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 December 10, 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

Also present:

Andrew Kantarzhi	District Manager
Jere Earlywine (via telephone)	District Counsel
Lindsay Thigpen	Castle
Lee Rommel	Member of the Public
Dean Miller	Member of the Public

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

Mr. Kantarzhi called the meeting to order at 1:34 p.m. Supervisors Kane, Schuster and Cabrera were present. Supervisor Fidler and Supervisor-Elect Reynolds were 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 Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date**

A. Affidavit/Proof of Publication

B. Consideration of Resolution 2026-04, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Center Lake Ranch West Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Mr. Kantarzhi presented Resolution 2026-04 and read the title. This relates to Assessment Area Two.

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

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, Resolution 2026-04, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Center Lake Ranch West Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS **Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the**

Financing and Securing of Certain Public Improvements

A. Affidavit/Proof of Publication

B. Mailed Notice to Property Owner(s)

C. Second Supplemental Engineer's Report [Assessment Area Two] (for informational purposes)

This item was presented in detail at the last meeting.

D. Master Special Assessment Methodology Report [Assessment Area Two] (for informational purposes)

This item was presented in detail at the last meeting.

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

- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

No affected property owners or members of the public spoke.

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

The Board, sitting as the Equalizing Board, made no changes to the assessment levels.

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

E. Consideration of Resolution 2026-05, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer's Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date

Mr. Kantarzhi presented Resolution 2026-05 and read the title.

On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, Resolution 2026-02, Declaring Special Assessments; Designating the Nature and Location of the Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to Be Paid By Assessments, and the Manner and Timing in Which the Assessments are to Be Paid; Designating the Lands Upon Which the Assessments Shall Be Levied; Providing for an Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings for December 10, 2025 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2026-06, Setting Forth the Specific Terms of the Center Lake Ranch West Community Development District's Capital Improvement Revenue Bonds, Series 2025 (Assessment Area Two); Making Certain Additional Findings and Confirming and/or Adopting a Supplemental Engineer's Report and a Supplemental Assessment Report; Confirming the Maximum Assessment Lien Securing the 2025 Bonds; Addressing the Allocation and Collection of the Assessments Securing the 2025 Bonds; Addressing Prepayments; Addressing True-Up Payments; Providing for the Supplementation of the Improvement Lien Book; and Providing for Conflicts, Severability and an Effective Date**

Mr. Kantarzhi presented Resolution 2026-06 and read the title.

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, Resolution 2026-06, Setting Forth the Specific Terms of the Center Lake Ranch West Community Development District's Capital Improvement Revenue Bonds, Series 2025 (Assessment Area Two); Making Certain Additional Findings and Confirming and/or Adopting a Supplemental Engineer's Report and a Supplemental Assessment Report; Confirming the Maximum Assessment Lien Securing the 2025 Bonds; Addressing the Allocation and Collection of the Assessments Securing the 2025 Bonds; Addressing Prepayments; Addressing True-Up Payments; Providing for the Supplementation of the Improvement Lien Book; and Providing for Conflicts, Severability and an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Consideration of Issuer's Counsel Documents**

Mr. Earlywine presented the Issuer's Counsel Documents for Assessment Area.

A. Acquisition Agreement

B. Collateral Assignment Agreement

C. Completion Agreement

D. Declaration of Consent

E. Supplemental Disclosure of Public Finance

F. Notice of Special Assessments/Governmental Lien of Record

G. True Up Agreements

On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, the Acquisition Agreement, Collateral Assignment Agreement, Completion Agreement, Declaration of Consent, Supplemental Disclosure of Public Finance, Notice of Special Assessments/Governmental Lien of Record and True Up Agreements, all in substantial form, were approved.

EIGHTH ORDER OF BUSINESS **Authorization of RFP for Annual Audit Services**

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the RFP for Annual Audit Services, was approved.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2026-07, Designating a Date, Time, and Location for Landowners' Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date**

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, Resolution 2026-07, Designating a Date, Time, and Location of November 11, 2026 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746 for a Landowners' Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date, was adopted.

TENTH ORDER OF BUSINESS **Discussion/Consideration/Ratification: Performance Measures/Standards & Annual Reporting Form**

A. October 1, 2024 - September 30, 2025 [Posted]

Mr. Kantarzhi noted that the 2025 Goals and Objectives Reporting was completed.

B. October 1, 2025 - September 30, 2026

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

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the 2025 Goals and Objectives Reporting, was ratified; and the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.

ELEVENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of October 31, 2025**

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, the Unaudited Financial Statements as of October 31, 2025, were accepted.

TWELFTH ORDER OF BUSINESS **Approval of November 4, 2025 Special Meeting Minutes**

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the November 4, 2025 Special Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock, LLP

Mr. Earlywine stated the bonds are being priced today and should close next week.

B. District Engineer: Poulos & Bennett, LLC

There was no report.

C. Field Operations: Castle Group

Ms. Thigpen stated landscaping was completed and an extensive field report of the areas in the CDD was prepared. She discussed what was installed in the landscape beds. Proposals received vary greatly depending on the material being proposed.

Discussion ensued regarding the landscape beds, cost-effective materials and plants to install, an inquiry from the Master Association as to whether the CDD wants to engage their landscape consultant who oversees the landscaping contractor, groundcover options, recent rains washing away mulch and other groundcover, determining the best native plants to install, and irrigation limitations.

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

- **Status Report - Field Operations**

Field Operations transitioned to Castle Group. Going forward, this item should no longer appear under the District Manager item.

- **NEXT MEETING DATE: January 14, 2026 at 1:30 PM**
  - **QUORUM CHECK**

The next meeting will be on January 14, 2026, unless cancelled.

Mr. Kantarzhi reminded the Board Members to complete the required four hours of ethics training by December 31, 2026.

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

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS **Public Comments**

Resident Dean Miller asked if the assessments are to cover a "shortfall" for bonds due to development in Assessment Area Two. Mr. Earlywine explained that the first bonds were over Assessment Area One, only; at that time, there were no debt assessments on Assessment Area Two. The bonds approved today are related to only Assessment Area Two.

Discussion ensued regarding the builders/Developers for Assessment Area One.

It was determined that the residents in attendance live in Assessment Area Two.

Regarding the assessment amount, Mr. Kantarzhi explained that, once set, the amount for the debt assessment portion of the annual assessment will remain the same from year-to-year, but the Operation and Maintenance (O&M) portion of the assessments can fluctuate.

SIXTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the meeting adjourned at 2:05 p.m.

Nora Schuster

___________________________________ ___________________________________
Secretary/Assistant Secretary Chair/Vice Chair