

*Harbor Reserve
Community Development District*

Meeting Agenda

August 21, 2025

AGENDA

Harbor Reserve

Community Development District

219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

August 14, 2025

Board of Supervisors Meeting Harbor Reserve Community Development District

Dear Board Members:

A Board of Supervisors Meeting of the **Harbor Reserve Community Development District** will be held **Thursday, August 21, 2025 at 3:00 PM** at the **Offices of Hanson Walter & Associates, 8 Broadway, Suite 104, Kissimmee, Florida 34741.**

Zoom Link: <https://us06web.zoom.us/j/82242992874>

Call-In Information: 1-646-876-9923

Meeting ID: 822 4299 2874

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (Public Comments will be limited to three (3) minutes each)
3. Organizational Matters—**ADDED**
 - A. Acceptance of Letters of Resignation from Austin Dodier (Seat #2) & Kevin Ramirez (Seat #3)
 - B. Appointments to Fill Vacant Board Seat #2 & Vacant Board Seat #3
 - C. Administration of Oaths to Newly Appointed Supervisors
 - D. Consideration of Resolution 2025-46 Electing Officers
4. Approval of Minutes of the May 15, 2025 Board of Supervisors Meeting & the May 15, 2025 Landowners Election
5. Items Related to District Management Transition
 - A. Consideration of Resolution 2025-40 Appointing a District Manager
 - i. Consideration of Agreement for District Management Services with Governmental Management Services—Central Florida, LLC
 - B. Consideration of Resolution 2025-41 Appointing & Removing Certain District Officers
 - C. Consideration of Resolution 2025-42 Re-Designating a Registered Agent for the District
 - D. Consideration of Resolution 2025-43 Re-Designating Primary Administrative Office and Principal Headquarters for the District
 - E. Consideration of Resolution 2025-44 Re-Designating a Qualified Public Depository for the District

- F. Consideration of Resolution 2025-45 Re-Designating Bank Account Signatories for the District
- 6. Consideration of Resolution 2025-38 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026 (*deferred from May 15, 2025 Board Meeting*) (Suggested Date for Discussion—2nd Tuesday of the Month at 11:00 AM)
- 7. Consideration of Resolution 2025-47 Spending Authorization Resolution—**ADDED**
- 8. Consideration of Resolution 2025-48 Authorizing the Use of Electronic Documents and Signatures—**ADDED**
- 9. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
- 10. Other Business
- 11. Supervisors Requests and Audience Comments
- 12. Adjournment

SECTION III

SECTION A

Good Morning,

I would like to submit my resignation of my position on the CDD Board for Harbor Reserve.
Please let me know if there is anything else needed from to resign from the board.

Thank you,

Austin Dodier

Good Morning,

Please accept this email as my official notice of intent to resign from the Harbor Reserve Community Development District Board.

If you have any questions, please let me know.

Thanks,

Kevin Ramirez

SECTION D

RESOLUTION 2025-46

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Harbor Reserve Community Development District (hereinafter the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within Osceola County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) desires to elect the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following persons are elected to the offices shown:

Chairperson	_____
Vice Chairperson	_____
Secretary	<u>Jill Burns</u>
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	<u>George Flint</u>

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 21st day of August 2025.

ATTEST:

**HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

MINUTES

**MINUTES OF MEETING
HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Harbor Reserve Community Development District held Public Hearings and a Regular Meeting on May 15, 2025, immediately following the adjournment of the Landowners' Meeting, scheduled to commence at 9:15 a.m., at the office of Hanson, Walter & Associates, Inc., 8 Broadway, Suite 104, Kissimmee, Florida 34741.

Present:

Brandon Kelly
Austin Dodier
Kevin Ramirez

Chair
Vice Chair
Assistant Secretary

Also present:

Cindy Cerbone
Chris Conti
Jennifer Kilinski (via telephone)
Stephen Reisner (via telephone)
Peter Glasscock

District Manager
Wrathell, Hunt and Associates (WHA)
District Counsel
Kilinski | Van Wyk PLLC
Interim District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 9:20 a.m. The Oath of Office was administered to Supervisors Kevin Ramirez, Austin Dodier and Brandon Kelly before the meeting.

Supervisors Ramirez, Dodier and Kelly were present. Supervisors-Elect Misty Mashburn and Jeff White, were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Supervisors (the following will be provided in a separate package)

Supervisors Ramirez, Dodier and Kelly are familiar with the following:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-34, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Ms. Cerbone presented Resolution 2025-34.

The results of the Landowners' Election will be inserted into Sections 1 and 2. The Landowners' Election results were as follows:

Seat 1	Brandon Kelly	100 votes	4-year Term
Seat 2	Austin Dodier	100 votes	4-year Term
Seat 3	Kevin Ramirez	50 votes	2-year Term
Seat 4	Misty Mashburn	50 votes	2-year Term
Seat 5	Jeff White	50 votes	2-year Term

On MOTION by Mr. Kelly and seconded by Mr. Ramirez, with all in favor, Resolution 2025-34, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

A. Affidavit/Proof of Publication

On MOTION by Mr. Kelly and seconded by Mr. Ramirez, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, the Public Hearing was closed.

- B. Consideration of Resolution 2025-35, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Harbor Reserve Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, Resolution 2025-35, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Harbor Reserve Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements

- A. Affidavit/Proof of Publication
B. Mailed Notice to Property Owner(s)

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, the Public Hearing was opened.

- C. Engineer's Report (for informational purposes)

Mr. Glasscock stated the Engineer's Report is unchanged since it was last presented.

The following questions were posed and answered:

Ms. Kilinski: The estimated cost of \$46,083,950 has not changed?

Mr. Glasscock: That has not changed.

Ms. Kilinski: The unit counts in Table 3, totaling 574 with an asterisk next to the total regarding the future expansion of Phase 3, that information has not changed?

Mr. Glasscock: That is correct.

Ms. Kilinski: Can you confirm that the costs in your Engineer's Report are reasonable, and that there is no reason in your belief that the District cannot carry out the Capital Improvement Plan (CIP)?

Mr. Glasscock: That would be correct.

D. Master Special Assessment Methodology Report (for informational purposes)

Ms. Cerbone presented the Master Special Assessment Methodology Report dated March 14, 2025. She reviewed the pertinent information and noted that a few clarifications regarding units and Equivalent Residential Unit (ERU) weighting were made since the last meeting. She reviewed the Appendix Tables and noted the following:

- The Methodology Report relies from a cost perspective on the information in the Engineer's Report; the costs are aligned between the Methodology and the Engineer's Report.
- References to units are also in alignment with the Engineer's Report.
- The total maximum par amount of bonds, including the costs of financing, capitalized interest and debt service reserve, is \$63,370,000 to finance CIP costs in the estimated total amount of \$46,086,950.

The following questions were posed and answered:

Ms. Kilinski: In your professional opinion, do the lands subject to the assessments receive special benefits from the District's Capital Improvement Plan?

Ms. Cerbone: Yes.

Ms. Kilinski: In your professional opinion, are these master assessments set forth in your Methodology reasonably apportioned among the land subject to the assessments?

Ms. Cerbone: Yes.

Ms. Kilinski: In your professional opinion, is it reasonable, proper and just to assess the cost of the Capital Improvement Plan against the lands in the District in accordance with your Methodology?

Ms. Cerbone: Yes.

Ms. Kilinski: Is it your opinion that the special benefits the lands will receive, as set forth in the final Assessment Roll, will be equal or in excess of the maximum master assessments thereon when allocated as set forth in your Methodology?

Ms. Cerbone: Yes.

Ms. Kilinski: Is it your opinion that it is in the best interests of the District that the master assessments be paid and collected in accordance with the Methodology and the District's Assessment Resolution?

Ms. Cerbone: Yes.

- Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.

No affected property owners or members of the public spoke.

- Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.

The Board, sitting as the Equalizing Board, had no questions and made no changes to the assessments.

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, the Public Hearing was closed.
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- E. Consideration of Resolution 2025-36, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, Resolution 2025-36, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year
2024/2025 and Fiscal Year 2025/2026
Budgets

- A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2025-37, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025 and for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; And Providing an Effective Date

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, the Public Hearing was opened.

Ms. Cerbone presented the proposed Fiscal Year 2025 budget, which is a partial-year budget, and the Fiscal Year 2026 budget, which is higher because it is a full-year budget. Both budgets will be Developer-funded, with expenses funded as they are incurred. Although the full amount of the Management Fee is budgeted for Fiscal Year 2026, the discounted monthly fee of \$2,000 will apply until bonds are issued.

Discussion ensued regarding payment of invoices, funding request processes, budgeting, reimbursement of expenditures, reimbursement of Developer costs, operational and administrative expenses and the Operation & Maintenance (O&M) General Fund budget.

Ms. Kilinski discussed legal fees and noted that fees and costs associated with the CDD establishment are not reimbursable by the CDD. If the Developer has an Agreement with its Assignee for reimbursement of those costs, she can potentially assist with documentation on the private side, but the CDD does not have an Assignment process.

Discussion ensued regarding costs that are reimbursable from bond proceeds.

Ms. Kilinski discussed that Acquisition Agreement and the Assignment Provision; with Board direction, this can be added to the agenda for consideration and signed today.

No affected property owners or members of the public spoke.

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, Resolution 2025-37, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025 and for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; And Providing an Effective Date, was adopted.

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, modifying the agenda; approving an Acquisition Agreement and any related documents, all in substantial form; authorizing District Counsel to prepare the Agreement and

documents; and authorizing the Chair or Vice Chair to review as applicable and execute outside of a meeting, if necessary, subject to ratification at the next meeting, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-22, to Designate the Date, Time and Place of a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure and Amenity Rates and Disciplinary Rules; and Providing an Effective Date

- A. Rules of Procedure**
- B. Disciplinary Rules**
- C. Notices of Rule Development and Rulemaking**

This item was deferred and will remain on the agenda.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2025-23, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

The consensus was to continue meeting on an as needed basis. This item was deferred.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2025-38, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date

This item was deferred.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2025

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, the Unaudited Financial Statements as of March 31, 2025, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of March 14, 2025 Organizational Meeting Minutes

The following change was made:

Line 21: Insert "Interim" before "District Engineer"

The Board asked for the Agenda to be emailed as early as possible.

On MOTION by Mr. Ramirez and seconded by Mr. Dodier, with all in favor, the March 14, 2025 Organizational Meeting Minutes, as amended, were approved.

- **Consideration of Resolution 2025-39, Electing Certain Officers of the District, and Providing for an Effective Date**

This item is an addition to the agenda.

Ms. Cerbone noted the need for a Resolution electing officers of the District. Ms. Kilinski concurred and stated that she will prepare Resolution 2025-39, for execution, with ratification at the next meeting.

Ms. Cerbone presented Resolution 2025-39. The slate was as follows:

Chair	Brandon Kelly
Vice Chair	Austin Dodier
Secretary	Craig Wrathell
Assistant Secretary	Kevin Ramirez
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

No other nominations were made.

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, Resolution 2025-39, Electing Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kilinski | Van Wyk PLLC

It was noted that the bond validation hearing is scheduled for June 23, 2025; Board Members need not attend.

B. District Engineer (Interim): Hanson, Walter & Associates, Inc.

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

There were no District Engineer or District Manager reports.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kelly and seconded by Mr. Dodier, with all in favor, the meeting adjourned at 10:05 a.m.

Secretary/Assistant Secretary

Chair/Vice Chair

**MINUTES OF MEETING
HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT**

A Landowners' Meeting of Harbor Reserve Community Development District was held on May 15, 2025 at 9:15 a.m., at the office of Hanson, Walter & Associates, Inc., 8 Broadway, Suite 104, Kissimmee, Florida 34741.

Present:

Cindy Cerbone
Chris Conti
Jennifer Kilinski (via telephone)
Stephen Reisner (via telephone)
Peter Glasscock
Brandon Kelly
Kevin Ramirez
Austin Dodier

District Manager
Wrathell, Hunt and Associates (WHA)
District Counsel
Kilinski | Van Wyk PLLC
Interim District Engineer
Proxy Holder

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 9:16 a.m.

SECOND ORDER OF BUSINESS

Affidavit/Proof of Publication

The affidavit of publication was included for informational purposes.

THIRD ORDER OF BUSINESS

Election of Chair to Conduct Landowners' Meeting

Ms. Cerbone served as Chair to conduct the Landowners' meeting.

Mr. Kelly is the Proxy Holder designated by Linda A. Bronson, Trustee for the Landowner Bronson Family Limited Partnership, owner of 119.89 acres, equating to 120 voting units. Mr. Kelly is eligible to cast up to 120 votes per Seat.

FOURTH ORDER OF BUSINESS

Election of Supervisors [All Seats]

Ms. Cerbone read Mr. Kelly's ballot into the record as follows:

A. Nominations

Seat 1	Brandon Kelly
Seat 2	Austin Dodier
Seat 3	Kevin Ramirez
Seat 4	Misty Mashburn
Seat 5	Jeff White

No other nominations were made.

B. Casting of Ballots

- Determine Number of Voting Units Represented**

A total of 120 voting units were represented.

- Determine Number of Voting Units Assigned by Proxy**

All 120 of the voting units represented were assigned by proxy to Mr. Kelly.

Mr. Kelly cast the following votes:

Seat 1	Brandon Kelly	100 votes
Seat 2	Austin Dodier	100 votes
Seat 3	Kevin Ramirez	50 votes
Seat 4	Misty Mashburn	50 votes
Seat 5	Jeff White	50 votes

C. Ballot Tabulation and Results

The ballot tabulation, results and term lengths were as follows:

Seat 1	Brandon Kelly	100 votes	4-year Term
Seat 2	Austin Dodier	100 votes	4-year Term
Seat 3	Kevin Ramirez	50 votes	2-year Term
Seat 4	Misty Mashburn	50 votes	2-year Term
Seat 5	Jeff White	50 votes	2-year Term

FIFTH ORDER OF BUSINESS**Landowners' Questions/Comments**

There were no Landowners' questions or comments.

SIXTH ORDER OF BUSINESS

Adjournment

The meeting adjourned at 9:19 a.m.

Secretary/Assistant Secretary

Chair/Vice Chair

SECTION V

SECTION A

RESOLUTION 2025-40

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND FIXING THE COMPENSATION OF THE DISTRICT MANAGER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Harbor Reserve Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Osceola County, Florida; and

WHEREAS, pursuant to Section 190.007(1), *Florida Statutes*, the Board of Supervisors of the District (“Board”) desires to employ and fix compensation of a District Manager; and

WHEREAS, the Board has determined that the appointment of a District Manager is necessary, appropriate, and in the District’s best interests; and

WHEREAS, the Board desires to appoint a District Manager and to provide compensation for their services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Governmental Management Services – Central Florida, LLC is appointed as District Manager effective as of August 21, 2025, and shall be compensated for their services in such capacity in the manner prescribed in the agreement incorporated herein by reference as **Exhibit A**.

SECTION 2. This authorization shall be continuing in nature until revoked by the District.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21st DAY OF AUGUST 2025.

ATTEST:

**HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Management Fee Agreement

Exhibit A
District Management Fee Agreement

[See following pages]

EXHIBIT A
DISTRICT MANAGEMENT FEE SCHEDULE
2025

Management, Administrative, and Accounting Services	
<ul style="list-style-type: none"> Annual Fee paid in equal monthly payments (plus reimbursables) 	\$ 40,000
Annual Assessment Administration (Beginning with the first assessment to individual unit owners, direct assessment or utilizing tax collector)	\$ 6,000
Information Technology Fees & Annual Website Maintenance	
<ul style="list-style-type: none"> Annual Fee paid in equal monthly payments (Does not include cost of creation of ADA compliant website, if applicable) 	\$ 3,000
Dissemination Agent Services	
<ul style="list-style-type: none"> Annual Fee for 1st Bond Issuance* (\$1,000 for each additional series of Bonds) 	\$ 5,000
Other Services**	
<ul style="list-style-type: none"> Bond Issuance Cost (per bond issue) Assessment Methodology Preparation SERC Preparation & Assistance w/ Petition Pre-paid Assessment Collection Fee (per lot/unit) <ul style="list-style-type: none"> Estoppel Fee - One Lot Estoppel Fee - Multiple Lots Estoppel Fee - Partial payoffs Field Services/Contract Administration <ul style="list-style-type: none"> At time of landscaping turnover Amenity Management 	\$ 15,000 \$ 15,000 \$ 2,500 \$100 \$250 \$299 \$ 15,000 TBD based on units

*Does not include the costs of any software the District may request the Dissemination Agent use to furnish these services.

**Costs for other services shall be by separate agreement, budget approval, or work authorization and may be adjusted based upon the scope of services provided.

SECTION 1

**AGREEMENT FOR DISTRICT MANAGEMENT SERVICES BETWEEN
HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT AND
GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA,
LLC**

Date of Agreement: August 1, 2025

Between: Governmental Management Services - Central Florida, LLC
219 E. Livingston Street
Orlando, Florida 32801

(Hereinafter referred to as "Manager");

And: Harbor Reserve Community Development District
A unit of special purpose local government located in
Osceola County, Florida

(Hereinafter referred to as "District").

**GENERAL MANAGEMENT, ADMINISTRATIVE, AND
ACCOUNTING SERVICES**

This engagement is for the Manager to provide District Management Services for the District. The duties and responsibilities include, but are not limited to the following:

Meetings, Hearings, Workshops, Etc.

- The Manager will organize, conduct, and provide minutes for all meetings of the District. This includes, but is not limited to, scheduling meetings, providing agenda packages and meeting materials in the form requested by the District Board of Supervisors, and publishing Board meeting, public hearing notices, and landowner election notices pursuant to Florida law.
- The Manager will consult with the District Board of Supervisors and its designated representatives, and when necessary, organize such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration and accomplishment of the various projects and services provided by the District.

Records

- The Manager will maintain “Record of Proceedings” for the District within the boundaries of the local government in which the District is located and include meeting minutes, agreements, resolutions and other records required by law or contract and provide access to such records as necessary for proper District function or compliance with Florida’s public records laws.

District Operations

- The Manager will act as the primary point of contact for District-related matters.
- The Manager will consult with and advise the District on matters related to the operation and maintenance of the District’s public infrastructure.
- The Manager will make recommendations and assist in matters relating to solicitation, approval, rejection, amendment, renewal, and cancellation of contracts for services to the District. In advance of expiration of contracts, the Manager will advise the Board as to need for renewal or additional procurement activities and implement same.
- On or before October 1st of every year, the Manager will prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
- The Manager will recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
- The Manager will ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
 - File name and location of the Registered Agent and Office location annually with Department of Community Affairs and the County.
 - Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
 - Provide the regular meeting schedule of the Board to County.
 - File all required financial reports to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.

- File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
- Transmit Public Facilities Report and related updates to appropriate agencies.
- Prepare and file annual public depositor report.

Accounting and Reporting

- The Manager will implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities will be overseen by a degreed accountant.
- The Manager will prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements. The Manager will track the District's general fund and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
- The Manager will administer the processing, review and approval, and timely payment of all invoices and purchase orders.
- The Manager will oversee District's capital and general fund accounts.
- The Manager will recommend and implement investment policies and procedures pursuant to State law, and provide Cash Management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.

Audits

- The Manager will provide audit support to auditors for the required Annual Audit, and will ensure completion and submission of audit and Annual Financial Statements to the County, Auditor General, and other appropriate government entities in compliance with Florida law.

Budgeting

- The Manager will prepare and provide for a proposed budget for Board approval and submission to County in compliance with state law. The Manager will prepare final budget and backup material for and present the budget at all budget meetings, hearings and workshops. The Manager will ensure that all budget meetings, hearings, and workshops are properly noticed.

- The Manager will administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

Capital Program Administration

- The Manager will maintain proper capital fund and project fund accounting procedures and records.
- The Manager will coordinate with District staff to provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.
- The Manager will oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.

Maintenance Contract Administration

- Upon direction by the District's Board of Supervisors and upon mutual agreement of the parties hereto, Manager will provide Maintenance Contract Administration for District in general accordance with the fees outlined in Exhibit A. The parties further understand and recognize that the scope and number of contracts to be administered under said fee may be limited and/or multiple fees may be required. Any Maintenance Contract Administration shall be by separate agreement between the parties.

FINANCIAL SERVICES

Assessments & Revenue Collection

- The Manager will develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County and administering assessments for Off Tax Roll parcels/lots.
- The Manager will provide payoff information and pre-payment amounts as requested by property owners, and collect prepayment of assessments as necessary.
- The Manager will monitor development of the District and perform Assessment True-up Analysis when appropriate.
- The Manager will issue estoppel letters as needed for property transfers.

- The Manager will maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

FEES AND TERM OF SERVICES

All services will be completed on a timely basis in accordance with the District needs and statutory requirements.

The District agrees to compensate the Manager in accordance with the fee schedule set forth in the attached Exhibit A. Payment shall be made in equal monthly installments at the beginning of each month, and may be amended annually as evidenced by the budget approved by the Board.

This Agreement shall automatically renew each Fiscal Year of the District, unless otherwise terminated by either party. The District will consider price adjustments each twelve (12) month period to compensate for market conditions and the planned workload of the District to be performed during the next twelve (12) month period. Evidence of price or fee adjustments will be approved by the Board in its adopted or amended Fiscal Year Budget.

DISTRICT RESPONSIBILITIES

The District shall provide for the timely services of its legal counsel, engineer and any other consultants, contractors or employees, as required, for the Manager to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District.

TERMINATION OF THIS CONTRACT

This Contract may be terminated as follows:

1. By the District for "good cause," which shall include misfeasance, malfeasance, nonfeasance or dereliction of duties by the Manager which termination may be immediate; or
2. By the Manager or District, for any reason, upon 60 days written notice.

In the event this Contract is terminated in either manner above stated, the Manager will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

GENERAL TERMS AND CONDITIONS

1. All invoices are due and payable when received.
2. This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida.
3. In the event that any provision of this contract shall be determined to be unenforceable or invalid by a court such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
4. The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Manager, without the approval of the District.
5. The District acknowledges that the Manager is not a Municipal Advisor or Securities Broker, nor is the Manager registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, the District acknowledges that the Manager does not provide the District with financial advisory services or offer investment advice.
6. To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, Florida Statutes), except to the extent caused by the negligence, reckless, and/or willful misconduct of the Manager, the District agrees to indemnify, defend, and hold harmless the Manager and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Manager may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the grossly negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Manager may be entitled and shall continue after the Manager has ceased to be engaged under this Contract.

The Manager agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and

all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the Manager may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Contract or at law, or grossly negligent, reckless, and/or intentionally wrongful acts or omissions of the Manager. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Manager has ceased to be engaged under this Contract.

7. Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.
8. Any amendment or change to this Contract shall be in writing and executed by all parties.
9. The Manager, on behalf of itself and its subcontractors, hereby warrants compliance with all federal immigration laws and regulations applicable to their employees. The Manager further agrees that the District is a public employer subject to the E-Verify requirements provided in Section 448.095, Florida Statutes, and such provisions of said statute are applicable to this Agreement, including, but not limited to registration with and use of the E-Verify system. The Manager agrees to utilize the E-Verify system to verify work authorization status of all newly hired employees. The Manager shall provide sufficient evidence that it is registered with the E-Verify system before commencement of performance under this Agreement. If the District has a good faith belief that the Manager is in violation of Section 448.09(1), Florida Statutes, or has knowingly hired, recruited, or referred an alien that is not duly authorized to work by the federal immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall terminate this Agreement. The Manager shall require an affidavit from each subcontractor providing that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Manager shall retain a copy of each such affidavit for the term of this Agreement and all renewals thereof. If the District has a good faith belief that a subcontractor of the Manager performing work under this Agreement is in violation of Section 448.09(1), Florida Statutes, or has knowingly hired, recruited, or referred an alien that is not duly authorized to work by the federal immigration laws or the Attorney General of the United States for employment under this Agreement, the District promptly notify the Manager and order the Manager to immediately terminate its subcontract with the subcontractor. The Manager shall be liable for any additional costs incurred by the District as a result of the termination of any contract, including this

Agreement, based on Manager's failure to comply with the E-Verify requirements referenced in this subsection.

10. Manager shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida. Failure of the Manager to comply with Section 119.0701, Florida Statutes, may subject the Manager to penalties pursuant to Section 119.10, Florida Statutes. In the event Manager fails to comply with this section or Section 119.0701, Florida Statutes, the District shall be entitled to all remedies at law or in equity. The following statement is required to be included in this Agreement pursuant to Section 119.0701(2), Florida Statutes:

IF THE MANAGER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MANAGER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE MANAGER MAY CONTACT THE MANAGER CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:

GOVERNMENTAL MANAGEMENT SERVICES-
CENTRAL FLORIDA, LLC
219 EAST LIVINGSTON STREET
ORLANDO, FLORIDA 32801
TELEPHONE: (407) 841-5524
EMAIL: JBURNS@GMSCFL.COM

NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, or express mail with proof of receipt. If sent to the District, notice shall be to:

Harbor Reserve Community Development
District 219 E. Livingston Street
Orlando, Florida 32801
Attn: Chairperson

With a copy to:

Kilinski | Van Wyk PLLC
517 E. College Avenue
Tallahassee, Florida 32301
Attn: Jennifer Kilinski

If notice is sent to Manager, it shall be sent to:

Governmental Management Services – Central Florida, LLC
219 E. Livingston Street
Orlando, Florida 32801
Attn: Jill Burns

This Contract shall represent the entire agreement between the Manager and the District. Both Manager and District understand and agree with the terms and conditions as set forth herein.

Approved by:

Board of Supervisors Harbor
Reserve Community Development
District

Secretary/ Assistant Secretary

Chairperson

Governmental Management
Services – Central Florida, LLC

Witness

George S. Flint, Vice President

EXHIBIT A
DISTRICT MANAGEMENT FEE SCHEDULE
2025

Management, Administrative, and Accounting Services	
<ul style="list-style-type: none"> Annual Fee paid in equal monthly payments (plus reimbursables) 	\$ 40,000
Annual Assessment Administration (Beginning with the first assessment to individual unit owners, direct assessment or utilizing tax collector)	\$ 6,000
Information Technology Fees & Annual Website Maintenance	
<ul style="list-style-type: none"> Annual Fee paid in equal monthly payments (Does not include cost of creation of ADA compliant website, if applicable) 	\$ 3,000
Dissemination Agent Services	
<ul style="list-style-type: none"> Annual Fee for 1st Bond Issuance* (\$1,000 for each additional series of Bonds) 	\$ 5,000
Other Services**	
<ul style="list-style-type: none"> Bond Issuance Cost (per bond issue) Assessment Methodology Preparation SERC Preparation & Assistance w/ Petition Pre-paid Assessment Collection Fee (per lot/unit) <ul style="list-style-type: none"> Estoppel Fee - One Lot Estoppel Fee - Multiple Lots Estoppel Fee - Partial payoffs Field Services/Contract Administration <ul style="list-style-type: none"> At time of landscaping turnover Amenity Management 	\$ 15,000 \$ 15,000 \$ 2,500 \$100 \$250 \$299 \$ 15,000 TBD based on units

*Does not include the costs of any software the District may request the Dissemination Agent use to furnish these services.

**Costs for other services shall be by separate agreement, budget approval, or work authorization and may be adjusted based upon the scope of services provided.

SECTION B

RESOLUTION 2025-41

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HARBOR RESERVE
COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE REMOVAL
AND APPOINTMENT OF OFFICERS OF THE DISTRICT AND PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, Harbor Reserve Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Osceola County, Florida; and

WHEREAS, due to the impending change of the District’s management company effective August 21, 2025, the Board of Supervisors of the District desires to provide for the removal and designation of certain Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. Jill Burns is appointed Secretary effective as of August 1, 2025. Effective August 1, 2025, Craig Wrathell is removed as Secretary.

SECTION 2. George Flint is appointed Assistant Secretary effective as of August 1, 2025. Effective August 1, 2025, Cindy Cerbone is removed as Assistant Secretary.

SECTION 3. George Flint is appointed Treasurer effective as of August 1, 2025. Effective August 1, 2025, Craig Wrathell is removed as Treasurer.

SECTION 4. Katie Costa and Darrin Mossing, Sr. are appointed Assistant Treasurers effective as of August 1, 2025. Effective August 1, 2025, Jeffrey Pinder is removed as Assistant Treasurer.

SECTION 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21ST DAY OF AUGUST 2025.

ATTEST:

**HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

SECTION C

RESOLUTION 2025-42

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HARBOR
RESERVE COMMUNITY DEVELOPMENT DISTRICT
REDESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE
OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Harbor Reserve Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Osceola County, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF HARBOR RESERVE COMMUNITY DEVELOPMENT
DISTRICT:**

SECTION 1. Jill Burns is hereby designated as the Registered Agent for Harbor Reserve Community Development District. All persons and/or entities previously designated as the District’s Registered Agent shall be automatically removed as of the effective date of this Resolution.

SECTION 2. The District’s Registered Office shall be located at 219 East Livingston Street, Orlando, Florida 32801. All locations previously designated as the District’s Registered Office shall be automatically removed as of the effective date of this Resolution.

SECTION 3. In accordance with Section 189.014, *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this Resolution with Osceola County, Florida, and the Florida Department of Economic Opportunity.

SECTION 4. This Resolution shall become effective on August 21, 2025.

PASSED AND ADOPTED THIS 21ST DAY OF AUGUST 2025.

ATTEST:

**HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

SECTION D

RESOLUTION 2025-43

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF HARBOR
RESERVE COMMUNITY DEVELOPMENT DISTRICT
REDESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND
PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING
AN EFFECTIVE DATE.**

WHEREAS, Harbor Reserve Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Osceola County, Florida; and

WHEREAS, the District desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT:**

SECTION 1. Effective August 21, 2025, the District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at the offices of Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801.

SECTION 2. Effective August 21, 2025, the District’s principal headquarters for purposes of establishing proper venue shall be located at _____ within Osceola County, Florida.

SECTION 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 21ST DAY OF AUGUST 2025.

ATTEST:

**HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

SECTION E

RESOLUTION 2025-44

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A PUBLIC DEPOSITORY FOR FUNDS OF THE DISTRICT; AUTHORIZING CERTAIN OFFICERS OF THE DISTRICT TO EXECUTE AND DELIVER ANY AND ALL FINANCIAL REPORTS REQUIRED BY RULE, STATUTE, LAW, ORDINANCE OR REGULATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Harbor Reserve Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Osceola County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “Board”) is statutorily authorized to select a depository as defined in Section 280.02, *Florida Statutes*, which meets all the requirements of Chapter 280, *Florida Statutes*, and has been designated by the State Chief Financial Officer as a qualified public depository; and

WHEREAS, the District has had no District revenues and has therefore made no public deposits nor has the District heretofore delegated to a Treasurer, or to any other person, responsibility for handling public deposits; and

WHEREAS, the District, prior to making any public deposit, is required to furnish to the Chief Financial Officer its official name, address, federal employer identification number, and the name of the person or persons responsible for establishing accounts; and

WHEREAS, the Board, having organized by appointing a Treasurer and other officers, is now in a position to select a public depository and to comply with the requirements for public depositors; and

WHEREAS, the Board wishes to designate a public depository for District funds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Truist, is hereby designated as the public depository for funds of the District.

SECTION 2. In accordance with Section 280.17(2), *Florida Statutes*, the District’s Secretary is hereby directed to take the following steps:

- A.** Ensure that the name of the District is on the account or certificate or other form provided to the District by the qualified public depository in a manner sufficient to identify that the account is a Florida public deposit.
- B.** Execute the form prescribed by the Chief Financial Officer for identification of each public deposit account and obtain acknowledgement of receipt on the form from the qualified public depository at the time of opening the account.
- C.** Maintain the current public deposit identification and acknowledgement form as a valuable record.

SECTION 3. The District’s Treasurer, upon assuming responsibility for handling the funds of the District, is directed to furnish the Chief Financial Officer annually, not later than November 30 of each

year, the information required in accordance with Section 280.17(6), *Florida Statutes*, and otherwise take the necessary steps to ensure that all other requirements of Section 280.17, *Florida Statutes*, have been met.

SECTION 4. The District Manager, Treasurer, and/or Assistant Treasurer are hereby authorized on behalf of the District to execute and deliver any and all other financial reports required by any other rule, statute, law, ordinance or regulation.

SECTION 5. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 21st day of August 2025.

ATTEST:

**HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson / Vice Chairperson,
Board of Supervisors

SECTION F

RESOLUTION 2025-45

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT DIRECTING GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA, LLC TO MAINTAIN A LOCAL BANK ACCOUNT AT TRUIST FOR THE DISTRICT AND APPOINTING THE DISTRICT’S APPOINTED TREASURER, ASSISTANT TREASURER, AND SECRETARY OF THE DISTRICT AS SIGNORS ON THE ACCOUNT; AUTHORIZING CLOSURE OF OTHER CHECKING ACCOUNTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Harbor Reserve Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Osceola County, Florida; and

WHEREAS, the District’s Board of Supervisors (“Board”) previously adopted a resolution appointing certain employees of the District’s previous management company as officer of the District to perform services on behalf of the District, including as authorized signatories on the District’s bank accounts; and

WHEREAS, the District has engaged the services of Governmental Management Services – Central Florida, LLC as the District’s management company effective August 1, 2025, pursuant to a District Management Agreement; and

WHEREAS, the Board desires to establish a local bank account for the District and appoint the District Secretary (Jill Burns), Treasurer (George Flint), and Assistant Treasurers (Katie Costa and Darrin Mossing, Sr.) as signors on the District’s accounts, effective as of August 1, 2025.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. Governmental Management Services – Central Florida, LLC is directed to maintain the existing local bank account for the District at Truist.

SECTION 2. The District Secretary (Jill Burns), Treasurer (George Flint), and Assistant Treasurers (Katie Costa and Darrin Mossing, Sr.) shall be appointed as signors on the District’s accounts and are authorized to administer the District’s accounts.

SECTION 3. All previous signers on the District’s accounts shall be automatically removed effective as of August 1, 2025.

SECTION 4. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 21ST DAY OF AUGUST 2025.

ATTEST:

**HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

SECTION VI

RESOLUTION 2025-38

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HARBOR RESERVE
COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING
SCHEDULE FOR THE FISCAL YEAR 2025/2026; AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, Harbor Reserve Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Osceola County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the annual meeting schedule for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“Fiscal Year 2025/2026”), attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. The Fiscal Year 2025/2026 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 21st day of August 2025.

ATTEST:

**HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2025/2026 Annual Meeting Schedule

Exhibit A: Fiscal Year 2025/2026 Annual Meeting Schedule

**BOARD OF SUPERVISORS MEETING DATES
HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2025/2026**

The Board of Supervisors of Harbor Reserve Community Development District will hold their regular meetings for the Fiscal Year 2025/2026 at ____:____ AM/PM on the _____ of each month at the _____, unless otherwise indicated as follows:

**October __, 2025
November __, 2025
December __, 2025
January __, 2026
February __, 2026
March __, 2026
April __, 2026
May __, 2026
June __, 2026
July __, 2026
August __, 2026
September __, 2026**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services – Central Florida LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least three (3) business days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

SECTION VII

RESOLUTION 2025-47

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT CONFIRMING AUTHORIZATION TO PAY INVOICES FOR WORK PREVIOUSLY APPROVED; AUTHORIZING THE CHAIR OR VICE CHAIR OF THE BOARD OF SUPERVISORS AND THE DISTRICT MANAGER TO ENTER INTO TIME SENSITIVE AND EMERGENCY CONTRACTS AND DISBURSE FUNDS FOR PAYMENT OF CERTAIN EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; PROVIDING FOR A MONETARY THRESHOLD; AND PROVIDING FOR THE REPEAL OF PRIOR SPENDING AUTHORIZATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Harbor Reserve Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Section 190.011(5), *Florida Statutes*, authorizes the District to adopt resolutions which may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors of the District (“**Board**”) typically meets on an as needed basis, and in no event more than monthly, to conduct the business of the District, including approval of proposals, authorizing the entering into of agreements or contracts, and authorizing the payment of District operating and maintenance expenses; and

WHEREAS, the Board contracted with the District Manager to timely pay the District’s vendors and perform other management functions; and

WHEREAS, the Board desires to confirm that the District Manager is authorized to pay invoices, regardless of the dollar amounts, for work previously approved by the Board and such payments do not need to be approved by the Board prior to payment; and

WHEREAS, the Board recognizes that certain time sensitive or emergency issues may arise from time to time that require approval outside of regular monthly meetings; and

WHEREAS, to conduct the business of the District in an efficient manner, recurring, non-recurring, and other disbursements for goods and services must be processed and paid in a timely manner; and

WHEREAS, the Board has determined that it is in the best interests of the District, and is necessary for the efficient administration of District operations; the health, safety, and welfare of the residents within the District; and the preservation of District assets and facilities, to authorize

limited spending authority to the Chair (or Vice Chair, if the Chair is unavailable) of the Board and the District Manager between regular monthly meetings, for work and services that are time sensitive and/or emergency in nature.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE HARBOR RESERVE
COMMUNITY DEVELOPMENT DISTRICT:**

1. **Authorization to Pay Invoices for Work Previously Approved.** The District Manager is authorized to pay invoices, regardless of the dollar amounts, for work previously approved by the Board in accordance with such contracts and such payments do not need to be approved by the Board prior to payment nor do they need to be re-approved by the Board at a future meeting.
2. **Limited Spending Authorization.** The Board hereby authorizes the individuals stated below to exercise their judgment to enter into time sensitive and emergency contracts and disburse funds up to the amounts stated below, without prior Board approval for expenses (1) that are required to provide for the health, safety, and welfare of the residents within the District; (2) for the maintenance, repair, or replacement of a District asset; or (3) to remedy an unforeseen disruption in services relating to the District's facilities or assets, if such disruption would result in significantly higher expenses unless the contract is entered into immediately.
 - a. The District Manager may individually authorize such expense up to \$2,500.00 per proposal and/or event.
 - b. The Chair (or Vice Chair, if the Chair is unavailable) may individually authorize such expenses up to \$10,000.00 per proposal and/or event.
 - c. The District Manager and Chair (or Vice Chair, if the Chair is unavailable) may jointly authorize such expenses up to \$25,000.00 per proposal and/or event.
3. **Ratification of Spending Authorization at Future Meeting.** Any payment made or contract entered into pursuant to this Resolution shall be submitted to the Board at the next scheduled meeting for approval and ratification.
4. **Repeal of Prior Spending Authorizations.** All prior spending authorizations approved by resolution or motion of the Board are hereby repealed.
5. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21ST DAY OF AUGUST 2025.

ATTEST:

**HARBOR RESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

SECTION VIII

RESOLUTION 2025-48

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR AND AUTHORIZING THE USE OF ELECTRONIC DOCUMENTS AND SIGNATURES; ADOPTING AND IMPLEMENTING ELECTRONIC DOCUMENT CONTROL PROCESSES AND PROCEDURES; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Harbor Reserve Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated within Osceola County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to construct, install, operate, and/or maintain systems and facilities for certain basic infrastructure; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District’s Board of Supervisors to enter into various contracts for the purposes set forth therein; and

WHEREAS, the District’s Board of Supervisors finds that it is in the interest of the District and its residents to reduce waste, costs, and to enhance services; and

WHEREAS, the District’s Board of Supervisors recognizes that the Florida Legislature, through the passage of The Electronic Signature Act of 1996, intended to, among other goals, facilitate economic development and efficient delivery of government services by means of reliable electronic messages and foster the development of electronic commerce through the use of electronic signatures to lend authenticity and integrity to writings in any electronic medium; and

WHEREAS, the District’s Board of Supervisors wishes to further these goals through the use of electronic documents and signatures.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HARBOR RESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. INCORPORATION OF RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. FORCE AND EFFECT OF ELECTRONIC DOCUMENTS AND SIGNATURES. Unless otherwise provided by law, electronic documents and signatures submitted to and on behalf of the District may be used for all purposes and shall have the same force and effect as printed documents and manual signatures.

SECTION 3. AUTHORIZING UTILIZATION OF ELECTRONIC SIGNATURES AND DOCUMENTS. All contractors and personnel associated with the District are hereby authorized and encouraged to utilize electronic documents and signatures when reasonably practicable and as permitted by law. The District Manager is authorized and directed to obtain the provision of electronic document services or platforms offered by nationally recognized third-party vendors that increase the efficiency of the District’s operations.

SECTION 4. CONTROLS PROCESSES AND PROCEDURES. The District’s Board of Supervisors hereby authorizes and directs the District Manager to create control processes and procedures

consistent with Florida Law to ensure adequate integrity, security, confidentiality, and auditability of all transactions conducted using electronic commerce.

SECTION 5. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 21st day of August 2025.

ATTEST:

**HARBOR RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chairperson