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 11, 2025 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present:

Susan Kane	Chair
Nora Schuster	Vice Chair
Diana Cabrera	Assistant Secretary
Andrea Fidler	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Antonio Shaw	Wrathell, Hunt and Associates LLC (WHA)
Jere Earlywine (via telephone)	District Counsel

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 Fidler were present. Supervisor-Elect Reynolds 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 Elected Supervisor, Robert Reynolds [Seat 3] (the following to be provided under separate cover)**

This item was deferred.

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligations 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

FOURTH ORDER OF BUSINESS **Ratification of Resolution 2025-02, Electing and Removing Officers of the District, and Providing for an Effective Date**

This item was deferred.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2025-03 Approving a Proposed Budget for Fiscal Year 2025/2026 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 2025-03. He reviewed the proposed Fiscal Year 2026 budget, highlighting any increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any adjustments.

Mr. Kantarzhi stated that the on-roll and off-roll assessment revenue amounts will be updated before the next meeting, as the assessment rolls from the County are still being updated. The Board Members will receive updates to the budget weeks in advance of the next meeting. Additional revisions will be made to the proposed budget, and the "Contingencies" line item will be utilized to account for those revisions. At least two months' working capital will be budgeted. Operation & Maintenance (O&M) assessments will not increase compared to Fiscal Year 2025, it is not necessary to send Mailed Notices. The "Definitions of General Fund Expenditures" page will be updated to include information from vendors and contracts and pages will be added for the Debt Service Fund Budget Series 2023 and the Amortization Schedule.

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, Resolution 2025-03 Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 13, 2025 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.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2025-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date**

Discussion ensued regarding coordinating the CDD's meetings to occur on the same days as the Westview CDD, Langley South CDD and EA McKinnon Groves CDD meetings.

Mr. Kantarzhi will confer with Staff in advance of the next meeting.

This item was deferred.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-05, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an effective Date**

On MOTION by Ms. Schuster and seconded by Ms. Fidler, with all in favor, Resolution 2025-05, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Proposals for Landscape Maintenance Agreement**

Mr. Kantarzhi presented the following Juniper proposals:

- Retention Ponds 2025 Maintenance Contract: $61,205.39 annual maintenance. Optional Service 198 Bales of Mulch: $1,980 annual/per occurrence.
- 12 Oaks Boulevard 2025 Maintenance Contract: $60,279.33 annual maintenance. Optional Service 828 Bales of Mulch: $8,280 annual/per occurrence.
- Center Lake Ranch Park and Pond Maintenance Addendum to current Maintenance Agreement: $12,216 annually, beginning July 1, 2025.
- Center Lake Boulevard 2025 Maintenance Contract: $72,880.15 annual maintenance. Optional Service 1,692 Bales of Mulch: $16,920 annual/per occurrence.

Discussion ensued regarding the benefits and economies of scale utilizing one landscaper in Esplanade, the scope of work, remaining warranty and scheduling.

Mr. Kantarzhi stated that a map numbering the ponds is needed. Mr. Shaw will walk specified areas with Juniper in advance of turning the landscaping over to the CDD.

Discussion ensued regarding the need for the Engineer of Record to explain or review irrigation plans, coordinating with inside irrigation staff, the directive not to replace any native plants with non-native plants, the CDD's efforts to get certified, etc.

Mr. Shaw stated that Staff is verifying the number of ponds; it is a low number. Mr. Shaw and Mr. Kantarzhi will engage a pond contractor and present a contract for ratification at the next meeting.

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the Juniper Landscape proposals, as presented, and authorizing District Counsel to prepare the Agreements, were approved.

Staff will obtain W9s and Certificates of Insurance (COI) and will circulate the fully executed Agreements prepared by District Counsel.

NINTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of April 30, 2025**

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, the Unaudited Financial Statements as of April 30, 2025, were accepted.

TENTH ORDER OF BUSINESS **Approval of March 12, 2025, Regular Meeting Minutes**

On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, the March 12, 2025, Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock, LLP

Mr. Earlywine recalled that Ms. Ligas circulated Due Diligence notebooks and asked if there are updates regarding new turnovers. Mr. Kantarzhi stated Ms. Schuster indicated that discussions will be held between meetings; monuments will also be discussed.

B. District Engineer: Poulos & Bennett, LLC

There was no report.

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

Mr. Kantarzhi asked if the Board is ready to contract with the HOA or a Management Company for Operations Services and noted that Mr. Shaw will assist with the transition. The consensus was that the new Vice President of Land would like the CDD to do cost sharing with one representative; the preference is to wait until turnover.

- **NEXT MEETING DATE: July 9, 2025 at 1:30 PM**
  - **QUORUM CHECK**

The July 9, 2025 meeting will likely be cancelled. The next meeting will most likely be held in August.

TWELFTH ORDER OF BUSINESS **Board Members' Comments/Requests**

Discussion ensued regarding administering the Oath of Office to Mr. Reynolds before the next meeting.

A Board Member asked for the status of the Orlando Utilities Commission (OUC) Agreement for street lighting. Mr. Kantarzhi stated that Ms. Ligas has been following up persistently. It was noted that residents are living in the area. Mr. Earlywine will contact Mr. Josh McDonald and Ms. Renee Baxter regarding the matter. Mr. Kantarzhi stated that the OUC advised in writing that indemnification for the lights will not be required.

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. Fidler, with all in favor, the meeting adjourned at 1:59 p.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair