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 13, 2025 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present:

Nora Schuster	Chair
Diana Cabrera	Vice Chair
Susan Kane	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
Jeff Trimble (via telephone)	District Engineer

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 1:38 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 **Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

A. Affidavit of Publication

B. Consideration of Resolution 2025-06, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Kantarzhi presented Resolution 2025-06. 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. Assessments will be both on and off roll, with the majority being on roll; there will also be a Landowner contribution.

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, 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. Kane and seconded by Ms. Cabrera, with all in favor, Resolution 2025-06, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH 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 2025/2026, Pursuant to Florida Law**

A. Proof/Affidavit of Publication

B. Mailed Notice(s) to Property Owners

C. Consideration of Resolution 2025-07, Providing for Funding for the Fiscal Year 2025/2026 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

Mr. Kantarzhi presented Resolution 2025-07.

On MOTION by Ms. Kane and seconded by Ms. Cabrera, 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. Kane and seconded by Ms. Fidler, with all in favor, Resolution 2025-07, Providing for Funding for the Fiscal Year 2025/2026 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.

SIXTH ORDER OF BUSINESS **Consideration of Fiscal Year 2026 Deficit Funding Agreement**

Mr. Kantarzhi presented the Fiscal Year Deficit Funding Agreement. This is related to the Landowner-contribution, if there is any funding deficit.

On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the Fiscal Year 2026 Deficit Funding Agreement, in substantial form, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Mr. Kantarzhi presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.

On MOTION by Ms. Schuster and seconded by Ms. Fidler, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

Mr. Kantarzhi noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives. The District Engineer's annual inspection of the District's infrastructure and related systems is pending.

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, was approved.

EIGHTH ORDER OF BUSINESS **Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024, Prepared by Berger, Toombs, Elam, Gaines & Frank**

Mr. Kantarzhi presented the Audited Financial Report for the Fiscal Year Ended September 30, 2024 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

A. Consideration of Resolution 2025-08, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, Resolution 2025-08, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024, was adopted.

NINTH 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**

Mr. Kantarzhi presented Resolution 2025-04. If necessary, the Meeting Schedule can be changed later.

On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, 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, was adopted.

TENTH ORDER OF BUSINESS **Consideration of Lake Pros, LLC Amendment to Agreement for Aquatic Management Services**

Mr. Kantarzhi stated that this is an amendment to the Aquatic Management Services Agreement to add Pond 16.

Mr. Earlywine discussed a temporary construction and maintenance easement that enables the CDD to start maintenance now. The Developer wants to convey the infrastructure to the CDD but will need an easement. The Eleventh and Twelfth Orders of Business are related to this.

Discussion ensued regarding the current easement, the requested reciprocal easement, and cost increase due to addition of ponds in the future.

On MOTION by Ms. Cabrera and seconded by Ms. Fidler, with all in favor, the Lake Pros, LLC Amendment to Agreement for Aquatic Management Services, was approved.

ELEVENTH ORDER OF BUSINESS **Consideration of Special Warranty Deed**

Regarding the Exhibits not being attached to the documents, such as the Special Warranty Deed and the Easement Agreement, Mr. Earlywine stated maps and exhibits can be attached.

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the Special Warranty Deed, in substantial form and subject to attachment of the necessary exhibit(s), was approved.

TWELFTH ORDER OF BUSINESS **Consideration of Access and Drainage Easement Agreement**

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the Access and Drainage Easement Agreement, in substantial form and subject to attachment of the necessary exhibit(s), was approved.

THIRTEENTH ORDER OF BUSINESS **Ratification Items**

A. Resolution 2025-02, Electing and Removing Officers of the District, and Providing for an Effective Date

B. Juniper Landscaping of Florida, LLC Landscape & Irrigation Services Agreement

C. Lake Pros, LLC Agreement for Aquatic Maintenance Services

D. Temporary Construction Easement [Central Park]

E. Temporary Construction Easement [Ponds]

- **Castle Management Field Operations Agreement**

This item was an addition to the agenda.

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, the Ratification Items, as listed and subject to attachment of any exhibits and/or maps not already attached, were ratified.

FOURTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of June 30, 2025**

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

FIFTEENTH ORDER OF BUSINESS **Approval of June 11, 2025 Regular Meeting Minutes**

On MOTION by Ms. Fidler and seconded by Ms. Kane, with all in favor, the June 11, 2025 Regular Meeting Minutes, as presented, were approved.

SIXTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock, LLP

Mr. Earlywine asked when the Board might be ready to issue bonds. There was no update. Mr. Earlywine asked if there are plans to acquire the eastern piece. The Board asked Mr. Earlywine to email his questions and answers will be provided.

B. District Engineer: Poulos & Bennett, LLC

There was no report.

- **Field Operations**

This item was an addition to the agenda.

Field Operations will be added under Staff Reports, going forward.

Mr. Shaw reported that the landscaping scope of work is Twelve Oaks, Center Lake Ranch Boulevard and the retention ponds. Tracts will be added to the scope. Responses to questions about a fence are pending.

Discussion ensued regarding determining the fence location, where to place or relocate it, trees planted along the fence, what to do about trees on Twelve Oaks that are planted right next to trees that are the responsibility of residents, etc.

Mr. Shaw stated that the CDD will start maintaining the ponds but has concerns about large snakes in the tall grass near the ponds.

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

- **5 Registered Voters as of April 15, 2025**
- **NEXT MEETING DATE: September 10, 2025 at 1:30 PM**
  - **QUORUM CHECK**

The next meeting will be on September 10, 2025, unless canceled.

Mr. Kantarzhi reminded the Board Members to complete the required four-hours of ethics training by December 31, 2025.

SEVENTEENTH ORDER OF BUSINESS Board Members' Comments/Requests

There were no Board Member 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 2:09 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair