CENTER LAKE RANCH WEST

COMMUNITY DEVELOPMENT DISTRICT

October 8, 2025

BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

AGENDA LETTER

Center Lake Ranch West Community Development District

OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W●Boca Raton, Florida 33431
Phone: (561) 571-0010●Toll-free: (877) 276-0889●Fax: (561) 571-0013
https://centerlakeranchwestcdd.net/

October 1, 2025

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors
Center Lake Ranch West Community Development District

Dear Board Members:

The Board of Supervisors of the Center Lake Ranch West Community Development District will hold a Regular Meeting on October 8, 2025 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746. The agenda is as follows:

1. Call to Order/Roll Call

2. Public Comments

3. Administration of Oath of Office to Elected Supervisor, Robert Reynolds [Seat 3] *(the following to be provided under separate cover)*
   - 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

4. Consideration of Consideration of Proposals in Response to RFP for Landscape and Irrigation Maintenance Services
   - A. Respondents
     - I. Juniper
     - II. United Land Services
     - III. Yellowstone Landscape
   - B. Board Discussion and Evaluation/Ranking
   - C. Authorization to Issue Notice of Intent to Award and Enter into Landscape Contract

5. Ratification Items

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

B. Castle Management, LLC Field Operations Agreement

C. Juniper Landscaping First Amendment to Landscape Maintenance Agreement

D. Lake Pros, LLC Amendment to Agreement for Aquatic Management Services

6. Acceptance of Unaudited Financial Statements as of August 31, 2025

7. Approval of August 13, 2025 Public Hearings and Regular Meeting Minutes

8. Staff Reports

A. District Counsel: *Kutak Rock, LLP*

B. District Engineer: *Poulos & Bennett, LLC*

C. Field Operations: *Castle Group*

D. District Manager: *Wrathell, Hunt and Associates, LLC*

- Status Report - Field Operations
- NEXT MEETING DATE: November 12, 2025 at 1:30 PM
  - QUORUM CHECK

SEAT 1	SUSAN KANE	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	NORA SCHUSTER	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	ROBERT REYNOLDS	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	DIANA CABRERA	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	ANDREA FIDLER	☐ IN PERSON	☐ PHONE	☐ NO

9. Board Members' Comments/Requests

10. Public Comments

11. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (415) 516-2161.

Sincerely,

Andrew Kantarzhi
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 867 327 4756

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

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CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE

I,_____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF THE CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

_____
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization on this ___ day of _____, 20__, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of the Center Lake Ranch West Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

_____
Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

MAILING ADDRESS: ☐ Home ☐ Office County of Residence _____

_____ _____ _____
Street Phone Fax

_____ _____
City, State, Zip Email Address

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

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CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

4B

Center Lake Ranch West CDD

RFP: LANDSCAPE & IRRIGATION MAINTENANCE SERVICES

EVALUATION MATRIX

RESPONDENT	TECHNICAL CAPABILITY	EXPERIENCE	UNDERSTANDING SCOPE OF WORK	PRICE (COST)	PRICE (REASONABLENESS)	TOTAL POINTS
	30 POINTS	40 POINTS	10 POINTS	10 POINTS	10 POINTS	100 POINTS
Juniper						
United Land Services						
Yellowstone Landscape						

_____

Signature of Board Chair

_____

Printed Name of Board Chair

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

RATIFICATION ITEMS

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

RATIFICATION ITEMS A

RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT ELECTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Center Lake Ranch West Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District's Board of Supervisors desires to elect and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. The following is/are elected as Officer(s) of the District effective March 12, 2025:

Nora Schuster is elected Chair

Diana Cabrera is elected Vice Chair

Susan Kane is elected Assistant Secretary

Robert Reynolds is elected Assistant Secretary

Andrea Fidler is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of March 12, 2025:

Gaylon Barcom Assistant Secretary

Cindy Cerbone Assistant Secretary

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell _____ is Secretary

Andrew Kantarzhi _____ is Assistant Secretary

Craig Wrathell _____ is Treasurer

Jeff Pinder _____ is Assistant Treasurer

PASSED AND ADOPTED THIS 12TH DAY OF MARCH, 2025.

ATTEST:

_____
Secretary/Assistant Secretary

CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT

_____
Chair/Vice Chair, Board of Supervisors

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

RATIFICATION ITEMS B

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FIELD OPERATIONS AGREEMENT

THIS FIELD OPERATIONS AGREEMENT ("**Agreement**") is made and entered into this 1st day of September, 2025, by and between:

Center Lake Ranch West Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and whose mailing address is c/o Wrathell Hunt & Associates, 2300 Glades Road #410W, Boca Raton, Florida 33431 ("**District**"), and

Castle Management, LLC, a Florida limited liability company, and whose address is 12270 SW 3rd Street, Suite 200, Plantation, Florida 33325 ("**Manager**").

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant Chapter 190, *Florida Statutes* ("**Act**"); and

WHEREAS, pursuant to the Act, the District is authorized to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge and extend, equip, operate, and maintain systems, facilities and infrastructure in conjunction with the development of lands within the District; and

WHEREAS, the District presently owns and is continuing to construct and/or acquire various systems, facilities and infrastructure ("**Improvements**") located within the District, which Improvements include stormwater ponds, conservation areas, open spaces, landscaping, hardscaping and irrigation systems and which may in the future include an amenity clubhouse; and

WHEREAS, the District operates and maintains the Improvements and desires to retain an independent contractor to provide for field operations management for the Improvements; and

WHEREAS, for ease of administration, potential cost savings to property owners and residents, and the benefits of on-site inspection, operation and maintenance personnel, the District desires to contract with the Manager to manage the operation and maintenance of the Improvements.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

1. Recitals. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

2. Manager's Obligation.

A. *Field Operations Management.* The Manager shall provide the District with field operations management services for the Improvements, and shall designate a representative for purposes of reporting to and coordinating with the District ("**Manager's Representative**"). The Manager shall notify the District in writing of any change in the Manager's Representative. Manager shall be responsible for, and

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authorized to perform on behalf of the District, general oversight and management of the Improvements, as further described in the "Scope of Services and Responsibilities" attached hereto as **Exhibit A**.

B. *Inspection.* The Manager shall conduct periodic inspections of all Improvements. In the event the Manager discovers any irregularities of, or needs of repair to, the Improvements, the Manager shall report same to the District Manager or its designated representative and shall promptly correct, or cause to be corrected, any such irregularities or repairs.

C. *Notification of Emergency Repairs.* The Manager shall immediately notify the District Engineer and District Manager, or a designated representative, concerning the need for emergency repairs of which Manager is aware when such repairs are necessary for the preservation and safety of persons and/or property.

D. *Care of the Property.* The Manager shall use commercially reasonable efforts to protect the District's property and the property of landowners or other entities from damage by the Manager, its employees or contractors. The Manager agrees to promptly repair any damage to such property resulting from the Manager's activities and work and to notify the District of the occurrence of such damage caused by the Manager's activities within forty-eight (48) hours.

E. *Limitations on Manager's Duties*. Notwithstanding anything contained herein to the contrary:

i. The Manager shall not be responsible for or have control of accounting or cash disbursements for the District, nor shall the Manager have the authority to approve change orders;

ii. The Manager shall not be required to make exhaustive or continuous on-site inspections to check the District's property, review construction means, methods, techniques, sequences or procedures for work performed by contractors, review copies of requisitions received from subcontractors and material suppliers and other data requested by the District to ascertain how or for what purpose a contractor has used money previously paid.

3. Compensation. The District shall pay the Manager One Thousand Two Hundred Fifty Dollars ($1,250.00) per month for the provision of field operations management services pursuant to the terms of this Agreement, in addition to reimbursement for the cost of personnel as set out under Exhibit B.

4. Term.

A. The term of this Agreement shall commence as of the date first written above and shall terminate September 30, 2026, unless otherwise terminated in accordance with this Agreement. Thereafter, this Agreement shall be automatically renewed for additional one (1) year periods, unless terminated pursuant to the terms hereof.

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B. Notwithstanding the foregoing, the Manager and the District shall both have the right to terminate this Agreement upon thirty (30) days' written notice with or without cause. In the event of any termination, the Manager and the District shall use commercially reasonable efforts to cooperate with one another to provide a smooth and orderly transition of responsibilities between the parties. Any termination of this Agreement shall not release District from its obligation to pay Manager the compensation due for work performed prior to termination, subject to any offsets the District may have.

5. Insurance. The Manager shall maintain, at its own expense throughout the term of this Agreement, insurance coverage from a reputable insurance carrier, licensed to conduct business in the State of Florida. The Manager shall provide the District a copy of the insurance policy, and any endorsements, prior to the commencement of the services contemplated under this Agreement. District shall also receive thirty (30) days' notice of cancellation of any such insurance policy. Policies shall have the minimum levels of insurance as set forth in **Exhibit C.** As may be available, all policies shall name the District, and its staff and supervisors, as additional insureds.

6. Indemnity. Contractor will indemnify and hold the District harmless from all loss, damage or injury resulting from willful and intentional acts done or caused by Contractor, its officers, directors, or employees which cause harm to persons or property or which cause a monetary loss or expense to the District. In no event, however, shall Contractor be liable to the District for actions or errors of judgment Contractor may commit or refrain from committing in the reasonable good faith performance of its duties except for acts or omissions that violates a criminal law; derives an improper personal benefit, either directly or indirectly; is grossly negligent; or is reckless, is in bad faith, is with malicious purpose, or is in a manner exhibiting wanton and willful disregard of human rights, safety, or property

The obligations of each party under the above indemnifications include the payment of all settlements, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, litigation expense, and attorney fees, including those incurred through all appeals. Said indemnification as noted in above paragraphs shall survive this Agreement.

7. Recovery of Costs and Fees. In the event either the District or the Manager are required to enforce this Agreement or any provision hereof by court proceedings or otherwise then, if prevailing, the District or the Manager, as applicable, shall be entitled to recover from the other all fees and costs incurred, including but not limited to reasonable attorneys' fees, paralegal fees and expert witness fees and costs incurred prior to or during any litigation or other dispute resolution and including fees incurred in appellate proceedings.

8. Limitations on Governmental Liability. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes,* or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

9. Assignment. Neither Party may assign this Agreement without the prior written approval of the other.

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10. Independent Contractor Status. In all matters relating to this Agreement, the Manager shall be acting as an independent contractor. Neither the Manager nor employees of the Manager, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Manager agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Manager, if there are any, in the performance of this Agreement. The Manager shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Manager shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

11. Headings for Convenience Only. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

12. Agreement. This instrument shall constitute the final and complete expression of this Agreement between the District and the Manager relating to the subject matter of this Agreement.

13. Amendments. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Manager.

14. Authorization. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the Manager, both the District and the Manager have complied with all the requirements of law in order to effectuate the terms of this Agreement, and both the District and the Manager have full power and authority to comply with the terms and provisions of this instrument.

15. Notices. All notices, requests, consents and other communications under this Agreement ("**Notices**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, and at the addresses first listed above. Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Manager may deliver Notice on behalf of the District and the Manager. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the parties and addressees set forth herein.

16. Third-Party Beneficiaries. This Agreement is solely for the benefit of the District and the Manager and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Manager any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this

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Agreement shall inure to the sole benefit of and shall be binding upon the District and the Manager and their respective representatives, successors, and assigns.

17. Controlling Law; Venue. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue shall be in the County in which the District is located.

18. Public Records. Manager understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Manager agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Manager acknowledges that the designated public records custodian for the District is **Cindy Cerbone** ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, the Manager shall: 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Manager does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in the Manager's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Manager, the Manager shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE MANAGER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MANAGER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (877) 276-0889, WRATHELLC@WHHASSOCIATES.COM, OR 2300 GLADES ROAD, SUITE 410W, BOCA RATON, FLORIDA 33431.

19. Severability. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

20. Arm's Length Transaction. This Agreement has been negotiated fully between the District and the Manager as an arm's length transaction. The District and the Manager participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

21. E-VERIFY. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall

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register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

22. SOVEREIGN IMMUNITY. Contractor agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, *Florida Statutes*, or other statute.

[CONTINUED ON NEXT PAGE]

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IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT

DocuSigned by:
Nora Schuster
4E8CCEB074D74A1...

Chairman, Board of Supervisors

CASTLE MANAGEMENT, LLC

By: _____

Print Name: Craig Vaughan

Its: Chief Financial Officer

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EXHIBIT A

1. MANAGER'S DUTIES: During the term hereof, the Manager shall perform the following services as, when and if needed or as otherwise specified herein, to assist the District:
2. Manager shall engage and supervise all persons as needed (which person or persons may be engaged on a part-time or full-time basis), including those employees of the Manager stipulated in EXHIBIT B of this agreement, necessary to properly maintain and operate the Common Property, in the Manager's reasonable judgment, it being understood that all personnel so engaged shall be engaged by the Manager as Manager's Representative for the District.
3. Provide the Administrative duties as outlined in this EXHIBIT A.
4. Cause the Common Property to be maintained and repaired including, but not limited to, landscaping, painting, paving, cleaning and such other normal and extraordinary maintenance and repair work as may be necessary; provided, however, the Manager shall not obligate the District for any single item of repair, replacement, refurnishing or refurbishing, the cost of which exceeds the sum of one thousand dollars ($1,000.00) without the prior approval of the Board of Directors, unless provided for in the approved budget of the District.
5. Purchase, as needed, on behalf of the District, all supplies and materials as may be necessary or desirable for the maintenance, upkeep, repair, replacement and preservation of the Common Property. Such purchases shall be made in the name of the District. Any such purchases in excess of one thousand dollars ($1,000.00) shall be subject to the prior consent of the Board of Directors unless provided for in the approved budget of the District. Notwithstanding anything contained herein to the contrary, the Manager shall have the right, without first obtaining the approval of the Association, to make emergency repairs and replacements which, according to the Manager's reasonable belief, are required to eliminate or avoid danger to persons or to property, or as are necessary in the Manager's reasonable belief for the preservation and safety of the District or for the safety of persons or in order to avoid suspension of any necessary service to the District.
6. Solicit, analyze and negotiate contracts on behalf of the District, for services reasonably necessary with respect to the operation, maintenance, upkeep, repair, replacement, and preservation of the Common Property. All contracts shall be approved and executed by the Board of Directors.
7. Arrange with the District's approval and at the District's sole expense such attorneys, accountants, insurance consultants, tax consultants and other experts and professionals, whose services the Manager may reasonably require to effectively perform its duties and exercise its powers hereunder.
8. Maintain, as needed, appropriate records of all insurance coverage carried by the District.
9. Prepare and send, as needed, all letters, reports and notices as may be reasonably requested by the Board of Directors, and attend monthly meetings of the Board of Directors, annual meeting, budget meeting and any other general membership meetings of the District and file minutes thereof, which minutes shall be prepared and recorded by the Association or its designee.
10. Perform routine property inspections and make recommendations to the Board of Directors as to maintenance and improvements to the Common Property.
11. Provide regular reports to the Board of Directors of the status of pending and completed operations affecting the District.

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ADMINISTRATIVE DUTIES

1. To receive in writing or by telephone maintenance problems or other requests of unit owners or renters and to fulfill these requests on a timely basis.
2. Review the property and make recommendations to the Board of Directors. Architectural and other rule and regulation violations will be noted during this review.
3. Obtain bids and proposals for any major work to be performed for review by the Board of Directors.
4. To attend monthly Board of Directors and/or Annual meeting for presentation of the financial and operations review.
5. To provide twenty-four hour service for emergencies 365 days per year.
6. To maintain an up-to-date listing of unit owners.
7. The District will utilize a third-party vendor to ensure appropriate security over the on-site computer hardware and software systems.
8. To maintain a complete set of office files including legal documents, owner correspondence, insurance and rules and regulations.
9. To prepare notices of meetings, proxies and agendas and organize meetings of the District. Assist in the election of directors/officers and tabulation of votes; assist in the first meeting of the Board to elect officers for the District.
10. To administer the District to ensure that all residents, owners and tenants alike, conform with adopted house rules, pool rules, By-laws and promote a pleasant and harmonious relationship within the property at all times.
11. To exercise close supervision over hours and working conditions of employed personnel, if any, to ensure compliance with wage and hour and Workman's Compensation laws.

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EXHIBIT B

PORTFOLIO MANAGEMENT

The Manager will provide the following portfolio management services,

One (1) Property Manager – 8 hours/week

The District will be charged the pro rata share of the employee's benefits noted above.

The District and Manager will agree on any changes to the above staff, including any agreement to add or reduce personnel or changes to pay rates. The District may provide reasonable notice to the Manager its desire to replace/change any particular employee of the Manager working at the District pursuant to this Exhibit. The Manager will utilize its' best efforts to replace the employee dedicated for replacement, within a reasonable time period. Notwithstanding the above, the Manager shall not be required to replace any employee who is protected by Federal Law, has taken leave pursuant to the Family Medical Leave Act or who is unable to work at full capacity as a result of injury suffered at the District, until the employee can be placed at another District so as to not expose the Manager to any liability relative to that employees' leave or work status.

District is responsible to reimburse Manager for the pro-rated amount of employees' paid time off ("PTO") provided pursuant to the standard PTO policies of the Manager, including PTO earned but unused up to the earlier of the termination of this contract or the transfer of the employee from the District. Paid time off includes holidays, vacation and any other personal time off.

The cost of all administrative personnel shall be reimbursed to Manager at actual wages plus twenty nine percent (29%) for payroll related costs. Payroll related costs shall include, but not be limited to, social security tax, federal/state unemployment tax, worker's compensation insurance, Manager's contribution to 401(k) plan, criminal background checks, recruitment expense, payroll processing and human resource administration. The burden charged on salaries shall be automatically increased due to any increases in social security, Medicare, unemployment, and/or due to any increases in worker's compensation insurance rates as stipulated by NCCI and/or any other costs of employment mandated by any government entity including but not limited to the cost of providing health care to employees that may be imposed upon Manager as an employer, shall be a direct pass through to the District on the effective dates of such changes. Such reimbursement shall be paid by automatic funds transfer following each pay period. The cost reimbursement fee stated above does not include health insurance coverage for on-site staff as set out above.

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EXHIBIT C

Insurance Certificates with Endorsements

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

RATIFICATION ITEMS C

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

RATIFICATION ITEMS D

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AMENDMENT TO AGREEMENT FOR AQUATIC MANAGEMENT SERVICES

THIS AMENDMENT TO AGREEMENT FOR AQUATIC MANAGEMENT SERVICES ("**Amendment**") is made and entered into, by and between:

CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located at c/o 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District**"); and

LAKE PROS, LLC, a Florida limited liability company, whose mailing address is 3885 Shader Road, Orlando, Florida 32808 ("**Contractor**").

RECITALS

WHEREAS, the District was established pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended ("**Act**"), and is validly existing under the Constitution and laws of the State of Florida; and

WHEREAS, the District and the Contractor previously entered into that certain *Agreement for Aquatic Management Services*, dated July 22, 2025, as amended ("**Agreement**"); and

WHEREAS, the District has a need to retain an independent contractor to provide aquatic maintenance within and around the District, and the Contractor represents that it is qualified to provide such services to the District; and

WHEREAS, the District and the Contractor now desire to amend the Agreement to add an additional swale to the scope of services.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and the Contractor agrees as follows:

1. **INCORPORATION OF RECITALS.** The recitals stated above are true and correct and by this reference are incorporated as a material part of this Amendment.

2. **AMENDED AND RESTATED SCOPE OF SERVICES AND COMPENSATION.** The parties agree that the Agreement is hereby amended and restated to include the maintenance of an additional swale, as identified in **Exhibit A** ("**Scope of Services**"). As compensation for the Scope of Services described in this Amendment in addition to the maintenance outlined in the Agreement, the District agrees to pay the Contractor the amounts set forth in **Exhibit A.**

3. **AFFIRMATION OF THE AGREEMENT; CONFLICTS.** The District and the Contractor agree that nothing contained herein shall alter or amend the parties' rights and responsibilities under the Agreement, except to the extent set forth herein. The Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the parties.

Docusign Envelope ID: 71ECD2B9-69A2-4762-AD5B-E32C6FE9E565

4. **AUTHORIZATION.** The execution of this Amendment has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this instrument.

5. **EFFECTIVE DATE.** This Amendment shall be effective after execution by both the District and the Contractor.

WHEREFORE, the parties below execute the *First Amendment to Aquatic Management Services Agreement* to be effective as of _____, 2025.

CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT

DocuSigned by:
Nora Schuster
4E8CCEB074D74A1...

By: Nora Schuster

Its: Chair

LAKE PROS, LLC

DocuSigned by:
Chad Bass
694920C6627540B...

By: Chad Bass

Its: Partner

EXHIBIT A: Amended and Restated Scope of Services

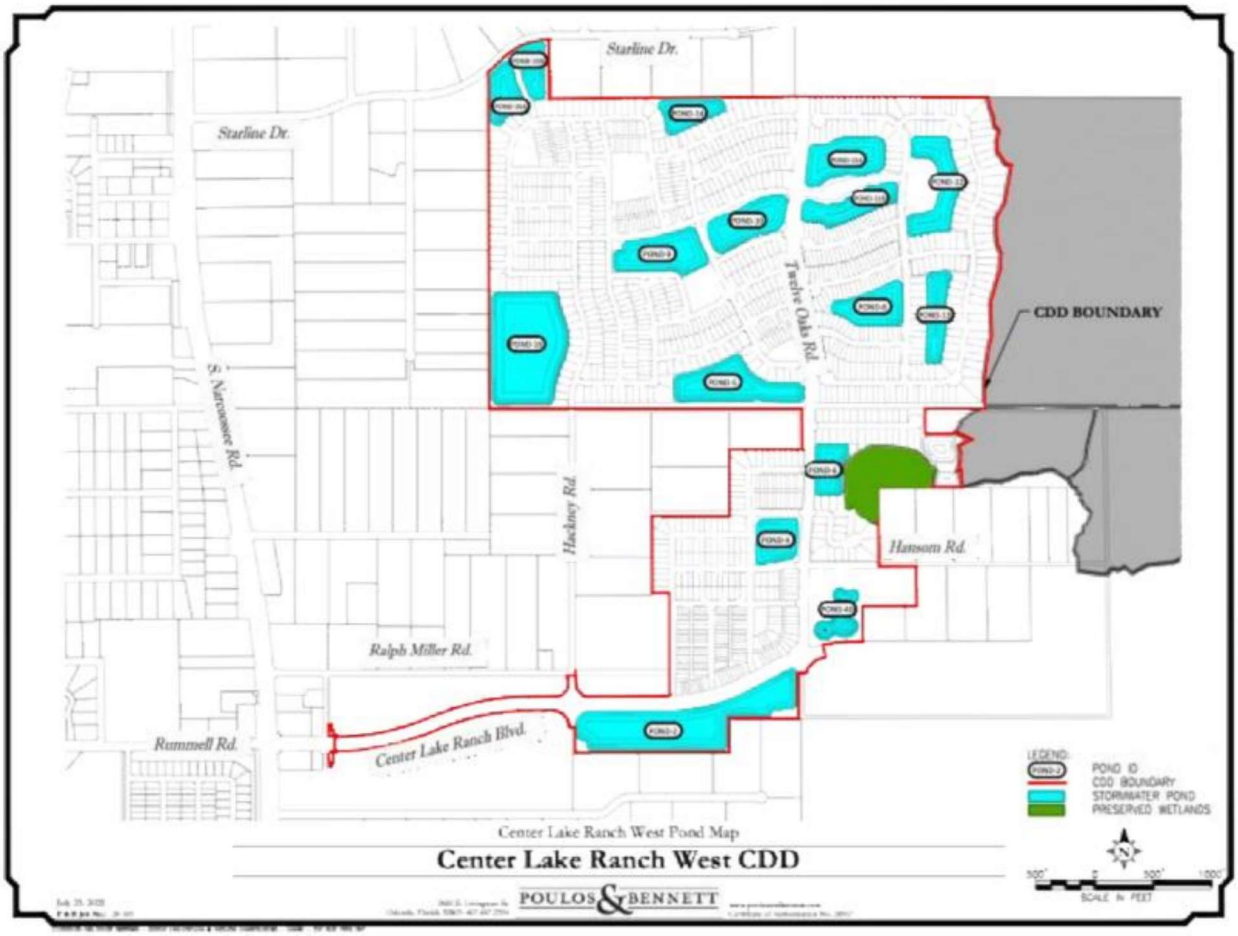
Docusign Envelope ID: 71ECD2B9-69A2-4762-AD5B-E32C6FE9E565

EXHIBIT A

Maintenance Agreement–Lake Maintenance Service for sixteen (16) ponds.

- Algae and Aquatic Weed Control
- Border Grass and Brush Control
- Underwater and Floating Vegetation Control
- Construction Debris and Trash Removal (Limited to what can be picked up by hand)
- Treatment and Inspection Reporting
- Stormwater Overflow Structure Inspections & Grate Cleaning

Monthly Lake Maintenance: $2,275.00



CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED FINANCIAL STATEMENTS

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
AUGUST 31, 2025

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
AUGUST 31, 2025

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	$ 430,610	$ -	$ -	$ 430,610
Investments				
Revenue	-	267,357	-	267,357
Reserve	-	499,940	-	499,940
Prepayment	-	8,636	-	8,636
Capitalized interest	-	24	-	24
Construction	-	-	1,612	1,612
Utility deposit	480	-	-	480
Total assets	$ 431,090	$ 775,957	$ 1,612	$ 1,208,659
LIABILITIES AND FUND BALANCES				
Liabilities:				
Landowner advance	$ 6,000	$ -	$ -	$ 6,000
Total liabilities	6,000	-	-	6,000
DEFERRED INFLOWS OF RESOURCES				
Unearned revenue	-	208,121	-	208,121
Total deferred inflows of resources	-	208,121	-	208,121
Fund balances:				
Restricted for:				
Debt service	-	567,836	-	567,836
Capital projects	-	-	1,612	1,612
Unassigned	425,090	-	-	425,090
Total fund balances	425,090	567,836	1,612	994,538
Total liabilities, deferred inflows of resources and fund balances	$ 431,090	$ 775,957	$ 1,612	$ 1,208,659

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2025

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	$ -	$ 52,850	$ 52,785	100%
Assessment levy: off-roll	-	486,711	486,711	100%
Landowner contribution	-	-	210,000	0%
Total revenues	-	539,561	749,496	72%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording**	4,000	44,000	48,000	92%
Legal	-	8,756	25,000	35%
Engineering	-	-	3,000	0%
Audit	-	4,475	4,500	99%
Arbitrage rebate calculation*	-	-	1,000	0%
Dissemination agent*	83	917	2,000	46%
Trustee*	-	4,246	11,000	39%
Telephone	17	183	200	92%
Postage	-	101	500	20%
Printing & binding	42	458	500	92%
Legal advertising	872	1,387	6,500	21%
Annual special district fee	-	175	175	100%
Insurance	-	8,476	5,500	154%
Contingencies/bank charges	90	1,289	500	258%
Meeting room	-	-	1,400	0%
Debt service fund accounting	-	-	5,500	0%
EMMA Software Services	-	1,500	3,000	50%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Property appraiser	-	268	-	N/A
Tax collector	-	1,056	1,100	96%
Total professional & administrative	5,104	77,287	120,290	64%

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2025

	Current Month	Year to Date	Budget	% of Budget
Field Operations				
Field operations manager	-	-	15,000	0%
Field operations accounting	-	-	6,000	0%
Landscape maintenance	-	16,198	421,000	4%
Irrigation maintenance/repair	-	-	10,000	0%
Plants, shrubs, & mulch	-	-	20,000	0%
Annuals	-	-	18,000	0%
Tree trimming	-	-	6,000	0%
Irrigation pump maintenance	-	-	6,000	0%
Pond maintenance	-	-	7,200	0%
Backflow prevention test	-	-	500	0%
Property insurance	-	-	5,000	0%
Community park:				
Park landscape maintenance	-	-	20,000	0%
Park porter services	-	-	12,000	0%
Dog waste stations	-	-	3,000	0%
Signage maintenance	-	-	2,500	0%
Pressure washing	-	-	3,000	0%
Holiday decorations	-	-	3,000	0%
Fence/wall repair	-	-	1,000	0%
OUC lighting agreement	6,738	17,194	40,000	43%
Contingencies	-	-	10,000	0%
Electric:				
Irrigation	-	-	6,000	0%
Street lights	-	2,943	5,000	59%
Entrance signs	-	-	1,800	0%
Community park	-	-	7,200	0%
Total field operations	6,738	36,335	629,200	6%
Total expenditures	11,842	113,622	749,490	15%
Excess/(deficiency) of revenues over/(under) expenditures	(11,842)	425,939	6	
Fund balances - beginning	436,932	(849)	-	
Fund balances - ending	$ 425,090	$ 425,090	$ 6	

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2023
FOR THE PERIOD ENDED AUGUST 31, 2025

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	$ -	$ 97,506	$ 97,403	100%
Assessment levy: off-roll	-	538,782	897,970	60%
Interest	2,571	28,486	-	N/A
Total revenues	2,571	664,774	995,373	67%
EXPENDITURES				
Debt service				
Principal	-	190,000	185,000	103%
Principal prepayment	-	20,000	-	N/A
Interest	-	811,469	811,763	100%
Tax collector	-	1,948	2,029	96%
Total expenditures	-	1,023,417	998,792	102%
Excess/(deficiency) of revenues over/(under) expenditures	2,571	(358,643)	(3,419)	
Fund balances - beginning	565,265	926,479	908,577	
Fund balances - ending	$ 567,836	$ 567,836	$ 905,158	

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2023
FOR THE PERIOD ENDED AUGUST 31, 2025

	Current Month	Year To Date
REVENUES		
Interest	$ 6	$ 60
Total revenues	6	60
EXPENDITURES	-	-
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	6	60
Fund balances - beginning	1,606	1,552
Fund balances - ending	$ 1,612	$ 1,612

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

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.

267
268
269
270
271 _____ _____
272 Secretary/Assistant Secretary Chair/Vice Chair

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

STAFF REPORTS

Wrathell, Hunt and Associates, LLC

TO: Center Lake Ranch West Board of Supervisors
FROM: Antonio D. Shaw – Operations Manager
DATE: October 3, 2025
SUBJECT: Status Report – Field Operations

LANDSCAPING:

- ***Scope Addendum:*** Juniper needs to add areas to their current scope of work that weren't included on the initial contract setup. This was sent to attorney on September 23rd. The addendum accompanies this report. *A walk has been requested by the chair prior to district taking over fully. It should be noted that these areas are now the responsibility of the district and officially district responsibilities no matter if there is a walk or not. There was a walk scheduled for October 1st that was cancelled by Operations from Castle. No new date has been scheduled as of this report.

- ***Irrigation:*** The irrigation has been converted to meters.

- ***Washout*:** There are still washouts prevalent on Twelve Oaks Blvd. Management recommends having silt fencing installed by builders.

- ***Center Lake Ranch Blvd:*** There is around a 10-15' alley between a wooden fence and a wire fence on both sides that boundaries aren't clear on if it is districts property so we need clear explanation on where the districts property ends to ensure we are maintaining the proper area. An option here may be for an maintenance easement to be entered on the districts behalf. In addition there are several trees that will need to be relocated due to them being planted prior to the wooden fence coming in. There is a possibility these trees will destroy the fence in the future.

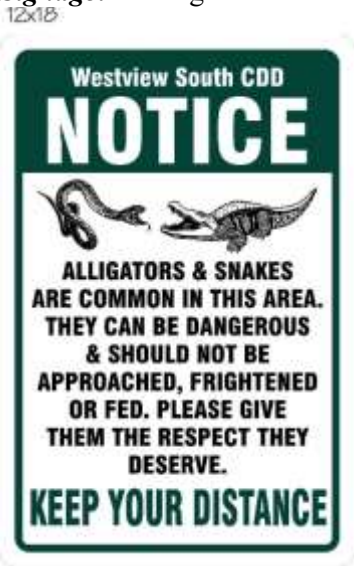
1250 Twelve Oaks Blvd: There is a potential hazard adjacent to the right of way. Not sure what this goes to but management recommends it be addressed.

<u>PONDS</u>:

- Report attached

MISC. FIELD OPERATION UPDATES

Signage: Management recommends the district consider adding signage similar to the image below.



Juniper

Design - Build - Maintain

Addendum

of Current Maintenance Agreement

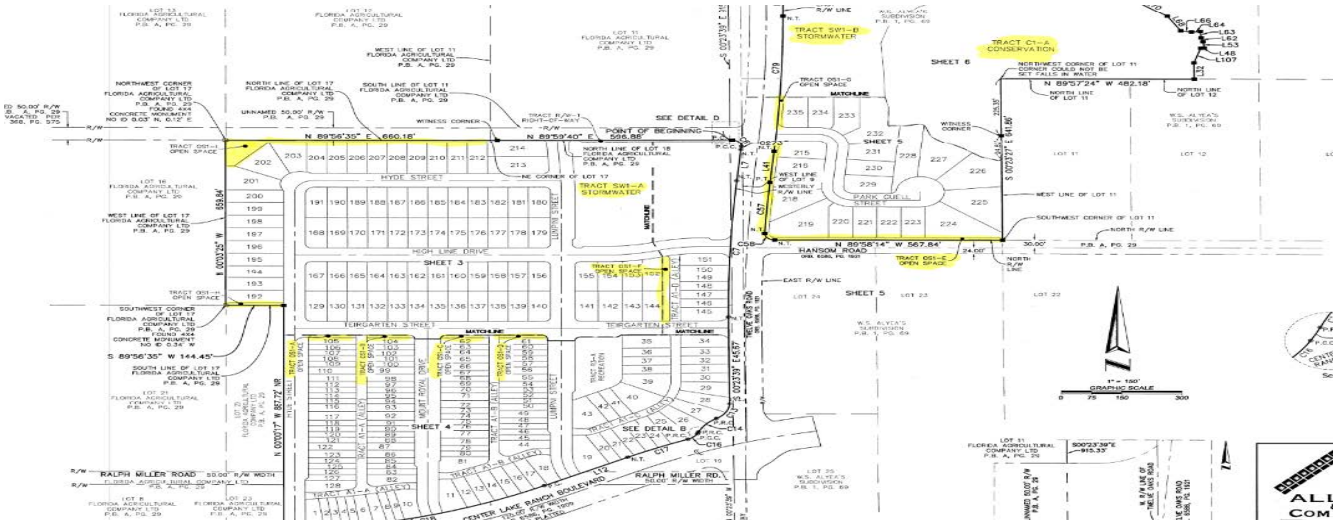
Service start date:
September 1, 2025

Center Lake Ranch CDD

Addendum to landscape services provided by Juniper Landscaping.

Service to add:

- ❑ Additional Areas Around Center Lake On The Park



An annual price of: $16,684.70, will be added to the current maintenance agreement. The montly price will increase by $761.61. The new services will begin September 1, 2025.

Josh Burton

Name: Josh Burton
Title: Regional Director
Juniper Landscaping
Date: 9/19/2025

Name:
Title:
Community Name
Date:

LAKE PROS

ENHANCING NATURE

FIELD SERVICE REPORT

Customer Name: Center Lake Ranch Date: 9-18-25

Service Specialist: Murphy

AQUATIC MANAGEMENT

- [x] EMERGENT VEGETATION
RESOURCE #: p1-16
- [ ] SUBMERGENT VEGETATION
RESOURCE #:
- [ ] FILAMENTOUS ALGAE
RESOURCE #:
- [x] PLANKTONIC ALGAE
RESOURCE #: p9
- [ ] FLOATING VEGETATION
RESOURCE #:

GROUND CREW SERVICE

- [ ] LITTORAL AREA HERBICIDE TREATMENT
RESOURCE #:
- [ ] LITTORAL AREA MANUAL REMOVAL
RESOURCE #:
- [ ] PRESERVE AREA MAINTENANCE
RESOURCE #:
- [x] DEBRIS CLEANUP
RESOURCE #: p1-16
- [ ] OTHER (SEE COMMENTS)
RESOURCE #:

FOUNTAIN / AERATION MANAGEMENT

- [ ] DISPLAY CLEANING SERVICE
RESOURCE #:
- [ ] INTAKE CLEANING SERVICE
RESOURCE #:
- [ ] VOLTAGE / AMPERAGE CHECK
RESOURCE #:
- [ ] CONTROL BOX INSPECTION
RESOURCE #:
- [ ] OTHER (SEE COMMENTS)
RESOURCE #:

STORMWATER SYSTEMS / STRUCTURES

- [ ] OVERFLOW GRATE INSPECTION / CLEANING
RESOURCE #:
- [ ] WATER LEVEL CONTROL PIPE INSPECTION / CLEANING
RESOURCE #:
- [ ] OVERFLOW WEIR / SWALE MAINTENANCE
RESOURCE #:

COMMENTS: Removed trash where able, trash is overly abundant, if contractors could police their trash a little better it would be greatly appreciated. Treated for grass and algae, please allow 7-10 days for results.

CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION *Hampton Inn & Suites Orlando South Lake Buena Vista* *4971 Calypso Cay Way, Kissimmee, Florida 34746*		
DATE	**POTENTIAL DISCUSSION/FOCUS**	**TIME**
October 8, 2025	**Regular Meeting**	**1:30 PM**
November 12, 2025	**Regular Meeting**	**1:30 PM**
December 10, 2025	**Regular Meeting**	**1:30 PM**
January 14, 2026	**Regular Meeting**	**1:30 PM**
February 11, 2026	**Regular Meeting**	**1:30 PM**
March 11, 2026	**Regular Meeting**	**1:30 PM**
April 8, 2026	**Regular Meeting**	**1:30 PM**
May 13, 2026	**Regular Meeting**	**1:30 PM**
June 10, 2026	**Regular Meeting**	**1:30 PM**
July 8, 2026	**Regular Meeting**	**1:30 PM**
August 12, 2026	**Regular Meeting**	**1:30 PM**
September 9, 2026	**Regular Meeting**	**1:30 PM**