

**MINUTES OF MEETING
NARCOSSEE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, **November 18, 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
Isabel Hanze	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

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.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Showe opened the public comment period.

A secretary for Mirabella at LaVina asked if the sign would come up for discussion today. Mr. Scheerer responded that it would come up at the next meeting and they will present a proposal to be reviewed and approved. He explained they are waiting on the tax receipts. Mr. Showe noted the revenues for that typically come in December or January and they want to wait until they get those revenues in before they start doing the capital project.

THIRD ORDER OF BUSINESS

Organizational Matters

- A. Appointment of Individual to Fill Vacant Seat No. 4**
- B. Administration of Oath of Office to Newly Appointed Supervisor**
- C. Consideration of Resolution 2026-01 Electing Officers**

Mr. Showe stated there is a vacancy in seat #4. He noted the District has not received any interested parties, but they can open it up for any nominations at this time or they can continue to keep it available. The response was to keep it available.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the July 22, 2025
Audit Committee and Board of Supervisors
Meeting**

Mr. Showe presented the minutes from the July 22, 2025 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. Turner, with all in favor, the Minutes of the July 22, 2025 Board of Supervisors Meetings, were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2026-02 Setting
Public Hearing to Amend District Rules of
Procedure**

Mr. Showe presented Resolution 2026-02. He noted, District counsel is recommending some changes to the amended District rules of procedure. Mr. Collins provided a run through his recommended changes.

Mr. Collins explained that this is just to bring the District into compliance with some changes from the state's 2025 legislative session. He stated they are always following the law. He explained that there is a little bit of a lag period until they can get a hearing set and get their actual written rules updated. He noted the primary changes they all should be aware of is change to the rule making and rule development hearing procedures now requires two months to notice a public hearing to set or change rules that are subject to a public hearing. He pointed out that this is probably not a concern for this District. The other primary change he discussed is change to the evaluation criteria for public works projects. He explained that if the District was going to undertake like a larger scale construction project. He further explained that in the past, they could consider how much a particular vendor has or has not done work for the District, but that is

no long the case. The evaluation criteria has been removed from the list that they can consider. The other changes are a couple of cleanup items clarifying a few definitions, removing references to fax and changing it to email, etc. He pointed out that the redline of the proposed changes is included in the package as well as a memo explaining the proposed changes and questions. He noted he doesn't think these changes will impact this District's day-to-day operation. He was happy to answer any questions. Mr. Showe stated they have temporarily targeted January 27, if the Board is amenable, which is their regular January meeting date. He explained that gives them plenty of time to do the advertisements.

On MOTION by Ms. Hanze, seconded by Mr. Turner, with all in favor, Resolution 2026-02 Setting Public Hearing to Amend District Rules of Procedure for January 27, 2026 at 3:00 p.m., was approved.

SIXTH ORDER OF BUSINESS

Ratification of Fiscal Year 2025 Audit Engagement Letter with DiBartolomeo

Mr. Showe stated he has already approved the audit agreement with their auditor so they could get them started. He noted this would be for the 2025 audit that way as soon as they close the books, they can get it started for them. He pointed out that it is in line with the budget and it's also in line with their bid that they put in several years ago.

On MOTION by Ms. Hanze, seconded by Mr. Giercyk, with all in favor, the Fiscal Year 2025 Audit Engagement Letter with DiBartolomeo, was ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Fiscal Year 2026 Non-Ad Valorem Agreement with Orange County Property Appraiser

Mr. Showe stated this was the agreement with the Orange County Property Appraiser and it lets them work with them to put the taxes on the assessment roll. He explained that they required this to be done in advance of the meeting, so he went ahead and signed it. He noted that is how they would recommend doing the assessment collection.

On MOTION by Mr. Giercyk, seconded by Ms. Hanze, with all in favor, the Fiscal Year 2026 Non-Ad Valorem Agreement with Orange County Property Appraiser, was ratified.

EIGHTH ORDER OF BUSINESS**Ratification of Work Authorization 2026-01
for District Engineering Services**

Mr. Showe stated this fiscal year started October 1, so they went ahead and approved this. He noted they do provide this annually and it's basically just an estimate of their costs. He also noted it is well within their budget range. He pointed out that the engineer only bills what hourly charges there are, but it does allow them to go ahead and get started if there's any needs of the District.

On MOTION by Mr. Turner, seconded by Mr. Giercyk, with all in favor, the Work Authorization 2026-01 for District Engineering Services, was ratified.

NINTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Malave had nothing to report unless there's any questions or comments. There was a request for an update on the road. Mr. Malave responded that there was no update yet. The question was asked if they would hold any public meetings in regard to the road matter. Mr. Malave responded is going to see if it shows anything. The question was asked if they had any control over possibly making sure or trying to get traffic lights at their intersections as well as traffic lights at the Econ trail. Mr. Malave responded they wouldn't unless they want to contribute to the cost of that. The Board of Supervisors stated they were really going to mess up the traffic flow for all four communities. It was also pointed out that they now have a new commissioner, so they need to bring this matter up to the new commissioner. Mr. Malave stated he would see if he can find any zoning maps that have gone through the city and will bring that back to the Board.

Mr. Collins stated this will be their last session for the year. He noted, to the extent they were present at all the meetings, they will have completed two hours of training on their own and they have two hours more hours to complete on their own. He recommended checking out the state's free materials. He informed the Board to Google, "*Florida Commission on Ethics Training Materials*" to find the materials. He also provided general overviews on the Sunshine

Law and public records requirements. The first item he discussed is the Commission on Ethics. He explained that the Sunshine Amendment was inserted in the Constitution in 1976, which is where the requirement for the Commission on Ethics comes from. He further explained that the Sunshine Amendment provides additional constitutional guarantees concerning ethics in government and requires an independent commission, that being the Commission on Ethics, to investigate complaints concerning breaches of public trust by public officers other than judges. He noted judges have their own rules, much like lawyers. He added that they're not beholden to the Commission on Ethics, even though they are technically stated officials. He noted the public office is a public trust. He stated this is the general umbrella guiding star that they are following as elected officials in the State of Florida. He explained that the commission is created to serve as a guardian of the standards of conduct for the state. He noted the commission is going to consist of nine members, five of which are appointed by the governor, with no more than three being from the same political party. They will have one member appointed by the governor and they must be a former city or county official. They will have two more members appointed by the president of the senate and two members appointed by the speaker of the House of Representatives. He pointed out that they cannot be a lobbyist or hold any public employment during the two-year term of office that they serve on the commission. He explained that a Chair is selected from among the members, and they serve a one-year term. They can only serve as Chair for one year because it's a rotating position. He discussed what the commission actually does, which is primarily investigates ethics complaints, render advisory opinions, set up the form for public disclosure, prepare mailing lists for public officials, make recommendations to disciplinary officials when appropriate, administer the executive branch lobbyist registration and reporting laws, maintain the financial filing disclosures for all elected officers, and administer automatic fines for public officer and employees who fail to timely file disclosures. He discussed advisory opinions. He explained that this is probably not something that they will ever interact with, but it's good to know that it is available and is a nice tool that staff can utilize. He noted any public officer, candidate for public office or public employee in the state who is in doubt about the applicability of standards of conduct to themselves are who can request opinions. He explained that opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. He discussed a few other things to be aware of, which is that opinions issued by the Commission are binding. The next thing is published

opinions don't bear the name of the person involved unless they consent to that disclosure, but the requests and all information pertaining to it is a public record. So, their name is not attached to the opinion or the request, but any documents or relevant facts that are submitted with the request are public. He provided the link to the directory of all the Commission's past advisory opinions as well as an example of what an opinion looks like when they get it back from the state. The next item he discussed is ethics complaints. He stated Commission's empowered to investigate ethics complaints, but an investigation can't be conducted unless a person files a sworn complaint with the Commission, or a referral is received. He also stated Commission can only investigate complaints that are based on personal knowledge or information other than hearsay, so it can't be second hand information. He explained that to bring a complaint, a Form 50 must be filed with Commission and those forms are available on the Commission's website. The Commission cannot take action on events they learn through the newspaper, reports, phone calls, and letters, but can take action on referrals from the governor, the Department of Law Enforcement, the state attorney, or a U.S. attorney. It only takes a vote of six of the commission's nine members to proceed on a referral.

Mr. Collins discussed the three procedural stages when a complaint comes in. First is the Commission determines if the complaint is legally sufficient. Second, the Commission conducts a preliminary investigation to determine if there's probable cause to believe that an ethical law violation has occurred. Third, the Commission will investigate to determine if a violation has occurred and if so, whether a penalty should be recommended at this stage. At this third stage is when the accused has the opportunity to come before the Commission or request a public hearing to present evidence, present their side of the story. He pointed out that there is liability for false allegations. So, if there's a false or frivolous complaint brought against someone, the person defending themselves is entitled to recoup their attorney's fees to the extent they are expending any fees to defend themselves. Then with the statute of limitations, he pointed out that all complaints alleging the violation must be filed with the Commission within five years of the alleged violation. The time starts to run the day after the violation or breach is allegedly committed, and the statute's hold on the day a sworn complaint is filed.

Mr. Collins provided updates on legislative changes related to the Commission on Ethics. He noted they started on March 4 and wrapped up on June 16. He explained that Commission wanted to extend whistleblower protections to people who file ethics complaints in order to

prevent retaliation, they want to add salary withholding as a method to collect civil penalties rendered for violations of ethics law, and they want to add current informer foster parents and foster children to the definition of relative. He further explained that the results were the whistleblower protections were not approved. One thing that was approved is they had a bill that now creates an ethics violation for stolen valor. He stated the legislature tried to make a change so the Boards or other state entities that aren't explicitly statutorily authorized to render opinions or interpret the law, could no longer render opinions like the commission does. This did not carry. He recapped some items related to prohibited actions of conduct. One was abuse of public position and misuse of public position are two core tenets that they want to avoid as elected officials. Another one is unauthorized compensation. He explained that Supervisors and their spouses and minor children are prohibited from accepting any compensation, payment or thing of value when they know, or with the exercise of reasonable care, should know that it is given with the influence to influence votes. He also noted that the Board is not prevented from voting on matters that affect their compensation. Another item is disclosure or use of certain information. He explained that a current or former Supervisor may not disclose or use information not available to members of the general public and gained by reason of his or her official position. He reviewed quiz questions with the Board of Supervisors related to everything that was just discussed. He reviewed the prohibited employment and business relationships. He discussed exemptions. He discussed public meetings. He noted that no less than three Supervisors are required to be present in person to constitute a quorum. He noted proxy voting is not permitted. He discussed workshop meetings, which doesn't have the in-person quorum requirement, and they can discuss openly on topics. The one caveat being that they cannot take any action on topics. He refreshed the Board on the Sunshine Law and the penalties they may see for violation of the Sunshine Law.

B. Engineer

There being no comments, the next item followed.

C. District Manager's Report**i. Approval of Check Register**

Mr. Showe presented the check register with checks 2353-2380 for \$217,936.79. He offered to take any questions on the invoices or a motion to approve.

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

ii. Balance Sheet and Income Statement

Mr. Showe presented the balance sheet and income statement. There is no action required. He stated these are financials through September 30, so this would be your Fiscal Year 2025. He pointed out that these are not audited yet, so there may be some slight changes to them if there's still some invoices hanging out there. He noted they did end up better than budget to actuals, so that's in good shape. He stated they are fully collected on assessments.

D. Field Report

Mr. Scheerer presented the field report. He stated some new signs will be brought back to the Board for consideration at the next agenda. He noted the annuals are being replaced and the holiday decorations are apparently going in. He also noted some tree trimmings ongoing. He pointed out that they have mulch coming and pink muhly grass. One of the biggest items on his report is the landscapers on the bi-weekly schedule instead of weekly schedule right now. He explained that he does have a retention pond in Nona Preserve where a bunch of the vegetation from the conservation has grown out over the top of the pond bank. He authorized the cleanup of that for the Nona Preserve Pond while they're in the winter months. He noted they want to look at all that and see how much they can cut back before they get into storm season next year. There was an observation made about a large crack in the front of their entry wall and it's pulling the cap away from left side as they are entering. Mr. Giercyk pointed out that they have work that needs to be done before the lighting can be installed. Mr. Scheerer stated he is going to get an up to date proposal with the design that was approved and will bring it back to the Board. He stated they are probably looking for permitting at least another 30 days and they have to go into production with the equipment. Pressuring washing wall caps were discussed.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Next Meeting Date – January 27, 2026

Mr. Showe stated the next meeting is January 27, 2026.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary
Chairman/Vice Chairman