

CENTER LAKE RANCH WEST

**COMMUNITY DEVELOPMENT
DISTRICT**

June 11, 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

June 4, 2025

Board of Supervisors
Center Lake Ranch West Community Development District

ATTENDEES:

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

Dear Board Members:

The Board of Supervisors of the Center Lake Ranch West Community Development District will hold 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. 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. Ratification of Resolution 2025-02, Electing and Removing Officers of the District, and Providing for an Effective Date
5. 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
6. 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

7. Consideration of Resolution 2025-05, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an effective Date
8. Consideration of Proposals for Landscape Maintenance Agreement
9. Acceptance of Unaudited Financial Statements as of April 30, 2025
10. Approval of March 12, 2025, Regular Meeting Minutes
11. Staff Reports
 - A. District Counsel: *Kutak Rock, LLP*
 - B. District Engineer: *Poulos & Bennett, LLC*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: July 9, 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

12. Board Members' Comments/Requests
13. Public Comments
14. Adjournment

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

Sincerely,



Andrew Kantarzh
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

3

**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**

**RATIFICATION
ITEMS**

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:

<u>Nora Schuster</u>	is elected Chair
<u>Diana Cabrera</u>	is elected Vice Chair
<u>Susan Kane</u>	is elected Assistant Secretary
<u>Robert Reynolds</u>	is elected Assistant Secretary
<u>Andrea Fidler</u>	is elected Assistant Secretary

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

<u>Gaylon Barcom</u>	<u>Assistant Secretary</u>
<u>Cindy Cerbone</u>	<u>Assistant Secretary</u>

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

Craig Wrathell is Secretary

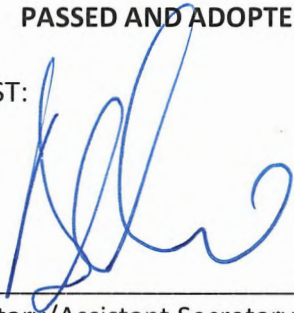
Andrew Kantarzhi is Assistant Secretary

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

5

RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT 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

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Center Lake Ranch West Community Development District ("**District**") prior to June 15, 2025, a proposed operating budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2025 and ending September 30, 2026 ("**Fiscal Year 2025/2026**"); and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. APPROVING PROPOSED BUDGETS. The operating budget proposed by the District Manager for Fiscal Year 2025/2026 is attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. SETTING HEARING. The public hearing on the approved budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: 1:30 p.m.

LOCATION: Hampton Inn & Suites Orlando South Lake Buena Vista
4971 Calypso Cay Way
Kissimmee, Florida 34746

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS. The District Manager is hereby directed to submit copy of the proposed budget to the local general purpose unit(s) of government at least sixty (60) days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two (2) days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least (forty-five) 45 days.

5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 11th day of June, 2025.

ATTEST:

**CENTER LAKE RANCH WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2025/2026 Budget

Exhibit A

Fiscal Year 2025/2026 Budget

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2026**

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1 - 2
Definitions of General Fund Expenditures	3 - 4
Debt Service Fund Budget - Series 2023	5
Amortization Schedule - Series 2023	6 - 7
Assessment Summary	8

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2026**

	Fiscal Year 2025				Proposed
	Adopted Budget FY 2025	Actual through 3/31/2025	Projected through 9/30/2025	Total Actual & Projected	Budget FY 2026
REVENUES					
Assessment levy: on-roll - gross	\$ 54,984				\$ 56,630
Allowable discounts (4%)	(2,199)				(2,265)
Assessment levy: on-roll - net	52,785	\$ 52,850	\$ -	\$ 52,850	54,365
Assessment levy: off-roll	486,711	365,033	121,678	486,711	501,277
Landowner contribution	210,000	-	-	-	199,000
Total revenues	749,496	417,883	121,678	539,561	754,642
EXPENDITURES					
Professional & administrative					
Management/accounting/recording	48,000	24,000	24,000	48,000	48,000
Legal	25,000	3,240	21,760	25,000	25,000
Engineering	3,000	-	3,000	3,000	3,000
Audit	4,500	-	4,500	4,500	4,500
Arbitrage rebate calculation	1,000	-	1,000	1,000	1,000
Dissemination agent	2,000	500	1,500	2,000	2,000
EMMA software service	3,000	1,500	1,500	3,000	3,000
Trustee	11,000	4,246	-	4,246	11,000
Debt service fund accounting	5,500	-	1,500	1,500	5,500
Telephone	200	100	100	200	200
Postage	500	68	432	500	500
Printing & binding	500	250	250	500	500
Legal advertising	6,500	266	1,500	1,766	6,500
Annual special district fee	175	175	-	175	175
Insurance	5,500	8,476	-	8,476	9,324
Meeting room	1,400	-	1,400	1,400	1,400
Contingencies/bank charges	500	838	750	1,588	1,500
Website			-	-	
Hosting & maintenance	705	-	705	705	705
ADA compliance	210	-	210	210	210
Property appraiser	-	268	-	268	-
Tax collector	1,100	1,056		1,056	1,133
Total professional & administrative	120,290	44,983	64,107	109,090	125,147

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2026**

	Fiscal Year 2025				
	Adopted Budget FY 2025	Actual through 3/31/2025	Projected through 9/30/2025	Total Actual & Projected	Proposed Budget FY 2026
Field operations					
Field operations manager	15,000	-	3,750	3,750	15,000
Field operations accounting	6,000	-	1,500	1,500	6,000
Landscape maintenance	421,000	-	75,000	75,000	250,000
Irrigation maintenance/repair	10,000	-	2,000	2,000	25,000
Plants, shrubs & mulch	20,000	-	5,000	5,000	35,000
Annuals	18,000	-	5,000	5,000	25,000
Tree trimming	6,000	-	2,000	2,000	10,000
Irrigation pump maintenance	6,000	-	2,000	2,000	10,000
Pond maintenance	7,200	-	2,000	2,000	10,000
Backflow prevention test	500	-	500	500	1,000
Property insurance	5,000	-	2,000	2,000	5,000
Community park:					
Park landscape maintenance	20,000	-	3,000	3,000	50,000
Park porter services	12,000	-	2,000	2,000	15,000
Dog waste stations	3,000	-	500	500	3,000
Signage maintenance	2,500	-	500	500	2,500
Pressure washing	3,000	-	500	500	3,000
Holiday decorations	3,000	-	3,000	3,000	3,000
Fence/wall repair	1,000	-	-	-	1,000
OUC lighting agreement	40,000	-	10,000	10,000	82,000
Contingencies	10,000	-	2,000	2,000	50,000
Electric:					
Irrigation	6,000	-	6,000	6,000	10,000
Street lights	5,000	-	5,000	5,000	-
Entrance signs	1,800	-	1,800	1,800	3,000
Community park	7,200	-	7,200	7,200	15,000
Total field operations	629,200	-	142,250	142,250	629,500
Total expenditures	749,490	44,983	206,357	251,340	754,647
Net increase/(decrease) of fund balance	6	372,900	(84,679)	288,221	(5)
Fund balance - beginning (unaudited)	-	-	372,900	-	288,221
Committed					
Working capital	-	-	-	-	199,405
Unassigned	6	372,900	288,221	288,221	88,811
Fund balance - ending (projected)	\$ 6	\$ 372,900	\$ 288,221	\$ 288,221	\$ 288,216

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording	\$ 48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	3,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	4,500
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	1,000
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	2,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
EMMA software service	3,000
Trustee	11,000
Annual fee for the service provided by trustee, paying agent and registrar.	
Debt service fund accounting	5,500
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages, etc.	
Legal advertising	6,500
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	9,324
The District will obtain public officials and general liability insurance.	
Meeting room	1,400
Contingencies/bank charges	1,500
Bank charges and other miscellaneous expenses incurred during the year.	
Website	
Hosting & maintenance	
	705
ADA compliance	
	210
Tax collector	1,133
Total professional & administrative	<u>125,147</u>

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

Field operations

Field operations manager	15,000
Field operations accounting	6,000
Landscape maintenance	250,000
Irrigation maintenance/repair	25,000
Plants, shrubs & mulch	35,000
Annuals	25,000
Tree trimming	10,000
Irrigation pump maintenance	10,000
Pond maintenance	10,000
Backflow prevention test	1,000
Property insurance	5,000
Community park:	
Park landscape maintenance	50,000
Park porter services	15,000
Dog waste stations	3,000
Signage maintenance	2,500
Pressure washing	3,000
Holiday decorations	3,000
Fence/wall repair	1,000
OUC lighting agreement	82,000
Contingencies	50,000
Electric:	
Irrigation	10,000
Street lights	-
Entrance signs	3,000
Community park	15,000
Total field operations	<u>629,500</u>
Total expenditures	<u><u>754,647</u></u>

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2023
FISCAL YEAR 2026**

	Fiscal Year 2025				Proposed Budget FY 2026
	Adopted Budget FY 2025	Actual through 3/31/2025	Projected through 9/30/2025	Total Revenue & Expenditures	
REVENUES					
Assessment levy: on-roll	\$ 101,461				\$ 101,461
Allowable discounts (4%)	(4,058)				(4,058)
Net assessment levy - on-roll	97,403	\$ 97,506	\$ -	\$ 97,506	97,403
Assessment levy: off-roll	897,970	538,782	359,188	897,970	897,970
Interest	-	12,676	-	12,676	-
Total revenues	995,373	648,964	359,188	1,008,152	995,373
EXPENDITURES					
Debt service					
Principal	185,000	20,000	165,000	185,000	195,000
Interest	811,763	406,175	405,588	811,763	801,038
Tax collector	2,029	1,948	-	1,948	2,029
Total expenditures	998,792	428,123	570,588	998,711	998,067
Excess/(deficiency) of revenues over/(under) expenditures	(3,419)	220,841	(211,400)	9,441	(2,694)
OTHER FINANCING SOURCES/(USES)					
Total other financing sources/(uses)	-	-	-	-	-
Fund balance:					
Net increase/(decrease) in fund balance	(3,419)	220,841	(211,400)	9,441	(2,694)
Beginning fund balance (unaudited)	-	926,479	1,147,320	926,479	935,920
Ending fund balance (projected)	\$ (3,419)	\$ 1,147,320	\$ 935,920	\$ 935,920	933,226
Use of fund balance:					
Debt service reserve account balance (required)					(496,672)
Interest expense - November 1, 2026					(395,644)
Projected fund balance surplus/(deficit) as of September 30, 2026					\$ 40,910

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023 AMORTIZATION SCHEDULE**

	Principal	Coupon	Interest	Debt Service	Bond Balance
11/01/25			400,518.75	400,518.75	13,725,000.00
05/01/26	195,000.00	5.000%	400,518.75	595,518.75	13,530,000.00
11/01/26			395,643.75	395,643.75	13,530,000.00
05/01/27	205,000.00	5.000%	395,643.75	600,643.75	13,325,000.00
11/01/27			390,518.75	390,518.75	13,325,000.00
05/01/28	215,000.00	5.000%	390,518.75	605,518.75	13,110,000.00
11/01/28			385,143.75	385,143.75	13,110,000.00
05/01/29	225,000.00	5.000%	385,143.75	610,143.75	12,885,000.00
11/01/29			379,518.75	379,518.75	12,885,000.00
05/01/30	235,000.00	5.000%	379,518.75	614,518.75	12,650,000.00
11/01/30			373,643.75	373,643.75	12,650,000.00
05/01/31	250,000.00	5.750%	373,643.75	623,643.75	12,400,000.00
11/01/31			366,456.25	366,456.25	12,400,000.00
05/01/32	265,000.00	5.750%	366,456.25	631,456.25	12,135,000.00
11/01/32			358,837.50	358,837.50	12,135,000.00
05/01/33	280,000.00	5.750%	358,837.50	638,837.50	11,855,000.00
11/01/33			350,787.50	350,787.50	11,855,000.00
05/01/34	295,000.00	5.750%	350,787.50	645,787.50	11,560,000.00
11/01/34			342,306.25	342,306.25	11,560,000.00
05/01/35	315,000.00	5.750%	342,306.25	657,306.25	11,245,000.00
11/01/35			333,250.00	333,250.00	11,245,000.00
05/01/36	330,000.00	5.750%	333,250.00	663,250.00	10,915,000.00
11/01/36			323,762.50	323,762.50	10,915,000.00
05/01/37	350,000.00	5.750%	323,762.50	673,762.50	10,565,000.00
11/01/37			313,700.00	313,700.00	10,565,000.00
05/01/38	375,000.00	5.750%	313,700.00	688,700.00	10,190,000.00
11/01/38			302,918.75	302,918.75	10,190,000.00
05/01/39	395,000.00	5.750%	302,918.75	697,918.75	9,795,000.00
11/01/39			291,562.50	291,562.50	9,795,000.00
05/01/40	420,000.00	5.750%	291,562.50	711,562.50	9,375,000.00
11/01/40			279,487.50	279,487.50	9,375,000.00
05/01/41	445,000.00	5.750%	279,487.50	724,487.50	8,930,000.00
11/01/41			266,693.75	266,693.75	8,930,000.00
05/01/42	470,000.00	5.750%	266,693.75	736,693.75	8,460,000.00
11/01/42			253,181.25	253,181.25	8,460,000.00
05/01/43	495,000.00	5.750%	253,181.25	748,181.25	7,965,000.00
11/01/43			238,950.00	238,950.00	7,965,000.00
05/01/44	525,000.00	6.000%	238,950.00	763,950.00	7,440,000.00
11/01/44			223,200.00	223,200.00	7,440,000.00
05/01/45	560,000.00	6.000%	223,200.00	783,200.00	6,880,000.00
11/01/45			206,400.00	206,400.00	6,880,000.00
05/01/46	595,000.00	6.000%	206,400.00	801,400.00	6,285,000.00
11/01/46			188,550.00	188,550.00	6,285,000.00
05/01/47	630,000.00	6.000%	188,550.00	818,550.00	5,655,000.00
11/01/47			169,650.00	169,650.00	5,655,000.00
05/01/48	670,000.00	6.000%	169,650.00	839,650.00	4,985,000.00

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023 AMORTIZATION SCHEDULE**

	Principal	Coupon	Interest	Debt Service	Bond Balance
11/01/48			149,550.00	149,550.00	4,985,000.00
05/01/49	710,000.00	6.000%	149,550.00	859,550.00	4,275,000.00
11/01/49			128,250.00	128,250.00	4,275,000.00
05/01/50	755,000.00	6.000%	128,250.00	883,250.00	3,520,000.00
11/01/50			105,600.00	105,600.00	3,520,000.00
05/01/51	805,000.00	6.000%	105,600.00	910,600.00	2,715,000.00
11/01/51			81,450.00	81,450.00	2,715,000.00
05/01/52	850,000.00	6.000%	81,450.00	931,450.00	1,865,000.00
11/01/52			55,950.00	55,950.00	1,865,000.00
05/01/53	905,000.00	6.000%	55,950.00	960,950.00	960,000.00
11/01/53			28,800.00	28,800.00	960,000.00
05/01/54	960,000.00	6.000%	28,800.00	988,800.00	-
Total	13,725,000.00		15,368,562.50	29,093,562.50	

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2026 ASSESSMENTS**

On-Roll Assessments*

Taylor Morrison Parcel

Product/Parcel	Units	FY 2026 O&M Assessment per Unit	FY 2026 DS Assessment per Unit	FY 2026 Total Assessment per Unit	FY 2025 Total Assessment per Unit
N-1A West - SF 34'	18	\$ 632.95	\$ 1,134.01	\$ 1,766.96	\$ 1,748.56
N-1A West - SF 40'	10	744.64	1,334.13	2,078.77	2,057.13
N-1A West - SF 50'	31	930.80	1,667.66	2,598.46	2,571.42
N-1A West - SF 60'	8	1,116.96	2,001.20	3,118.16	3,085.70
N-1A East - Villa 37.5'	-	699.96	1,250.76	1,950.72	1,930.38
N-1A East - SF 50'	-	930.80	1,667.66	2,598.46	2,571.42
N-1A East - SF 60'	-	1,116.96	2,001.20	3,118.16	3,085.70
Total	67				

Off-Roll Assessments*

Taylor Morrison Parcel

Product/Parcel	Units	FY 2026 O&M Assessment per Unit	FY 2026 DS Assessment per Unit	FY 2026 Total Assessment per Unit	FY 2025 Total Assessment per Unit
N-1A West - SF 34'	57	\$ 594.97	\$ 1,065.97	\$ 1,660.94	\$ 1,643.65
N-1A West - SF 40'	85	699.96	1,254.08	1,954.04	1,933.70
N-1A West - SF 50'	43	874.95	1,567.60	2,442.55	2,417.13
N-1A West - SF 60'	38	1,049.94	1,881.13	2,931.07	2,900.56
N-1A East - Villa 37.5'	45	657.96	1,175.71	1,833.67	1,814.55
N-1A East - SF 50'	62	874.95	1,567.60	2,442.55	2,417.13
N-1A East - SF 60'	34	1,049.94	1,881.13	2,931.07	2,900.56
Total	364				

M/I Homes Parcel

Product/Parcel	Units	FY 2026 O&M Assessment per Unit	FY 2026 DS Assessment per Unit	FY 2026 Total Assessment per Unit	FY 2025 Total Assessment per Unit
TH	95	\$ 384.98	\$ 689.74	\$ 1,074.72	\$ 1,063.53
SF 34'	64	594.97	1,065.97	1,660.94	1,643.65
SF 50'	92	874.95	1,567.60	2,442.55	2,417.13
SF 60'	53	1,049.94	1,881.13	2,931.07	2,900.56
Total	304				

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

6

RESOLUTION 2025-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT 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

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

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2025/2026 meeting schedule attached as **Exhibit A**.

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

1. **ADOPTING FISCAL YEAR 2025/2026 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2025/2026 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 11th day of June, 2025.

ATTEST:

**CENTER LAKE RANCH WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION		
<i>Hampton Inn & Suites Orlando South Lake Buena Vista 4971 Calypso Cay Way, Kissimmee, Florida 34746</i>		
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

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

7

RESOLUTION 2025-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT, APPROVING THE FLORIDA STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the State Emergency Management Act, Chapter 252, Florida Statutes, authorizes the state and its political subdivisions to develop and enter into mutual aid agreements for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted; and

WHEREAS, the Board of Supervisors of Center Lake Ranch West Community Development District desires to move forward and approve an agreement with the State of Florida, Division of Emergency Management, concerning the Statewide Mutual Aid Agreement; and

WHEREAS, the Florida Department of Economic Opportunity requires an independent special district to participate in the Statewide Mutual Aid Agreement to be eligible for funds under Administrative Rule 9G-1.9, Base Funding for County Emergency Management Agencies and Municipal Competitive Grant and Loan Programs;

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

1. **RECITALS.** The foregoing “**WHEREAS**” clauses are true and correct and are hereby ratified and confirmed by the Board of Supervisors.
2. **APPROVAL OF AGREEMENT.** The execution of the attached Statewide Mutual Aid Agreement is hereby authorized, and the Agreement is hereby approved.
3. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 11th day of June, 2025.

ATTEST:

**CENTER LAKE RANCH WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

Statewide Mutual Aid Agreement



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT - 2023

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management ("the Division") and the local government ("Participating Party") signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

ARTICLE I: DEFINITIONS

As used in this Agreement, the following expressions shall have the following meanings:

- A. The "Agreement" is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement ("SMAA").



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- B. The "Division" is the Florida Division of Emergency Management.
- C. A "Requesting Party" to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An "Assisting Party" to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The "Period of Assistance" is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A "Mission" is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A "local government" is any educational district, special district, or any entity that is a "local governmental entity" within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An "educational district" is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A "special district" is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A "tribal council" is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An "interlocal agreement" is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A "Resource Support Agreement" as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. "Proof of work" as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals' emergency response activity at a tactical level.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



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- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

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Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)¹.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

¹ FDEM approved documents such as activity logs and mutual aid forms can be found at:
https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

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- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration. If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

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ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA's Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Management's Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section F of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.

The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required [FDEM forms](#) for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.

FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date specified below:



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COUNTY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OF _____ COUNTY,
STATE OF FLORIDA

By: _____

Clerk or Deputy Clerk

By: _____

Chair

Date: _____

Approved as to Form:

By: _____

County Attorney



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A CITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:
CITY CLERK

CITY OF _____
STATE OF FLORIDA

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Approved as to Form:

By: _____

City Attorney



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COUNTY SHERIFF'S OFFICE

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

COUNTY SHERIFF'S OFFICE, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for Entity



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COUNTY OR CITY FIRE DEPARTMENT/DISTRICT OFFICE

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

COUNTY OR CITY FIRE DEPARTMENT/DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for Entity



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

FOR ADOPTION BY AN EDUCATIONAL DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

_____ SCHOOL DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY STATE COLLEGE, COMMUNITY COLLEGE OR STATE UNIVERSITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

BOARD OF TRUSTEES
OF _____
STATE COLLEGE, COMMUNITY
COLLEGE, or STATE OF FLORIDA

BOARD OF TRUSTEES
OF _____
UNIVERSITY,
STATE OF FLORIDA

By: _____

Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

Attorney for Board



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

FOR ADOPTION BY A SPECIAL DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

_____ SPECIAL DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY AN AUTHORITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

BOARD OF TRUSTEES
OF _____
AUTHORITY,
STATE OF FLORIDA

By: _____

Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

Attorney for Board



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A NATIVE AMERICAN TRIBE

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

TRIBAL COUNCIL OF THE
_____ TRIBE OF FLORIDA

By: _____

Council Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

Attorney for Council



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COMMUNITY DEVELOPMENT DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

CENTER LAKE RANCH WEST

COMMUNITY DEVELOPMENT DISTRICT, STATE OF
FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: **06/11/2025**

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

SAMPLE AUTHORIZING RESOLUTION FOR ADOPTION OF STATEWIDE MUTUAL AID AGREEMENT

RESOLUTION NO. _____

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by _____

_____ that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: _____

DATE: _____

I certify that the foregoing is an accurate copy of the Resolution adopted by

_____ on _____.

BY: _____

TITLE: _____

DATE: _____



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT – SAMPLE ATTACHMENT **Encompassed Entities**

This notice is an acknowledgment of an amendment to the 2023 SMAA by the Florida Division of Emergency Management (“the Division”) which allows parent entities to include individual departments and subdivisions, within their authority, to be listed as SMAA designees eligible for SMAA request and assistance procedures.

By our authority and adoption of the attached 2023 Statewide Mutual Aid agreement, as the parent entity, the following departments and subdivisions will be included as SMAA signatories for all asset request, assistance, and applicable reimbursement processes:

All entities listed herein will still require access to the DEMES Mutual Aid System for FDEM Reimbursement process requirements.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

8



Landscape Maintenance Agreement

Property Name: Center Lake Ranch CDD - Maintenance

**Center Lake Ranch CDD
(Retention Ponds) 2025
Maintenance Contract**

Center Lake Ranch CDD - Maintenance

Included Services

Description of Services	Frequency	Cost per Occ.	Annual Cost
General Maintenance Services			
General Mowing Services- Peak	31	\$1,451.43	\$44,994.33
General Mowing Services- OFF Peak	11	\$1,076.60	\$11,842.60
General Detailing Services- Peak	7	\$179.65	\$1,257.55
General Detailing Services- OFF Peak	5	\$180.93	\$904.65
Fertilization Program Turf		\$0.00	\$0.00
Fertilization Program Shrub	3	\$91.18	\$273.54
Insect and Disease Control- IPM	12	\$15.23	\$182.76
Irrigation Wet Checks	12	\$145.83	\$1,749.96
Juniper Sync		\$0.00	\$0.00
Juniper Mapping		\$0.00	\$0.00
Service Terms		\$0.00	\$0.00
Annual Maintenance Price			\$61,205.39

Optional Services

Description of Services	Frequency	Cost per Occ.	Annual Cost
Mulch (198 Bales)	1	\$1,980.00	\$1,980.00

PAYMENT SCHEDULE

SCHEDULE	PRICE	SALES TAX	TOTAL PRICE
June	\$5,100.45	\$0.00	\$5,100.45
July	\$5,100.45	\$0.00	\$5,100.45
August	\$5,100.45	\$0.00	\$5,100.45
September	\$5,100.45	\$0.00	\$5,100.45
October	\$5,100.45	\$0.00	\$5,100.45
November	\$5,100.45	\$0.00	\$5,100.45
December	\$5,100.45	\$0.00	\$5,100.45
January	\$5,100.45	\$0.00	\$5,100.45
February	\$5,100.45	\$0.00	\$5,100.45
March	\$5,100.45	\$0.00	\$5,100.45
April	\$5,100.45	\$0.00	\$5,100.45
May	\$5,100.44	\$0.00	\$5,100.44
	\$61,205.39	\$0.00	\$61,205.39

By _____

By _____

Print Name _____

Print Name _____

Date 5/28/2025

Juniper Landscaping of Florida LLC

Date _____

Center Lake Ranch CDD -
Maintenance



Landscape Maintenance Agreement

Property Name: Center Lake Ranch CDD - Maintenance

Center Lake Ranch CDD
(12 Oaks Blvd) 2025
Maintenance Contract

Center Lake Ranch CDD - Maintenance

Included Services

Description of Services	Frequency	Cost per Occ.	Annual Cost
General Maintenance Services			
General Mowing Services- Peak	31	\$660.42	\$20,473.02
General Mowing Services- OFF Peak	11	\$455.78	\$5,013.58
General Detailing Services- Peak	7	\$2,398.45	\$16,789.15
General Detailing Services- OFF Peak	5	\$1,681.72	\$8,408.60
Fertilization Program Turf	4	\$444.02	\$1,776.08
Fertilization Program Shrub	3	\$335.18	\$1,005.54
Insect and Disease Control- IPM	12	\$135.75	\$1,629.00
Irrigation Wet Checks	12	\$432.03	\$5,184.36
Juniper Sync		\$0.00	\$0.00
Juniper Mapping		\$0.00	\$0.00
Service Terms		\$0.00	\$0.00
Annual Maintenance Price			\$60,279.33

Optional Services

Description of Services	Frequency	Cost per Occ.	Annual Cost
Mulch (828 Bales)	1	\$8,280.00	\$8,280.00

PAYMENT SCHEDULE

SCHEDULE	PRICE	SALES TAX	TOTAL PRICE
June	\$5,023.36	\$0.00	\$5,023.36
July	\$5,023.27	\$0.00	\$5,023.27
August	\$5,023.27	\$0.00	\$5,023.27
September	\$5,023.27	\$0.00	\$5,023.27
October	\$5,023.27	\$0.00	\$5,023.27
November	\$5,023.27	\$0.00	\$5,023.27
December	\$5,023.27	\$0.00	\$5,023.27
January	\$5,023.27	\$0.00	\$5,023.27
February	\$5,023.27	\$0.00	\$5,023.27
March	\$5,023.27	\$0.00	\$5,023.27
April	\$5,023.27	\$0.00	\$5,023.27
May	\$5,023.27	\$0.00	\$5,023.27
	\$60,279.33	\$0.00	\$60,279.33

By _____

By _____

Print Name _____

Print Name _____

Date 5/28/2025

Juniper Landscaping of Florida LLC

Date _____

Center Lake Ranch CDD -
Maintenance

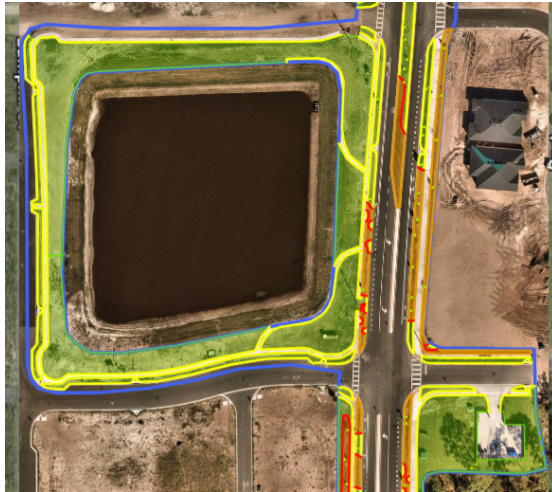
Service start date:
July 1, 2025

Center Lake Ranch CDD

Addendum to landscape services provided by Juniper Landscaping.

Service to add:

☐ Addition of the Park and Pond



An annual price of: \$12,216.00, will be added to the current maintenance agreement. The montly price will increase by \$1,018.00 The new services will begin July 1, 2025.

Josh Burton

Name: Josh Burton

Title: Regional Director
Juniper Landscaping

Date: 06/02/2025

Name:

Title:

Community Name

Date:



Landscape Maintenance Agreement

Property Name: Center Lake Ranch CDD - Maintenance

**Center Lake Ranch CDD
(Center Lake Blvd) 2025
Maintenance Contract**

Center Lake Ranch CDD - Maintenance

Included Services

Description of Services	Frequency	Cost per Occ.	Annual Cost
General Maintenance Services			
General Mowing Services- Peak	31	\$749.12	\$23,222.72
General Mowing Services- OFF Peak	11	\$535.95	\$5,895.45
General Detailing Services- Peak	7	\$2,885.65	\$20,199.55
General Detailing Services- OFF Peak	5	\$2,167.00	\$10,835.00
Fertilization Program Turf	4	\$320.48	\$1,281.92
Fertilization Program Shrub	3	\$776.93	\$2,330.79
Insect and Disease Control- IPM	12	\$176.23	\$2,114.76
Irrigation Wet Checks	12	\$583.33	\$6,999.96
Juniper Sync		\$0.00	\$0.00
Juniper Mapping		\$0.00	\$0.00
Service Terms		\$0.00	\$0.00
Annual Maintenance Price			\$72,880.15

Optional Services

Description of Services	Frequency	Cost per Occ.	Annual Cost
Mulch (1692 Bales)	1	\$16,920.00	\$16,920.00

PAYMENT SCHEDULE

SCHEDULE	PRICE	SALES TAX	TOTAL PRICE
June	\$6,073.35	\$0.00	\$6,073.35
July	\$6,073.35	\$0.00	\$6,073.35
August	\$6,073.34	\$0.00	\$6,073.34
September	\$6,073.35	\$0.00	\$6,073.35
October	\$6,073.34	\$0.00	\$6,073.34
November	\$6,073.35	\$0.00	\$6,073.35
December	\$6,073.34	\$0.00	\$6,073.34
January	\$6,073.35	\$0.00	\$6,073.35
February	\$6,073.34	\$0.00	\$6,073.34
March	\$6,073.35	\$0.00	\$6,073.35
April	\$6,073.34	\$0.00	\$6,073.34
May	\$6,073.35	\$0.00	\$6,073.35
	\$72,880.15	\$0.00	\$72,880.15

By _____

By _____

Print Name _____

Print Name _____

Date 5/28/2025

Juniper Landscaping of Florida LLC

Date _____

Center Lake Ranch CDD -
Maintenance

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
APRIL 30, 2025**

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30, 2025**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 443,327	\$ -	\$ -	\$ 443,327
Investments				
Revenue	-	852,264	-	852,264
Reserve	-	498,351	-	498,351
Prepayment	-	8,596	-	8,596
Capitalized interest	-	23	-	23
Construction	-	-	1,591	1,591
Total assets	<u>\$ 443,327</u>	<u>\$ 1,359,234</u>	<u>\$ 1,591</u>	<u>\$ 1,804,152</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Landowner advance	\$ 6,000	\$ -	\$ -	\$ 6,000
Total liabilities	<u>6,000</u>	<u>-</u>	<u>-</u>	<u>6,000</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	-	251,566	-	251,566
Unearned revenue	70,511	208,121	-	278,632
Total deferred inflows of resources	<u>70,511</u>	<u>459,687</u>	<u>-</u>	<u>530,198</u>
Fund balances:				
Restricted for:				
Debt service	-	899,547	-	899,547
Capital projects	-	-	1,591	1,591
Unassigned	366,816	-	-	366,816
Total fund balances	<u>366,816</u>	<u>899,547</u>	<u>1,591</u>	<u>1,267,954</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 443,327</u>	<u>\$ 1,359,234</u>	<u>\$ 1,591</u>	<u>\$ 1,804,152</u>

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED APRIL 30, 2025**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ 52,850	\$ 52,785	100%
Assessment levy: off-roll	-	365,033	486,711	75%
Landowner contribution	-	-	210,000	0%
Total revenues	-	417,883	749,496	56%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording**	4,000	28,000	48,000	58%
Legal	992	4,232	25,000	17%
Engineering	-	-	3,000	0%
Audit	-	-	4,500	0%
Arbitrage rebate calculation*	-	-	1,000	0%
Dissemination agent*	83	583	2,000	29%
Trustee*	-	4,246	11,000	39%
Telephone	17	117	200	59%
Postage	11	79	500	16%
Printing & binding	42	292	500	58%
Legal advertising	-	266	6,500	4%
Annual special district fee	-	175	175	100%
Insurance	-	8,476	5,500	154%
Contingencies/bank charges	90	928	500	186%
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	5,235	50,218	120,290	42%
Field Operations				
Field operations manager	-	-	15,000	0%
Field operations accounting	-	-	6,000	0%
Landscape maintenance	-	-	421,000	0%
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%

**CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED APRIL 30, 2025**

	Current Month	Year to Date	Budget	% of Budget
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	-	-	40,000	0%
Contingencies	-	-	10,000	0%
Electric:				
Irrigation	-	-	6,000	0%
Street lights	-	-	5,000	0%
Entrance signs	-	-	1,800	0%
Community park	-	-	7,200	0%
Total field operations	-	-	629,200	0%
Total expenditures	<u>5,235</u>	<u>50,218</u>	<u>749,490</u>	7%
Excess/(deficiency) of revenues over/(under) expenditures	(5,235)	367,665	6	
Fund balances - beginning	<u>372,051</u>	<u>(849)</u>	<u>-</u>	
Fund balances - ending	<u><u>\$ 366,816</u></u>	<u><u>\$ 366,816</u></u>	<u><u>\$ 6</u></u>	

*These items will be realized when bonds are issued

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**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 APRIL 30, 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	3,793	16,469	-	N/A
Total revenues	<u>3,793</u>	<u>652,757</u>	<u>995,373</u>	66%
EXPENDITURES				
Debt service				
Principal	-	-	185,000	0%
Principal prepayment	-	20,000	-	N/A
Interest	-	406,175	811,763	50%
Tax collector	-	1,948	2,029	96%
Total expenditures	<u>-</u>	<u>428,123</u>	<u>998,792</u>	43%
Excess/(deficiency) of revenues over/(under) expenditures	3,793	224,634	(3,419)	
Fund balances - beginning	<u>895,754</u>	<u>674,913</u>	<u>908,577</u>	
Fund balances - ending	<u><u>\$ 899,547</u></u>	<u><u>\$ 899,547</u></u>	<u><u>\$ 905,158</u></u>	

**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 APRIL 30, 2025**

	Current Month	Year To Date
REVENUES		
Interest	\$ 6	\$ 39
Total revenues	<u>6</u>	<u>39</u>
EXPENDITURES	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	6	39
Fund balances - beginning	1,585	1,552
Fund balances - ending	<u><u>\$ 1,591</u></u>	<u><u>\$ 1,591</u></u>

**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 a Regular Meeting on March 12, 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
Gaylon Barcom (via telephone)	Assistant Secretary

Also present:

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 1:32 p.m. The Oath of Office was administered to Ms. Schuster prior to the meeting to ensure a quorum.

Supervisors Schuster, Cabrera and Kane were present. Supervisor Barcom attended via telephone. 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 Supervisors (Nora Schuster - Seat 2, Robert Reynolds - Seat 3) (the following to be provided in a separate package)

This item was addressed during the First Order of Business. The Oath of Office will be administered to Mr. Reynolds at or before the next meeting. Ms. Schuster is familiar with the following:

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**

Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2025-01 and recapped the results of the Landowners' Election, as follows:

Seat 2	Nora Schuster	300 votes	4-Year Term
Seat 3	Robert Reynolds	300 votes	4-Year Term
Seat 5	Gaylon Barcom	250 votes	2-Year Term

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Acceptance of Resignation of Gaylon Barcom [Seat 5]

Mr. Kantarzhi presented Mr. Gaylon Barcom's resignation.

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, the resignation of Mr. Gaylon Barcom from Seat 5, was accepted.

SIXTH ORDER OF BUSINESS

Consider Appointment of Andrea Fidler to Fill Unexpired Term of Seat 5; Term Expires November 2026

Ms. Schuster nominated Ms. Andrea Fidler to fill Seat 5. No other nominations were made.

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the appointment of Ms. Andrea Fidler to fill Seat 5, was approved.

- Administration of Oath of Office**

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Andrea Fidler. As an experienced Board Member, Ms. Fidler is familiar with the items listed in the Third Order of Business.

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

Mr. Kantarzhi presented Resolution 2025-02. Ms. Cabrera nominated the following:

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

No other nominations were made.

This Resolution removes the following from the Board:

Gaylon Barcom	Assistant Secretary
Cindy Cerbone	Assistant Secretary

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

Craig Wrathell	Secretary
Andrew Kantarzhi	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Ms. Kane and seconded by Ms. Schuster, with all in favor, Resolution 2025-02, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS**Ratification Items**

Mr. Kantarzhi presented the following:

- A. Easement Agreement (Center Lake on the Park/M/I Homes)**
- B. Quit Claim Deed**
- C. Quit Claim Bill of Sale**
- D. M/I Homes of Orlando, LLC Fence Easement**

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, the Easement Agreement for Center Lake on the Park/M/I Homes; Quit Claim Deed; Quit Claim Bill of Sale; and M/I Homes of Orlando, LLC Fence Easement, were ratified.

Mr. Kantarzhi will email backup to Item 8B to the Board and District Counsel.

NINTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of January 31, 2025**

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

TENTH ORDER OF BUSINESS**Approval of Minutes:**

- A. August 14, 2024 Public Hearings and Regular Meeting**
- B. November 5, 2024 Landowners' Meeting**

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the August 14, 2024 Public Hearings and Regular Meeting Minutes and the November 5, 2024 Landowners' Meeting, both as presented, were approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel: Kutak Rock, LLP**
- B. District Engineer: Poulos & Bennett, LLC**
- There were no District Counsel or District Engineer reports.
- C. District Manager: Wrathell, Hunt and Associates, LLC**

Mr. Kantarzhi presented the Orlando Utilities Commission (OUC) Agreement for street lighting, noting that Mr. Earlywine and Ms. Ligas will work with OUC to finalize the Agreement regarding indemnification.

On MOTION by Ms. Kane and seconded by Ms. Cabrera, with all in favor, the OUC Agreement, in substantial form, was approved.

- **NEXT MEETING DATE: April 9, 2025 at 1:30 PM**

- **QUORUM CHECK**

Mr. Kantarzhi stated the April 9, 2025 meeting will likely be cancelled. The next meeting will likely be held in May to present the proposed Fiscal Year 2026 budget. A landscaping Request for Proposals (RFP) will likely also be presented at the next meeting.

Discussion ensued regarding the RFP process, landscaping services, scope of service, warranty periods and budget forecasting.

Mr. Kantarzhi will circulate the Evaluation Criteria and Project Manual, a summary of the RFP timeline and warranty expirations to the Board Members before the next meeting.

Ms. Kane asked for the May meeting to begin at 1:00 p.m. to allow time for extended discussion. Mr. Kantarzhi stated that the meeting will be readvertised.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

Discussion ensued regarding Esplanade, The Waters, and lakes and wetlands. Esplanade's ponds and streetlights will be turned over to the CDD; Esplanade's streetlights are currently being installed. Mr. Kantarzhi needs to know which ponds will be turned over to the CDD and when. Mr. Chris Breen will be Mr. Kantarzhi's point of contact regarding the budget.

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. Kane, with all in favor, the meeting adjourned at 1:58 p.m.

188
189
190
191
192
193

Secretary/Assistant Secretary

Chair/Vice Chair

CENTER LAKE RANCH WEST
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

CENTER LAKE RANCH WEST COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Hampton Inn & Suites Orlando South Lake Buena Vista</i> <i>4971 Calypso Cay Way, Kissimmee, Florida 34746</i> <i>¹Johnston's Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 9, 2024 CANCELED	Regular Meeting	1:30 PM
November 5, 2024 ¹	Landowners' Meeting	1:00 PM
November 13, 2024 CANCELED	Regular Meeting	1:30 PM
December 11, 2024 CANCELED	Regular Meeting	1:30 PM
January 8, 2025 CANCELED	Regular Meeting	1:30 PM
February 12, 2025 CANCELED	Regular Meeting	1:30 PM
March 12, 2025	Regular Meeting	1:30 PM
April 9, 2025 CANCELED	Regular Meeting	1:30 PM
May 14, 2025 CANCELED	Regular Meeting	1:30 PM
June 11, 2025	Regular Meeting <i>Presentation of FY2026 Proposed Budget</i>	1:30 PM
July 9, 2025	Regular Meeting	1:30 PM
August 13, 2025	Regular Meeting	1:30 PM
September 10, 2025	Regular Meeting	1:30 PM