

**MINUTES OF MEETING  
NARCOSSEE  
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, **March 25, 2025** at 4:00 p.m. at the Offices of GMS-CF, LLC, 6200 Lee Vista Boulevard, Suite 300, Orlando, Florida.

Present for the Audit Committee were:

Steve Giercyk  
Ken Turner  
Eli Garrett  
Isabel Hanze *by phone*

Also present were:

Jason Showe	District Manager, GMS
Alan Scheerer	Field Manager, GMS
Rey Malave <i>by phone</i>	District Engineer
Patrick Collins	District Counsel, Kilinski Van Wyk
Meredith Hammock <i>by phone</i>	District Counsel, Kilinski Van Wyk
Darrin Mossing Jr	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were only members of the Board and staff present.

**THIRD ORDER OF BUSINESS**

**Audit Services**

**A. Approval of Request for Proposals and Selection Criteria**

Mr. Showe stated the committee only had only option they can do. He recommended including the price in the selection criteria to assist with the final decision. The Board agreed to include price.

On MOTION by Mr. Turner, seconded by Mr. Garrett, with all in favor, the Request for Proposals and Selection Criteria, was approved.

**B. Approval of Notice of Request for Proposals for Audit Services**

Mr. Showe stated this is for the notice of request for proposals for audit service.

On MOTION by Mr. Giercyk, seconded by Mr. Garrett, with all in favor, the Notice of Request for Proposals for Audit Services, was approved.

**C. Public Announcement of Opportunity to Provide Audit Services**

Mr. Showe stated the Narcoossee CDD was now taking proposals for audit services.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Giercyk, seconded by Mr. Garrett, with all in favor, the meeting was adjourned.

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

**MINUTES OF MEETING  
NARCOSSEE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, **March 25, 2025** 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
Ken Turner	Vice Chairman
Eli Garrett	Assistant Secretary
Isabel Hanze <i>by phone</i>	Assistant Secretary

Also present were:

Jason Showe	District Manager, GMS
Alan Scheerer	Field Manager, GMS
Rey Malave <i>by phone</i>	District Engineer
Patrick Collins	District Counsel, Kilinski Van Wyk
Meredith Hammock <i>by phone</i>	District Counsel, Kilinski Van Wyk
Darrin Mossing Jr	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order and called the roll. Three Board members were present in person constituting a quorum. Ms. Hanze joined by phone.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were only members of the Board and staff present.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

- A. Appointment of Individual to Fill Seat No. 4**
- B. Administration of Oath of Office to Newly Appointed Supervisor**
- C. Consideration of Resolution 2025-03 Electing Officers**

Mr. Showe asked if there was an appointment to fill Seat #4. There was no appointment, and the Board decided to table Items A, B, and C to a future meeting agenda.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the January 28, 2025 Board of Supervisors Meeting**

Mr. Showe presented the minutes from the January 28, 2025 Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Turner, seconded by Mr. Giercyk, with all in favor, the Minutes of the January 28, 2025 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-04  
Approving the Fiscal Year 2026 Proposed  
Budget and Setting a Public Hearing to  
Adopt**

Mr. Showe stated this resolution will approve the proposed Fiscal Year 2026 and sets the public meeting for July at the Board's regular meeting. This allows staff to transmit to the county and post on the website. He noted past discussion was to level out the budget. He noted this shows a large increase in assessments. He noted they decided to keep it the same as last year with no increases with everything combined. Some communities were paying for their own streetlights.

He reviewed the proposed budget, debt services remaining unchanged, the combined capital reserve with \$15,000 for Mirabella, \$15,000 for Ziani, and \$23,000 for Nona Preserve. The highest options were put into the budget if something happens it is there. He explained the options for the Board. Mr. Scheerer explained why the Nona Preserve was higher due to having two entrances. They will begin the process for the next budget year.

Reserve amounts were a concern if they have an emergency, and the car accident did not hit the wall. The money has been recovered in the past. Mr. Showe stated that they predict having \$193,000 in reserves for next year. The monument letter was discussed and the issues with power, lighting and work on the walls. The transformers were discussed and the power issues at each community. Another issue was the power company cost for the hook up of power,

and the other issues on wall repair, funding and future issues with tree roots, curbs, sidewalks, and grout replacement. Mr. Scheerer noted protocol is for the engineers to be involved in these issues.

On MOTION by Mr. Giercyk, seconded by Mr. Turner, with all in favor, Resolution 2025-04 Approving the Fiscal Year 2026 Proposed Budget and Setting a Public Hearing to Adopt, was approved.

#### **SIXTH ORDER OF BUSINESS**

##### **Appointment of Audit Committee**

Mr. Showe stated it is noticed for the audit committee to meet after this meeting. He recommended the Board members appoint themselves as the Audit Committee.

On MOTION by Mr. Turner, seconded by Mr. Giercyk, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee, was approved.

#### **SEVENTH ORDER OF BUSINESS**

##### **Staff Reports**

##### **A. Attorney**

##### **i. Ethics Training**

Mr. Collins reviewed the sections of the ethic training to include types of prohibited actions and required actions, conflict of interest, quarterly gift disclosure over \$100, various forms, fines, service awards, how to differentiate gifts, short quizzes given, penalties, penalty amounts, and training requirements.

##### **B. Engineer**

Mr. Malave had nothing to report.

##### **C. District Manager's Report**

##### **i. Approval of Check Register**

Mr. Showe presented the check register with checks #2317 through #2324 totaling \$43,642.06. He noted there is a summary following. He noted several transfers occurred.

On MOTION by Mr. Giercyk, seconded by Mr. Garrett, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Showe presented the balance sheet and income statement. He added things look good. There is no action required.

**D. Field Report**

Mr. Scheerer reviewed the Field Manager's report to include signs and the scripts for each community. He recommended they could bring back all proposals at May meeting for Board review and consideration. He discussed the options for each sign and the order in how to address each community. He added the backlit channel letter option had not been considered due to power issues. He stated this is a Board decision on how to move forward. \$7,128 would be cost for all repairs. He noted the research would be done for the possibility with backlit options and if power is needed. Consideration of removal of shrubs as an option and research of all options. Further topics were having a crest for the signs, LED strips, and the car incident.

**i. Discussion of Monument Signs**

**a. Mirabella**

**b. Nona Preserve**

This was discussed and summarized above.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests**

Ms. Hanze asked about requirements, and it was noted the ethics training had to be completed by December 31<sup>st</sup>.

**TENTH ORDER OF BUSINESS**

**Next Meeting Date – May 27, 2025**

Mr. Showe stated the next meeting is May 27, 2025.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Turner, seconded by Mr. Giercyk, with all in favor, the meeting adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman