

**MINUTES OF MEETING
NARCOSSEE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, **May 16, 2023** at 3:00 p.m. at the Offices of GMS-CF, LLC, 6200 Lee Vista Boulevard, Suite 300, Orlando, Florida.

Present and constituting a quorum were:

Steve Giercyk	Chairman
James Gregoire	Assistant Secretary
Peter Wong	Assistant Secretary
Kenneth Turner	Assistant Secretary
Eli Garrett	Assistant Secretary
Isabel Hanze	Assistant Secretary

Also present were:

Jason Showe	District Manager
Meredith Hammock	District Counsel
Molly Banfield	District Engineer
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Hanze stated at the meeting on the 28th we talked about doing a facelift to our Mirabella signs and I don't have a proposal today, but it is forthcoming and we have Duval Landscape Maintenance working on getting us a proposal to jump on board with Ziani.

Mr. Showe stated as soon as we get it, we will distribute to the board.

Ms. Hanze stated the trees on Narcoossee towards Mirabella are still overhanging the sidewalk.

On MOTION by Mr. Turner seconded by Mr. Wong with all in favor Mr. Gregoire’s resignation was accepted.

D. Appointment of Individuals to Fill Vacancies in Seats 1 and 3

On MOTION by Mr. Giercyk seconded by Mr. Wong with all in favor Isobel Hanze was appointed to fill the vacancy in seat 3 with a term ending in 2026.

On MOTION by Mr. Giercyk seconded by Mr. Wong with all in favor Eli Garrett was appointed to fill the vacancy in seat 1 with a term ending in 2024.

E. Administration of Oath of Office to Newly Appointed Supervisors

Mr. Showe being a notary public of the State of Florida administered the oath of office to Ms. Hanze and Mr. Garrett.

Mr. Showe and Ms. Hammock reviewed the new supervisors’ information including the I9 & W4 forms, form 1 statement of financial interests that needs to be filed within 30-days of today, sunshine amendment, public records law and ethics law.

F. Consideration of Resolution 2023-04 Electing Officers

On MOTION by Mr. Giercyk seconded by Mr. Turner with all in favor Resolution 2023-04 was approved reflecting the following officers: Steve Giercyk chairman, Peter Wong vice chair, Jason Showe secretary and Treasurer, George Flint assistant secretary, Katie Costa assistant treasurer, Ken Turner, Eli Garrett and Isabel Hanze assistant secretaries.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the March 28, 2023 Board of Supervisors Meeting

On MOTION by Mr. Turner seconded by Mr. Wong with all in favor the minutes of the March 28, 2023 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-04
Approval of Fiscal Year 2024 Proposed
Budget and Setting a Public Hearing**

Mr. Showe stated Resolution 2023-04 approves the proposed fiscal year 2024 budget and sets the public hearing for July 23, 2024 for adoption at this location but because there is proposed increase, we would like to meet at the library to accommodate residents who may want to attend. When there is a proposed increase in assessments, we have to send mailed notice to all property owners. We will also provide the approved budget to Orange County and the City of Orlando and it will be posted on the district’s website. Counsel has some changes to the resolution.

Ms. Hammock stated right now you have a resolution in front of you that contemplates no change in assessments. The backup which is the actual proposed budget does in fact contemplate that and we would like to true up the resolution with the budget and add language to the resolution declaring those assessments above last year’s assessments and add language authorizing staff to send those letters to everybody. It is an administrative update to your resolution to codify the fact that there is a proposed increase in assessments this year.

Mr. Showe reviewed the proposed fiscal year 2024 budget that included increases in the management fee, insurance and landscape maintenance due to the new contract price and the breakout of each community.

Mr. Scheerer outlined the RFP process for the landscape maintenance bids and the board discussed redoing the methodology, combine the reserves into one reserve, purpose of reserves, update the reserve study,

On MOTION by Mr. Giercyk seconded by Mr. Wong with all in favor Resolution 2023-04 approving the fiscal year 2024 budget and setting the public hearing for July 25, 2023 was approved in substantial form reflecting changes from district counsel and district management and moving the location of the public hearing to the library.

SIXTH ORDER OF BUSINESS

Discussion of La Vina Landscape Upgrade

After discussion the board took the following action.

On MOTION by Mr. Wong seconded by Mr. Turner with all in favor Mr. Giercyk was authorized to approve a contract for the landscape improvements for Ziani in an amount not to exceed \$20,000 upon receipt of two additional quotes.

SEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

i. Approval of Check Register

On MOTION by Mr. Turner seconded by Mr. Giercyk with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

iii. Presentation of Registered voters – 1,830

A copy of the letter from the supervisor of elections indicating that there are 1,830 registered voters residing within the district was included in the agenda package.

EIGHTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS Supervisors Requests


There being none, the next item followed.

TENTH ORDER OF BUSINESS Next Meeting Date – July 25, 2023

Mr. Showe stated the next meeting will be held July 25, 2023 at a location to be determined.

ELEVENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Giercyk seconded by Mr. Turner with all in favor the meeting adjourned at 4:37 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman