

**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**

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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.

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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.

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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?

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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.

- 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

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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

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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

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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

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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.

Jill Burns
Secretary/Assistant Secretary

DocuSigned by:
David Matt
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Chair/Vice Chair