

**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 27, 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 <i>by phone</i>	Chairman
Ken Turner	Vice Chairman
Eli Garrett	Assistant Secretary
Isabel Hanze	Assistant Secretary

Also present were:

Jason Showe	District Manager, GMS
Alan Scheerer	Field Manager, GMS
Chace Arrington <i>by phone</i>	District Engineer
Patrick Collins	District Counsel, Kilinski Van Wyk
Meredith Hammock <i>by phone</i>	District Counsel, Kilinski Van Wyk

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. Mr. Giercyk 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. The Board had no appointment and decided to table items A, B, and C to a future meeting agenda.

FOURTH ORDER OF BUSINESS**Approval of the Minutes of the March 25, 2025 Audit Committee and Board of Supervisors Meeting**

Mr. Showe presented the minutes from the March 25, 2025 Audit Committee and Board of Supervisors meetings and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Hanze, seconded by Mr. Garrett, with all in favor, the Minutes of the March 25, 2025 Audit Committee and Board of Supervisors Meetings, were approved.

FIFTH ORDER OF BUSINESS**Presentation of Fiscal Year 2024 Financial Audit Report**

Mr. Showe presented the FY24 Financial Audit Report on page 16 of the agenda package. He stated this audit contained no prior or current year findings and had no specific recommendations. He noted it was sent to counsel and confirmed it to be a clean audit. He offered to answer any questions.

On MOTION by Ms. Hanze, seconded by Mr. Garrett, with all in favor, Accepting the Fiscal Year 2024 Financial Audit Report, was approved.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Ethics Training**

Mr. Collins reviewed the Sunshine rules with the Board. He stated the Board is not allowed to discuss District business outside of a publicly noticed meeting. He noted that anyone in the public can attend the meetings, even if they are not a District resident. He added Sunshine Law applies when the gathering of two or more Board members from the same Board discusses a matter that would need approval outside of a noticed meeting. He noted this applies to any conversation in-person or online such as texts, calls, or social media posts. He gave the Board scenarios of situations in which the Sunshine Law would apply.

Mr. Collins stated there are three basic requirements for Sunshine Law. The first requirement is there must be publicly noticed meetings held, except if there is a timely

emergency. The second requirement is the meetings need to be reasonably noticed. The last requirement is the minutes must be taken and promptly recorded. He noted the meetings must be held in the county where the district is located and in a place that does not discriminate or reasonably restrict access. He added the Board has the ability to restrict the public comments and the average is three minutes per public comments.

Mr. Collins stated each agenda package must be uploaded online with the minutes for each meeting held and they must remain online for at least one year. He noted the minutes are not final until they approved by the Board. He added the two exceptions to the Sunshine Law are security and fire safety and for pending litigation. He noted Board members are not allowed to go out together to perform site-seeing visits. He strongly recommended to not post District business on social media.

Mr. Collins stated the penalties for violating the Sunshine law can be fines or criminal penalties and removal from office.

B. Engineer

Mr. Malave had nothing to report.

C. District Manager's Report

i. Approval of Check Register

Mr. Showe presented the check register from March 12, 2025 through May 13, 2025, totaling \$261,055.69. He noted there is a summary following.

On MOTION by Ms. Hanze, 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.

iii. Presentation of Registered Voters – 1,941

Mr. Showe stated there are currently 1,941 registered voters in the District.

iv. Reminder of Form 1 Filing Deadline – July 1st

Mr. Showe reminded the Board to file their Form 1s by the July 1, 2025 deadline and to complete the required four hours of ethics training by the end of the year.

D. Field Report

Mr. Scheerer reviewed the Field Manager's report. He stated they have been assigned a new account manager and they have will continue conducting ride throughs with them on Friday mornings. He noted they are having trouble with the hedges by the Narcoossee roadway that Yellowstone is currently working on. He added the white pipes have been exposed in preparation for hurricane season and to help the water levels recede. Mr. Scheerer met with a sign company to assess the signs and noted the Mirabella sign will need work and expects it to cost around \$2,500.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Next Meeting Date – July 22, 2025

Mr. Showe stated the next meeting is July 22, 2025.

ELEVENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman