

**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 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.

Present were:

Susan Kane	Chair
Nora Schuster	Vice Chair
Diana Cabrera	Assistant Secretary
Robert Reynolds (via telephone)	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)
Bennett Davenport (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 1:31 p.m. Supervisors Schuster, Cabrera and Kane were present. Supervisor Reynolds was not present at roll call. Supervisor Barcom was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2024/2025 Budget**

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2024-07. She reviewed the proposed Fiscal Year 2025 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2024 budget. Revenues come from on and off-roll assessments and Landowner contributions, which will limit Operation & Maintenance (O&M) assessments.

Discussion ensued regarding maintenance currently funded by the Builders/Developers, field operations coming online in Fiscal Year 2025 and infrastructure to be conveyed to the CDD. Ms. Cabrera and Mr. Reynolds will assist in developing the Field Operations budget.

Referring to the Assessment Comparison on Page 8, Ms. Cerbone noted that the Fiscal Year 2025 O&M Assessments would be higher, if not for the \$210,000 Landowner contribution.

Mr. Reynolds joined the meeting via telephone.

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

No affected property owners or members of the public spoke.

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

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date was adopted.

With regard to the Landscaping Request for Proposals (RFP) on which Chris Breen, Ms. Cabrera and Mr. Reynolds provided input, it was noted that Ms. Ibarra might be able to prepare a table indicating the assets owned and to be conveyed to the CDD and Cherry Lake provided maps.

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2024/2025, Pursuant to Florida Law

- A. **Proof/Affidavit of Publication**
- B. **Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

Ms. Kane asked about the Mailed Notices. It was noted that Mailed Notices were sent to the commercial property owners but unplatted acreage was not assessed.

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

No affected property owners or members of the public spoke.

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

- C. **Consideration of Resolution 2024-08, Providing for Funding for the Fiscal Year 2024/2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, Resolution 2024-08, Providing for Funding for the Fiscal Year 2024/2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]

Ms. Cerbone presented the Memorandum explaining the requirement for the CDD to develop goals and objectives. She presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals. This item will be presented for consideration in advance of the due date.

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

SIXTH ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023, Prepared by Berger, Toombs, Elam, Gaines & Frank

Ms. Cerbone presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023. There were no findings, recommendations, irregularities or instances of noncompliance; it was an unmodified opinion, otherwise known as a clean audit.

- A. Consideration of Resolution 2024-09, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023**

On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, Resolution 2024-09, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.

SEVENTH ORDER OF BUSINESS

Ratification Items

Ms. Cerbone presented the following:

- A. Acquisition of Starline Utilities Improvements**
- B. Joinder of CDD [Declaration of Covenants, Conditions, Restrictions and Easements for Center Lake on the Park Homeowners Association]**
- C. Consideration of Resolution 2024-06A, Electing and Removing Officers of the District and Providing for an Effective Date**

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, the Acquisition of Starline Utilities Improvements; Joinder of CDD Declaration of Covenants, Conditions, Restrictions and Easements for Center Lake on the Park Homeowners Association]; and Resolution 2024-06A, Electing and Removing Officers of the District and Providing for an Effective Date, were ratified.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2024

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, the Unaudited Financial Statements as of June 30, 2024, were accepted.

NINTH ORDER OF BUSINESS

Approval of June 12, 2024 Regular Meeting Minutes

The following change was made:

Line 93 and throughout: Change “Cabrerra” to “Cabrera”

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, the June 12, 2024 Regular Meeting Minutes, as amended, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock, LLP

Mr. Davenport reminded the Board Members to complete the required four hours of ethics training by December 31, 2024; completion will be reported when filing Form 1 in 2025.

B. District Engineer: Poulos & Bennett, LLC

There was no report.

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

- **NEXT MEETING DATE: September 11, 2024 at 1:30 PM**
 - **QUORUM CHECK**

The next meeting will be on September 11, 2024, unless cancelled.

ELEVENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

TWELFTH ORDER OF BUSINESS

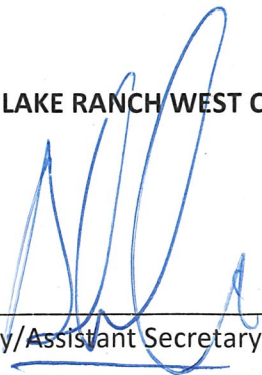
Public Comments

No members of the public spoke.

THIRTEENTH 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.



Secretary/Assistant Secretary



Chair/Vice Chair