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 October 8, 2025 at 1:30 p.m., at the Hampton Inn & Suites Orlando South Lake Buena Vista, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present:

Nora Schuster	Chair
Diana Cabrera	Vice Chair
Susan Kane	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Antonio Shaw	Wrathell, Hunt and Associates LLC (WHA)
Jere Earlywine (via telephone)	District Counsel
Jeff Trimble (via telephone)	District Engineer
Lindsey Thigpen	Castle Group
Josean Lopez (via telephone)	Yellowstone

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. Supervisors Fidler and Reynolds were not present.

SECOND ORDER OF BUSINESS **Public Comments**

Mr. Earlywine stated that the Board Members were instructed not to discuss the Request for Proposals (RFP) with potential bidders from the time that the bids were submitted until today, which is when the Board will score the responses. Although a vendor is attending via telephone, the Board is not authorized to discuss the bids with the vendor and he discourages the vendor from making comments that will update or supplement his proposal. Board Members are to score the proposals based on the information in the documents and whatever general knowledge they have about the three respondents. The Board and Staff appreciate Yellowstone and the other respondents' participation in the RFP process.

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 **Consideration of Proposals in Response to RFP for Landscape and Irrigation Maintenance Services**

A. Respondents

I. Juniper

II. United Land Services

III. Yellowstone Landscape

Mr. Kantarzhi recapped that a bid opening was previously held wherein Staff opened response packages from the three respondents and emailed the bids to the Board Members and blind copied all parties. The email included pricing and a copy of the Evaluation Criteria. The bids were reviewed by Mr. Kantarzhi, Mr. Shaw and Ms. Thigpen, internally. Mr. Shaw provided feedback and helped to compile the pricing component, which is based on the lowest priced bidder receiving a full ten points and the other respondents receiving a percentage of that based on how their price relates to the lowest price.

Mr. Kantarzhi stated, in terms of pricing, Juniper was lowest priced bidder and received 10 points, United Land Services (ULS) received 8.67 points and Yellowstone received 8.11 points.

B. Board Discussion and Evaluation/Ranking

Mr. Kantarzhi asked if the Board would like to jointly complete the evaluation criteria or individually.

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, jointly ranking the respondents, was approved.

The Board and Staff discussed and completed the Evaluation Matrix.

On MOTION by Ms. Schuster and seconded by Ms. Kane, with all in favor, the meeting recessed due to a fire alarm, was approved.

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, the meeting reconvened.

Mr. Kantarzhi reported the Evaluation Matrix scores and ranking, as follows:

#1	Juniper	100 points
#2	ULS	83.67 points
#3	Yellowstone	73.11 points

On MOTION by Ms. Cabrera and seconded by Ms. Kane, with all in favor, the joint scores and ranking, ranking Juniper as the #1 ranked respondent to the RFP for Landscape and Irrigation Maintenance Services, with 100 points; ranking ULS as #2, with 83.67 points; and ranking Yellowstone as #3, with 73.11 points; were approved.

C. Authorization to Issue Notice of Intent to Award and Enter into Landscape Contract

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, authorizing Staff to issue the Notice of Intent to award and enter into an Agreement with Juniper, the #1 ranked respondents, was approved.

FIFTH ORDER OF BUSINESS **Ratification Items**

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

B. Castle Management, LLC Field Operations Agreement

C. Juniper Landscaping First Amendment to Landscape Maintenance Agreement

This item was pulled.

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

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, Items 5A, B and D, as listed, and subject to attachment of any exhibits and/or maps not already attached, were ratified.

SIXTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of August 31, 2025**

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

SEVENTH ORDER OF BUSINESS **Approval of August 13, 2025 Public Hearings and Regular Meeting Minutes**

On MOTION by Ms. Cabrera and seconded by Ms. Schuster, with all in favor, the August 13, 2025 Public Hearings and Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock, LLP

Mr. Earlywine stated it is necessary to decide if the CDD will proceed with a pending bond issue. Ms. Kane stated the Board is compiling the information.

Discussion ensued regarding potential meeting dates to consider the bond issue and a conference call with the finance team.

B. District Engineer: Poulos & Bennett, LLC

There was no report.

C. **Field Operations: Castle Group**

Ms. Thigpen discussed the condition of some of the ponds. A company was observed mowing the lake banks.

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

- **Status Report - Field Operations**

The October Field Operations Status Report was included for informational purposes.

Mr. Shaw reported the following:

➢ He will email Lake Pros and add Ms. Thigpen on the distribution list for the Report.

➢ He forwarded a few e-signatures to Ms. Schuster.

➢ He will follow up with Juniper about a mainline issue.

- **NEXT MEETING DATE: November 12, 2025 at 1:30 PM**

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

  - **QUORUM CHECK**

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

There were no Board Member comments or requests.

TENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

ELEVENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Ms. Schuster and seconded by Ms. Cabrera, with all in favor, the meeting adjourned at 2:00 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair