposed Fiscal Year 2025 budget. Regarding the Assessment Table, he recommended approval while indicating that the information for the 422 units will be forthcoming, so that the Assessment Table will be adjusted accordingly. He stated that the proposed Fiscal Year 2025 budget must be approved before June 15, 2024 and the next meeting is scheduled for June 12, 2024. Another option is to approve a proposed Fiscal Year 2025 budget today and, if necessary, approve a different proposed Fiscal Year 2025 budget at the June meeting.

Ms. Cerbone discussed budgeting processes and responded to questions. She stated that Staff’s goal is not to complicate the budget process; rather, it is to make sure that all parties have the best numbers possible in this first attempt at building a budget that includes assessments. She stated the Board could approve a budget today or increase the “Contingency” to allow for any additional expenditures identified by Mr. Breen.

Ms. Cerbone suggested Board Members take a week or so to allow time to email questions and concerns that can be addressed by Mr. Kantarzhi, Mr. Shaw and Mr. Breen.

Ms. Kane discussed the need to know who is responsible for particular costs that will be absorbed, as of October 1, 2024.

Ms. Cerbone stated, at the next meeting, the descriptions will need to include anticipated effective dates for landscaping; for example, 30% of landscaping effective October 1, 2024 and the remaining 70% to be effective February 1, 2025.

Ms. Cerbone stated that bills will be sent to the Developers three times per year; the first bill will be sent shortly after the Fiscal Year 2025 budget is adopted.

Mr. Kantarzhi stated he will set up a Teams meeting with Mr. Breen and Mr. Earlywine will be included.

Discussion ensued regarding the need to add the cost of insurance to the budget.

Mr. Kantarzhi was asked to send a PDF of the proposed budget and a summary of items discussed today to the Board Members, along with a deadline for them to submit their

questions and comments. Staff will work to update the proposed Fiscal Year 2025 budget in time for consideration at the June meeting.

This item was deferred.

SIXTH ORDER OF BUSINESS

Status Update: ROW Maintenance Agreement

Mr. Kantarzhi stated that Ms. Kane forwarded a recorded, fully executed copy of the Maintenance Agreement with Osceola County. His understanding is that the CDD can now obtain insurance; he will obtain insurance and copy Ms. Kane on the correspondence.

Mr. Earlywine stated that there are two ROW Maintenance Agreements; he believes a call is scheduled for Twelve Oaks tomorrow.

Ms. Kane stated that the Agreement that was recorded includes Center Lake Boulevard and Twelve Oaks Phases I and II. The call scheduled for tomorrow relates to the final phase. The question for the County is whether to amend the Agreement or whether the County wants a separate Agreement that only includes Phase III; she prefers to amend the Agreement so that there is only one Agreement.

Mr. Earlywine stated that most of the work is done.

This item will be included on the next agenda.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2024-05.

Mr. Barcom left the meeting at 2:09 p.m.

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement

Mr. Kantarzhi presented the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement that was previously executed by the Chair.

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, was ratified.

NINTH ORDER OF BUSINESS

Ratification Items

Mr. Kantarzhi presented the following:

A. Poulos & Bennett, LLC Agreement for Engineering Services

Mr. Barcom returned to the meeting at 2:10 p.m.

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, the Poulos & Bennett, LLC Agreement for Engineering Services, was ratified.

B. Stormwater Management Systems Operation & Maintenance Letter

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the Stormwater Management Systems Operation & Maintenance Letter, was ratified.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Ratifying the Actions of the District Manager in Redesignating the Time and Location for Landowners’ Meeting; Providing for Publication, Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2024-06. It is necessary to reschedule the time and location of the Landowners’ Meeting because Staff will serve as Proxy for multiple CDDs on Election Day. Board Members are not required to attend the Landowners’ Meeting.

On MOTION by Ms. Kane and seconded by Mr. Barcom, with all in favor, Resolution 2024-06, Ratifying the Actions of the District Manager in Redesignating the Time and Location of a Landowners’ Meeting to November 5, 2024 at 1:00 p.m., at Johnston’s Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744; Providing for Publication, Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2024

On MOTION by Mr. Barcom and seconded by Ms. Cabrera, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of January 10, 2024, Regular Meeting and Audit Committee Minutes

Mr. Kantarzhi presented the January 10, 2024, Regular Meeting and Audit Committee Minutes. The following change was made:

Line 23: Change “Mark Stelli” to “Marc Stehli”

On MOTION by Mr. Barcom and seconded by Ms. Kane, with all in favor, the January 10, 2024, Regular Meeting and Audit Committee Minutes, as amended, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock, LLP

Mr. Earlywine stated another bond issuance will begin in the near future; the timing is to be determined. He asked to be kept apprised of any acquisitions.

B. District Engineer: Poulos & Bennett, LLC

There was no report.

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

- **NEXT MEETING DATE: June 12, 2024 at 1:30 PM**
 - **QUORUM CHECK**

The next meeting will be on June 12, 2024; the proposed Fiscal Year 2025 budget will be presented for approval.

All Supervisors confirmed receipt of an email from the Commission on Ethics (COE) regarding registering with the COE to receive and submit their Form 1 electronically, no later than July 1, 2024.

Ms. Cerbone reminded the Board Members to complete the required ethics training courses before December 31, 2024. Mr. Kantarzhi stated that he emailed links to ethics training courses.

Tonight, or tomorrow, Mr. Kantarzhi will email a PDF of the proposed Fiscal Year 2025 budget and a summary of items discussed to Board Members. The Board Members were asked to share information with Mr. Bonin, Mr. Shaw and Mr. Breen and to submit their questions and comments promptly.

Discussion ensued regarding the HOA Declarations for the waters at Center Lake Ranch. Ms. Kane stated the Declarations include the CDD joining; a plat is being recorded today. The plat needs to be signed so that the Declarations can be recorded.

This item will be included on the next agenda.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the meeting adjourned at 2:19 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair