

**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 June 12, 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:

Cindy Cerbone	District Manager
Andrew Kantarzhi (via telephone)	Wrathell, Hunt and Associates LLC (WHA)
Antonio Shaw	Wrathell, Hunt and Associates LLC (WHA)
Jere Earlywine (via telephone)	District Counsel
Robert Reynolds (via telephone)	M/I Homes

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 1:31 p.m.

Supervisors Kane, Schuster, Cabrera and Barcom were present. Supervisor Wilken was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Jared Wilken,
Seat 3; Term Expires November 2024**

Ms. Cerbone presented Mr. Jared Wilken's resignation.

On MOTION by Ms. Kane and seconded by Mr. Barcom, with all in favor, the resignation of Jared Wilken from Seat 3, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment of Robert Reynolds to Fill Unexpired Term of Seat 3

Ms. Cabrera nominated Mr. Robert Reynolds to fill Seat 3.

No other nominations were made.

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the appointment of Mr. Robert Reynolds to fill Seat 3, was approved.

- **Administration of Oath of Office (the following will also be provided in a separate package)**

A Notary at Mr. Reynolds’ location administered the Oath of Office to Mr. Robert Reynolds.

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

Ms. Cerbone discussed filing Form 1 electronically with the Commission on Ethics.

B. Membership, Obligation and Responsibilities

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

Ms. Cerbone explained that any business related to the CDD can only be discussed with other Board Members during a publicly noticed meeting but it is okay to communicate with the Professional Staff.

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

Ms. Cerbone stated Ms. Schuster and Ms. Kane completed Form 8B, which will be kept on file for use when necessary. Ms. Cerbone paraphrased Form 8B, which state, 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 discussed potential conflicts of interest that might require a Board Member to obtain from a vote.

Mr. Earlywine indicated that there can be civil and criminal penalties for violating the Sunshine, public records and ethics laws.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Cerbone presented Resolution 2024-06. Ms. Cabrera nominated the following:

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|---------------------|-----------------|
| Chair | Susan Kane |
| Vice Chair | Nora Schuster |
| Assistant Secretary | Robert Reynolds |
| Assistant Secretary | Diana Cabrera |
| Assistant Secretary | Gaylon Barcom |

No other nominations were made.

This Resolution removes the following from the Board:

- | | |
|---------------------|--------------|
| Assistant Secretary | Jared Wilken |
|---------------------|--------------|

The following prior appointments to the Board remain unaffected by this Resolution:

- | | |
|---------------------|------------------|
| Secretary | Craig Wrathell |
| Assistant Secretary | Cindy Cerbone |
| Assistant Secretary | Andrew Kantarzhi |
| Treasurer | Craig Wrathell |

Assistant Treasurer

Jeff Pinder

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, Resolution 2024-06, Electing, as nominated and Removing Officers of the District and Providing for an Effective Date, was adopted.

SIXTH 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

Ms. Cerbone presented Resolution 2024-04. She 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. She noted that Mr. Rom and Mr. Shaw worked with Mr. Damien Casio, Mr. Reynolds and Mr. Kevin LaRue to fine tune the proposed Fiscal Year 2025 budget.

Discussion ensued regarding expenses that might come online in Fiscal Year 2025 and how to budget and/or fund them.

Ms. Cerbone noted that any deficit in the budget funding will be funded by the Developers via a Deficit Funding Agreement.

Ms. Cerbone stated that the budget cannot be increased after today, as the maximum assessment amount for Fiscal Year 2025 must be set today.

Mr. Earlywine summarized that this proposed Fiscal Year 2025 budget sets the assessment levels, with the intention of the balance being funded by the Developers.

Ms. Cerbone noted that a Deficit Funding Agreement should not be necessary for Fiscal Year 2026 because the expenses will be better known as items come online.

In response to a question regarding landscaping, Ms. Cerbone stated that, since the cost will exceed \$195,000, the CDD must go through the Request for Proposals (RFP) process. Later

in the meeting, the Board will consider an RFP for Landscape & Irrigation Maintenance. The timing of implementing the RFP is open.

Ms. Cerbone discussed the General and Debt Service portions of the assessments and how the assessments are broken down by product types/sizes, areas, etc.

On MOTION by Ms. Kane and seconded by Mr. Barcom, with all in favor, Resolution 2024-04 Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 14, 2024 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 an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Deficit Funding Agreement

Ms. Cerbone presented the Deficit Funding Agreement. The percentage split for Taylor Morrison and M/I Homes is needed; Ms. Isaacs and Mr. Reynolds will be contacted about this. The current split is 76.5 for Taylor Morrison and 23.5 for M/I Homes.

Ms. Cerbone noted that this Agreement will not be effective until the commencement of Fiscal Year 2025.

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the Deficit Funding Agreement, in substantial form subject to finalizing the percentage split between Taylor Morrison and M/I Homes, was approved.

EIGHTH ORDER OF BUSINESS

Authorization of RFP for Landscape & Irrigation Maintenance

Ms. Cerbone discussed the need to prepare an RFP for Landscape & Irrigation Maintenance, as discussed earlier in the meeting. She distributed Evaluation Criteria for the responses to the RFP.

Mr. Breen and Ms. Cabrera will work with CDD Staff on preparing the scope and Evaluation Ranking Criteria and determining the timing of the RFP.

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, authorizing CDD Staff to prepare the RFP for Landscape & Irrigation Maintenance and work with others in that regard and on the timing of advertising the RFP, was approved.

NINTH ORDER OF BUSINESS

Ratification of HOA Declarations

This item was deferred.

Mr. Earlywine discussed an email he received related to the roadways and roadway maintenance. City Staff advised that, if the roads within the CDD are not going to be CDD roads but will be City roads, the City is not comfortable with that situation and might pull or reject M/I Homes’ plat approval request. He stated that, currently, this only impacts the M/I Homes’ plat but it will eventually also include Taylor Morrison’s plats.

Discussion ensued regarding the roads, who will maintain them and fund the maintenance, the impact to the plat approval requests, etc.

A separate conference call will be scheduled to further discuss this matter.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2024

On MOTION by Ms. Cabrera and seconded by Mr. Barcom, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of May 8, 2024 Regular Meeting Minutes

Ms. Cerbone presented the May 8, 2024 Regular Meeting Minutes.

On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, the May 8, 2024 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock, LLP

Mr. Earlywine stated that the lighting item is pending, the Right-of-Way Agreement for Twelve Oaks needs to be finished and the roadway issue needs to be resolved.

B. District Engineer: Poulos & Bennett, LLC

There was no report.

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

- **0 Registered Voters in District as of April 15, 2024**
- **NEXT MEETING DATE: July 10, 2024 at 1:30 PM**
 - **QUORUM CHECK**

The next meeting will be on July 10, 2024, unless cancelled.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the meeting adjourned at 2:17 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair