MINUTES OF MEETING
BUENA LAGO
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Buena Lago Community Development District held a Regular Meeting on January 18, 2024 at 10:30 a.m., at Johnston's Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744.

Present were:

Chris Tyree	Vice Chair
Robyn Bronson	Assistant Secretary
Roger Van Auker	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Kristen Thomas	Wrathell Hunt and Associates (WHA)
Jere Earlywine (via telephone)	District Counsel
Rey Malave (via telephone)	District Engineer
Shelley Kaercher	Supervisor-Appointee
Ayden Williams	Supervisor-Appointee

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

Mr. Rom called the meeting to order at 10:35 a.m. Supervisors Bronson, Van Auker and Tyree were present. Supervisor Fife was not present. One seat was vacant.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Consider Appointment of Shelley Kaercher to Fill Unexpired Term of Seat 3; Term Expires November 2024**

Mr. Tyree nominated Ms. Shelley Kaercher to fill Seat 3. No other nominations were made.

On MOTION by Mr. Tyree and seconded by Mr. Van Auker, with all in favor, the appointment of Ms. Shelley Kaercher to Seat 3, was approved.

- **Administration of Oath of Office to Appointed Supervisor**

Ms. Thomas, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Shelley Kaercher. She provided the new Supervisor's packet. Ms. Kaercher is familiar with the Sunshine Law and the other items/information in the packet.

FOURTH ORDER OF BUSINESS **Acceptance of Resignation of Bill Fife [Seat 2]**

Mr. Rom presented the resignation of Mr. Bill Fife.

On MOTION by Mr. Tyree and seconded by Ms. Bronson, with all in favor, the resignation of Bill Fife from Seat 2, dated December 27, 2023, was accepted.

FIFTH ORDER OF BUSINESS **Consider Appointment of Fill Unexpired Term of Seat 2; Term Expires November 2026**

Mr. Tyree nominated Mr. Ayden Williams to fill Seat 2. No other nominations were made.

On MOTION by Mr. Tyree and seconded by Ms. Kaercher, with all in favor, the appointment of Mr. Ayden Williams to Seat 2, was approved.

- **Administration of Oath of Office to Appointed Supervisor**

Ms. Thomas, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Ayden Williams. She provided with a new Supervisor's packet. Mr. Rom will explain the Sunshine Law, procedure for public record requests and other information and the forms to Mr. Williams after the meeting.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-01. Mr. Tyree nominated the following slate:

Chair	Shelley Kaercher
Vice Chair	Chris Tyree
Assistant Secretary	Robyn Bronson
Assistant Secretary	Roger Van Auker
Assistant Secretary	Ayden Williams

No other nominations were made. This Resolution removes Mr. John Wiggins and Mr. Bill Fife from the Board. Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer and Assistant Secretary Daniel Rom, remain unaffected by this Resolution.

On MOTION by Mr. Tyree and seconded by Ms. Kaercher, with all in favor, Resolution 2024-01, Appointing and Removing Officers of the District, and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Presentation of Engineer's Report - Amended and Restated**

Mr. Malave presented the Amended and Restated Engineer's Report dated September 21, 2023 and reported the following:

- The Report adds Phase 2, the expanded area, bringing the total acres to 273.21.
- The CDD is expected to consist of 545 total residential units of various sizes.

Mr. Rom discussed the Capital Improvement Plan (CIP) components and permit status.

- The total costs for the improvements are $24,073,753.34.
- Staff certifies that the $24,073,753.34 amount should be sufficient for the development and construction of the proposed improvements.

Mr. Earlywine stated the reason for the Amended and Restated Engineer's Report is because there was a boundary amendment to bring in the second phase, due to the seller getting less than what was included originally. This is a second attempt at the process; Staff will take steps to extend the boundaries over the balance of the project. He recommended approval in substantial form for purposes of the assessment process.

Discussion ensued regarding the lien, construction, turnover timing, Phases 4 and 5, the County total infrastructure improvement costs and a discrepancy in the number of lots on Page 15 of the Report. Mr. Malave will update the Report to reflect the correct number of lots.

On MOTION by Mr. Tyree and seconded by Ms. Bronson, with all in favor, the Amended and Restated Engineer's Report, dated September 21, 2023, in substantial form, was approved.

EIGHTH ORDER OF BUSINESS **Presentation of Amended and Restated Master Special Assessment Methodology Report**

Mr. Rom presented the Amended and Restated Master Special Assessment Methodology Report dated January 18, 2024. He stated the total cost of the CIP is $24,073,753.34, which matches the Engineer's Report. He reviewed the pertinent data including the development program, the financing program, benefit allocation, True-Up mechanism and the Appendix Tables.

Discussion ensued regarding platted and unplatted lots, Phases 4 and 5 and the 2024 tax roll. Staff will ask the Finance Department to update the verbiage on Page 7 of the Report.

On MOTION by Mr. Van Auker and seconded by Mr. Tyree, with all in favor, the Amended and Restated Master Special Assessment Methodology Report dated January 18, 2024, in substantial form, was approved.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2024-02, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the**

Notice of Such Hearing; and Providing an Effective Date

Mr. Rom presented Resolution 2024-02.

On MOTION by Mr. Tyree and seconded by Mr. Van Auker, with all in favor, Resolution 2024-02, Designating a Date, Time, and Location of April 18, 2024 at 10:30 a.m., at Johnston's Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744 for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2024-03, Declaring Special Assessments for a Boundary Amendment Parcel; Designating the Nature and Location of the Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to be Paid by Assessments, and the Manner and Timing in Which the Assessments are to be Paid; Designating the Lands Upon Which The Assessments Shall be Levied; Providing for an Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date**

Mr. Earlywine presented Resolution 2024-03.

On MOTION by Mr. Van Auker and seconded by Mr. Tyree, with all in favor, Consideration of Resolution 2024-03, Declaring Special Assessments for a Boundary Amendment Parcel; Designating the Nature and Location of the Proposed Improvements; Declaring the Total Estimated Cost of the Improvements, the Portion to be Paid by Assessments, and the Manner and Timing in Which the Assessments are to be Paid; Designating the Lands Upon

Which The Assessments Shall be Levied; Providing for an Assessment Plat and a Preliminary Assessment Roll; Addressing the Setting of Public Hearings for April 18, 2024 at 10:30 a.m., at Johnston's Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-04, Designating a Date, Time and Location for Landowners' Meeting; Providing for Publication, Providing for an Effective Date [SEATS 3, 4 & 5]**

Mr. Rom presented Resolution 2024-04. Seats 3, 4 and 5, currently held by Ms. Kaercher, Ms. Bronson and Mr. Van Auker, respectively, will be up for election.

On MOTION by Mr. Tyree and seconded by Ms. Kaercher, with all in favor, Resolution 2024-04, Designating a Date, Time and Location of November 5, 2024 at 10:30 a.m. at Johnston's Surveying, Inc., 900 Cross Prairie Parkway, Kissimmee, Florida 34744 for Landowners' Meeting; Providing for Publication, Providing for an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS **Consideration of Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement**

Mr. Rom presented the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement.

On MOTION by Mr. Tyree and seconded by Ms. Kaercher, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, in the amount of $1,000 per year, was approved.

THIRTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of November 30, 2023**

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, the Unaudited Financial Statements as of November 30, 2023, were accepted.

FOURTEENTH ORDER OF BUSINESS **Approval of August 17, 2023 Public Hearings and Regular Meeting Minutes**

On MOTION by Ms. Bronson and seconded by Mr. Tyree, with all in favor, the August 17, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

FIFTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

- **Update: Required Ethics Training**

Mr. Earlywine presented the Memorandum from his firm regarding the new Ethics Training Requirements.

B. District Engineer: Dewberry Engineers, Inc.

There was no report.

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

- **NEXT MEETING DATE: February 15, 2024 at 10:30 AM**
  - **QUORUM CHECK**

The next meeting will be February 15, 2024, unless cancelled.

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

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS **Public Comment**

No members of the public spoke.

EIGHTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, the meeting adjourned at 11:06 a.m.

Secretary/Assistant Secretary

Chair/Vice Chair