

CANOE CREEK RESERVE

**COMMUNITY DEVELOPMENT
DISTRICT**

BOARD OF SUPERVISORS

May 1, 2025

**REGULAR MEETING
AGENDA**

CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Canoe Creek Reserve Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

April 24, 2025

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors

Canoe Creek Reserve Community Development District

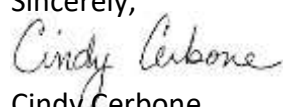
Dear Board Members:

The Board of Supervisors of the Canoe Creek Reserve Community Development District will hold a Regular Meeting on May 1, 2025 at 11:30 a.m., at KPM Franklin, 222 Church Street, Kissimmee, Florida 34741. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Resignation of Aaron Reid [Seat 3]
4. Consider Appointment to Fill Unexpired Term of Seat 3; *Term Expires November 2026*
 - Administration of Oath of Office (*the following to be provided under separate cover*)
 - A. Required Ethics Training and Disclosure Filing
 - Sample Form 1 2023/Instructions
 - 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
5. Consideration of Resolution 2025-01, Electing and Removing Officers of the District and Providing for an Effective Date
6. Consideration of Resolution 2025-02, Approving a Proposed Budget for Fiscal Year 2026 and Setting Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

7. Consideration of Resolution 2025-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2024/2025 and Providing for an Effective Date
 8. Consideration of Resolution 2025-04, 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
 9. Consideration of Resolution 2025-05, Designating the Location of the Local District Records Office and Providing an Effective Date
 10. Ratification Items
 - A. Osceola Property Appraiser Data Sharing and Usage Agreement
 - B. Osceola Tax Collector Agreement
 11. Acceptance of Unaudited Financial Statements as of March 31, 2025
 12. Approval of September 17, 2024 Public Hearing and Regular Meeting Minutes
 13. Staff Reports
 - A. District Counsel: *Kilinski | Van Wyk PLLC*
 - B. District Engineer: *KPM Franklin*
 - Update: CDD Boundary
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - Property Insurance on Vertical Assets
 - NEXT MEETING DATE: TBD
 - QUORUM CHECK
- | | | | | |
|--------|---------------|------------------------------------|--------------------------------|-----------------------------|
| SEAT 1 | STEVE McCONN | ☐ IN PERSON | ☐ PHONE | ☐ NO |
| SEAT 2 | CASEY DARE | ☐ IN PERSON | ☐ PHONE | ☐ NO |
| SEAT 3 | | ☐ IN PERSON | ☐ PHONE | ☐ NO |
| SEAT 4 | SUSAN KANE | ☐ IN PERSON | ☐ PHONE | ☐ NO |
| SEAT 5 | TYLER HARDING | ☐ IN PERSON | ☐ PHONE | ☐ NO |
14. Board Members' Comments/Requests
 15. Public Comments
 16. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294.

Sincerely,

Cindy Cerbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 801 901 3513

CANOE CREEK RESERVE

COMMUNITY DEVELOPMENT DISTRICT

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Aaron Reid
KB Home Orlando
9102 Southpark Center Loop, Suite 100
Orlando, FL 32819
E: AJReid@KBHome.com

To whom it may concern,

Please accept my resignation as a member of Canoe Creek Reserve CDD
Board of Directors, effective immediately.

It has been a pleasure to serve on the board. However, I feel I have no choice but to step down, due to a change in employment.

I wish the organization only the best for the future and regret any inconvenience my resignation may cause.

Very Respectfully,



Aaron J. Reid
09/27/2024

CANOE CREEK RESERVE

COMMUNITY DEVELOPMENT DISTRICT

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**CANOE CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF CANOE CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization on this ____ day of _____, 20__, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Canoe Creek Reserve Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

MAILING ADDRESS: ☐ Home ☐ Office County of Residence _____

Street Phone Fax

City, State, Zip Email Address

CANOE CREEK RESERVE

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-01

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

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

WHEREAS, the District’s Board of Supervisors desires to elect and remove Officers of the District.

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

SECTION 1. The following is/are elected as Officer(s) of the District effective May 1, 2025:

_____ is elected Chair

_____ is elected Vice Chair

_____ is elected Assistant Secretary

_____ is elected Assistant Secretary

_____ is elected Assistant Secretary

Chris Conti is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of May 1, 2025:

Aaron Reid Assistant Secretary

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 1ST DAY OF MAY, 2025.

ATTEST:

**CANOE CREEK RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

CANOE CREEK RESERVE

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CANOE CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2026 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Canoe Creek Reserve Community Development District ("**District**") prior to June 15, 2025, proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**Fiscal Year 2026**"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2026 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____, 2025

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Osceola County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 1ST DAY OF MAY, 2025.

ATTEST:

**CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2026

Exhibit A: Proposed Budget for Fiscal Year 2026

**CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2026**

**CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
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**CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2026**

	Fiscal Year 2025				Proposed Budget FY 2026
	Adopted Budget FY 2025	Actual through 02/28/2025	Projected through 9/30/2025	Total Actual & Projected	
REVENUES					
Landowner contribution	\$ 98,790	\$ 17,954	\$ 49,929	\$ 67,883	\$ 100,290
Total revenues	98,790	17,954	49,929	67,883	100,290
EXPENDITURES					
Professional & administrative					
Management/accounting/recording**	48,000	10,000	14,000	24,000	48,000
Legal	25,000	546	24,454	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,500	-	5,500	5,500	5,500
Arbitrage rebate calculation*	500	-	-	-	500
Dissemination agent*	2,000	-	-	-	2,000
Trustee*	5,500	-	-	-	5,500
Telephone	200	83	117	200	200
Postage	500	10	490	500	500
Printing & binding	500	208	292	500	500
Legal advertising	1,750	-	1,750	1,750	1,750
Annual special district fee	175	175	-	175	175
Insurance	5,500	5,000	-	5,000	6,000
Contingencies/bank charges	750	332	1,000	1,332	1,750
Website hosting & maintenance	705	1,680	-	1,680	705
Website ADA compliance	210	-	210	210	210
Total expenditures	98,790	18,034	49,813	67,847	100,290
Excess/(deficiency) of revenues over/(under) expenditures	-	(80)	80	36	-
Fund balance - beginning (unaudited)	-	(36)	(116)	(36)	-
Fund balance - ending (projected)	-	(116)	(36)	-	-
Unassigned	-	(116)	(36)	-	-
Fund balance - ending	\$ -	\$ (116)	\$ (36)	\$ -	\$ -

*These items will be realized when bonds are issued.

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording**	\$ 48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,500
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	500
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	2,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee*	5,500
Telephone	200
Postage	500
Telephone and fax machine.	
Printing & binding	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Legal advertising	1,750
Letterhead, envelopes, copies, agenda packages	
Annual special district fee	175
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Insurance	6,000
Contingencies/bank charges	1,750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 100,290</u></u>

*These items will be realized when bonds are issued.

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

CANOE CREEK RESERVE

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CANOE CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR REMAINDER OF FISCAL YEAR 2024/2025 AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the Board desires to adopt the Fiscal Year 2024/2025 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CANOE CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT:

1. ADOPTING FISCAL YEAR 2024/2025 ANNUAL MEETING SCHEDULE. The Fiscal Year 2024/2025 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.

2. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 1st day of May, 2025.

ATTEST:

**CANOE CREEK RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT “A”

CANOE CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
TBD		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
June __, 2025	Regular Meeting	__:__ AM/PM
July __, 2025	Regular Meeting	__:__ AM/PM
August __, 2025	Regular Meeting	__:__ AM/PM
September __, 2025	Regular Meeting	__:__ AM/PM

CANOE CREEK RESERVE

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT 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**

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

WHEREAS, the Board desires to adopt the Fiscal Year 2025/2026 meeting schedule attached as **Exhibit A**.

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

1. ADOPTING FISCAL YEAR 2025/2026 ANNUAL MEETING SCHEDULE. 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.

2. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 1st day of May, 2025.

ATTEST:

**CANOE CREEK RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

CANOE CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION		
TBD		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2025	Regular Meeting	__:__ AM/PM
November __, 2025	Regular Meeting	__:__ AM/PM
December __, 2025	Regular Meeting	__:__ AM/PM
January __, 2026	Regular Meeting	__:__ AM/PM
February __, 2026	Regular Meeting	__:__ AM/PM
March __, 2026	Regular Meeting	__:__ AM/PM
April __, 2026	Regular Meeting	__:__ AM/PM
May __, 2026	Regular Meeting	__:__ AM/PM
June __, 2026	Regular Meeting	__:__ AM/PM
July __, 2026	Regular Meeting	__:__ AM/PM
August __, 2026	Regular Meeting	__:__ AM/PM
September __, 2026	Regular Meeting	__:__ AM/PM

CANOE CREEK RESERVE

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-05

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE
LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Canoe Creek 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 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*; and

WHEREAS, District records are available for public review and inspection at:

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

SECTION 1. The District’s local records office shall be located at:

SECTION 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 1st day of May, 2025.

ATTEST:

**CANOE CREEK RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT

RATIFICATION
ITEMS A



KATRINA SCARBOROUGH, CFA, CCF, MCF OSCEOLA COUNTY PROPERTY APPRAISER

Canoe Creek Reserve CDD

This Data Sharing And Usage Agreement, hereafter referred to as "Agreement," establishes the terms and conditions under which the **Canoe Creek Reserve CDD**, hereafter referred to as agency, can acquire and use Osceola County Property Appraiser (OCPA) data that is exempt from Public Records disclosure as defined in [FS 119.071](#).

Please note the referenced statute has amended as of October 1, 2021. The paragraph below reflects the changes.

The confidentiality of personal identifying and location information including: names, mailing address, or any other descriptive property information that may reveal identity or home address pertaining to parcels owned by individuals that have received exempt/confidential status, hereafter referred to as confidential personal identifying and location information, **will be protected as follows:**

1. The **agency** will not release confidential personal identifying and location information that may reveal identifying and location information of individuals exempted from Public Records disclosure.
2. The **agency** will not present the confidential personal identifying and location information in the results of data analysis (including maps) in any manner that would reveal personal identifying and location information of individuals exempted from Public Records disclosure.
3. The **agency** shall comply with all State laws and regulations governing the confidentiality of personal identifying and location information that is the subject of this Agreement.
4. The **agency** shall ensure any employee granted access to confidential personal identifying and location information is subject to the terms and conditions of this Agreement.
5. The **agency** shall ensure any third party granted access to confidential personal identifying and location information is subject to the terms and conditions of this Agreement. Acceptance of these terms must be provided in writing to the **agency** by the third party before personal identifying and location information is released.
6. The terms of this Agreement shall commence on **January 1, 2025** and shall run until **December 31, 2025**, the date of signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually for the following year.

IN WITNESS THEREOF, both the Osceola County Property Appraiser, through its duly authorized representative, and the **agency**, through its duly authorized representative, have hereunto executed this Data Sharing and Usage Agreement as of the last below written date.

OSCEOLA COUNTY PROPERTY APPRAISER

Signature: _____

Print: Katrina S. Scarborough

Date: 1/23/2025

Canoe Creek Reserve CDD

Signature: _____

Print: Stephen McCom

Title: Chair

Date: 12/3/2024

Please return signed **original copy**, no later than January 31, 2025

CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT

RATIFICATION
ITEMS B

AGREEMENT

THIS AGREEMENT made and entered into this 21st day of Jan, 2025, by and between **Canoe Creek Reserve Community Development District**, an independent special district created by Resolution No. 2024-38(hereinafter referred to as "the District"), whose address is 2300 Glades Road, Suite 410W Boca Raton, Florida 33431, and the **OSCEOLA COUNTY TAX COLLECTOR**, a constitutional officer of the State of Florida, whose address is 2501 E. Irlo Bronson Memorial Hwy, Kissimmee, Florida 34744 (hereinafter referred to as "Tax Collector").

WITNESSETH:

WHEREAS, the District is authorized to impose non-ad valorem assessments and by resolution has expressed its intent to use the uniform method of notice, levy, collection and enforcement of such assessments, as authorized by Section 197.3632, Florida Statutes (2021); and

WHEREAS, the uniform methodology with its enforcement provisions including the use of tax certificates and tax deeds for enforcing against any delinquencies, is more fair to the delinquent property owner than traditional lien foreclosure methodology; and

WHEREAS, the uniform method will provide for more efficiency of collection by virtue of the assessment being on the tax notice issued by the Tax Collector which will produce positive economic benefits to Osceola; and

WHEREAS, as the uniform methodology will tend to eliminate confusion and to promote local government accountability; and

WHEREAS, Section 197.3632 (2), Florida Statutes, provides that the District shall enter into a written agreement with the Tax Collector for reimbursement of necessary administrative costs incurred in implementing said section; and

WHEREAS, Section 197.3632 (7), Florida Statutes, provides that the District shall bear all costs associated with any separate notice in the event Tax Collector is unable to merge a non-ad valorem assessment roll to produce the annual. tax notice; and

WHEREAS, Section 197.3632 (8) (c), Florida Statutes, provides that the District shall compensate the Tax Collector for actual costs of collection of non-ad valorem assessments and, Section 192.091(2)(b), Florida Statutes, entitles Tax Collector to receive a 2% commission.

NOW, THEREFORE, for and in consideration of the foregoing, including mutual terms, covenants and conditions herein contained, the parties do contract and agree as follows:

ARTICLE I

PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which the Tax Collector shall collect and enforce the collection of those certain non-ad valorem assessments levied by the District to include reimbursement by the District to the Tax Collector for actual costs of collection pursuant to Section 197.3632(8)(c), Florida Statutes; any costs involved in separate mailings because of non-merger of any non-ad valorem assessment roll as certified by Canoe Creek Reserve Community Development District Board of Supervisors Chairman or its designee, pursuant to Section 197.3632 (7), Florida Statutes; and for necessary administrative costs, including, but not limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming which attend all of the collection and enforcement duties imposed upon the Tax Collector by the uniform methodology, as provided in Section 197.3632 (2), Florida Statutes,

ARTICLE II

TERM

The term of this Agreement shall commence on January 1, and shall run through December 31 of the same year, the date of signature of the parties notwithstanding, and shall automatically be renewed thereafter for successive periods not to exceed one (1) year each. However, the Canoe Creek Reserve Community Development District Board of Supervisors shall inform the Tax Collector, as well as the Property Appraiser and the Department of Revenue, by January 10 in any calendar year in which it intends to discontinue to use the uniform method of collecting each such assessment pursuant to Section 197.3632 (6), Florida Statutes.

ARTICLE III

COMPLIANCE WITH LAWS AND REGULATIONS

The parties shall comply with all statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments by, and any ordinances promulgated by Osceola County not inconsistent with, nor contrary to, the provisions of Section 197.3632, Florida Statutes, and Section 197.3635, Florida Statutes, and any subsequent amendments to said statutes, and any rules duly promulgated pursuant to said statutes.

This Agreement incorporates the provisions of Section 197.3632, Florida Statutes as they exist on the date of execution hereof and as they may be from time to time hereafter be amended or renumbered.

ARTICLE IV

DUTIES AND RESPONSIBILITIES OF THE DISTRICT

The District agrees, covenants and contracts to:

(a) Timely reimburse the Tax Collector for actual collection costs incurred pursuant to Section 197.3632, Florida Statutes;

(b) Timely reimburse Tax Collector for necessary administrative costs for the Collection and enforcement of the applicable non-ad valorem assessment by the Tax Collector pursuant to Section 197.3632(2), Florida Statutes, to include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming.

(c) To timely pay for or alternatively to timely reimburse the Tax Collector for any separate tax notice necessitated by the Tax Collector not being able to merge the non-ad valorem assessment roll certified by the District Chairman or, its designee pursuant to Section 197.3632 (7), Florida Statutes.

(d) The District, upon being timely billed, shall pay directly for necessary advertising relating to implementation of the uniform non-ad valorem assessment law pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any applicable rules promulgated by the Department of Revenue thereunder.

(e) By September 15 of each calendar year, the chairperson of the District, or its designee, shall officially certify to the Tax Collector the non-ad valorem assessment roll on compatible electronic medium, tied to the property parcel identification number, and otherwise conforming in format to that contained on the ad- valorem tax rolls submitted by the Property Appraiser to the Department of Revenue. The District shall post the non-ad valorem assessment roll and shall exercise its responsibility that such non-ad valorem assessment roll be free of errors and omissions.

(f) The District agrees to cooperate with the Tax Collector to implement the uniform method of notice, levy, collection and enforcement of each non-ad valorem assessment, pursuant to, and consistent with, all the provisions of Sections 197.3632 and 197.3635, Florida Statutes, or its successor of statutory provisions and all applicable rules promulgated by the Department of Revenue and their successor rules.

ARTICLE V

DUTIES OF THE TAX COLLECTOR

(a) The Tax Collector shall timely perform all acts and duties required of a tax collector under the provisions of sections 197.3632 and 197.3635, Florida Statutes and the rules promulgated from time to time by the Department of Revenue.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals and have caused these presents to be signed by their duly authorized officers, the date first above written.

Attest



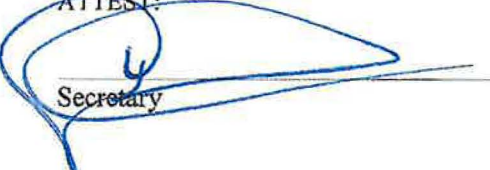
Witness

Tax Collector



Bruce Vickers

ATTEST:



Secretary

By:



Chairman of the Board

CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2025**

**CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2025**

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash	\$ 9,081	\$ -	\$ 9,081
Undeposited funds	2,272	-	2,272
Due from general fund	-	92	92
Total assets	<u>11,353</u>	<u>92</u>	<u>11,445</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 2,113	\$ 92	\$ 2,205
Due to Landowner	-	19,846	19,846
Due to debt service fund	92	-	92
Landowner advance	9,185	-	9,185
Total liabilities	<u>11,390</u>	<u>19,938</u>	<u>31,328</u>
Fund balances:			
Restricted for:			
Debt service	-	(19,846)	(19,846)
Unassigned	(37)	-	(37)
Total fund balances	<u>(37)</u>	<u>(19,846)</u>	<u>(19,883)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 11,353</u>	<u>\$ 92</u>	<u>\$ 11,445</u>

**CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MARCH 31, 2025**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 2,272	\$ 20,226	\$ 98,790	20%
Total revenues	<u>2,272</u>	<u>20,226</u>	<u>98,790</u>	20%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	2,000	12,000	48,000	25%
Legal	37	582	25,000	2%
Engineering	-	-	2,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	2,000	0%
Trustee*	-	-	5,500	0%
Telephone	17	100	200	50%
Postage	17	28	500	6%
Printing & binding	42	250	500	50%
Legal advertising	-	-	1,750	0%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	80	412	750	55%
Website hosting & maintenance	-	1,680	705	238%
Website ADA compliance	-	-	210	0%
Total expenditures	<u>2,193</u>	<u>20,227</u>	<u>98,790</u>	20%
 Excess/(deficiency) of revenues over/(under) expenditures	 79	 (1)	 -	
 Fund balances - beginning	 (116)	 (36)	 -	
Fund balances - ending	<u>\$ (37)</u>	<u>\$ (37)</u>	<u>\$ -</u>	

**CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021
FOR THE PERIOD ENDED MARCH 31, 2025**

	Current Month	Year To Date
REVENUES	-	-
Total revenues	-	-
EXPENDITURES		
Debt service		
Cost of issuance	-	4,308
Total debt service	-	4,308
Excess/(deficiency) of revenues over/(under) expenditures	-	(4,308)
Fund balances - beginning	(19,846)	(15,538)
Fund balances - ending	\$ (19,846)	\$ (19,846)

CANOE CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

MINUTES OF MEETING

CANOE CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Canoe Creek Reserve Community Development District held a Public Hearing and Regular Meeting on September 17, 2024 at 2:00 p.m., at KPM Franklin, 222 Church Street, Kissimmee, Florida 34741.

Present:

Steve McConn	Chair
Susan Kane	Vice Chair
Casey Dare	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Clif Fischer	Wrathell, Hunt and Associates, LLC (WHA)
Grace Kobitter (via telephone)	District Counsel
Kevin White	District Engineer
James Makransky (via telephone)	KB Home Orlando LLC
Mitchell _____	Licensed Surveyor

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 2:04 p.m.

Supervisors McConn, Kane and Dare were present. Supervisors Reid and Harding were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2024-43, Ratifying the Actions of the District Manager and District Staff in Re-Scheduling and Re-Noticing the Budget Hearing for Fiscal Year 2023/2024 and Fiscal Year 2024/2025; Providing a Severability Clause; and Providing an Effective Date

Ms. Cerbone presented Resolution 2024-43.

On MOTION by Mr. McConn and seconded by Ms. Kane, with all in favor, Resolution 2024-43, Ratifying the Actions of the District Manager and District Staff in Re-Scheduling and Re-Noticing the Budget Hearing for Fiscal Year 2023/2024 and Fiscal Year 2024/2025; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS**Public Hearing on Adoption of Fiscal Year
2023/2024 and Fiscal Year 2024/2025
Budgets****A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-42, Relating to the Annual Appropriations and Adopting the Budget for the Remainder of the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone presented Resolution 2024-42 and the proposed budgets for Fiscal Years 2024 and 2025. Both are Landowner-funded, with expenses funded as they are incurred, and both are unchanged since they were last presented.

On MOTION by Mr. McConn and seconded by Ms. Kane, with all in favor, the Public Hearing was opened.

Mr. Makransky asked if assessments are assigned equally, or by product types. Ms. Cerbone stated that the budgets are Landowner-funded right now; her understanding is that the Budget Funding Agreement is with one entity.

On MOTION by Mr. McConn and seconded by Ms. Kane, with all in favor, the Public Hearing was closed.

On MOTION by Mr. McConn and seconded by Ms. Kane, with all in favor, Resolution 2024-42, Relating to the Annual Appropriations and Adopting the Budget for the Remainder of the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-17,
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

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Osceola County Property
Appraiser Agreement

Ms. Cerbone presented the Osceola County Property Appraiser Agreement.

On MOTION by Mr. McConn and seconded by Ms. Kane, with all in favor, the
Osceola County Property Appraiser Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Osceola County Tax
Collector Agreement

Ms. Cerbone presented the Osceola County Tax Collector Agreement.

On MOTION by Mr. McConn and seconded by Ms. Kane, with all in favor, the
Osceola County Tax Collector Agreement, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-08,
Designating the Location of the Local
District Records Office and Providing an
Effective Date

This item was deferred.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial
Statements as of July 31, 2024

Ms. Cerbone presented the Unaudited Financial Statements as of July 31, 2024.

On MOTION by Ms. Kane and seconded by Mr. McConn, with all in favor, the Unaudited Financial Statements as of July 31, 2024, were accepted.

TENTH ORDER OF BUSINESS**Approval of Minutes**

A. July 15, 2024 Landowners' Meeting

B. July 15, 2024 Public Hearings, Regular Meeting and Audit Committee Meeting

On MOTION by Mr. McConn and seconded by Ms. Kane, with all in favor, the July 15, 2024 Landowners' Meeting Minutes and the July 15, 2024 Public Hearings, Regular Meeting and Audit Committee Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports**

A. District Counsel: Kilinski | Van Wyk PLLC

Ms. Kobitter presented the Memorandum explaining the new requirement for special districts to develop goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives. Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability will be the key categories to focus on for Fiscal Year 2025. She presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals. She recommended changing the Standard for Goal 1.1 to reduce the number of board meetings during the Fiscal Year, from eight meetings to two meetings.

On MOTION by Mr. McConn and seconded by Ms. Kane, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, as amended, were approved.

B. District Engineer (Interim): KPM Franklin

- Update: CDD Boundary

Mr. White stated that, in reviewing his firm's records, it was confirmed that Mr. Justin Pickerel sent the new sketch including the new CDD boundaries.

Ms. Cerbone stated that, during one of the Public Hearings, all the Mailed Notices were included in the Agenda and three came into question. One Mailed Notice was sent to a governmental entity and two Mailed Notices were sent to separate private property owners. Her understanding is that those three parcels are not within the CDD boundaries so no action needs to be taken with regard to CDD boundaries. In an abundance of caution, when considering legal requirements, District Management included three additional parcels that did not need to receive Mailed Notices in advance of the public hearing.

Ms. Kobitter and Mr. White were in agreement.

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

- **NEXT MEETING DATE: CY2025**

- **QUORUM CHECK**

The consensus was that the next meeting will be held in calendar year 2025.

Ms. Kobitter stated the bond validation hearing is scheduled for October 15, 2024, via Zoom. Calendar invites will be sent and the Board Members are not required to attend.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. McConn and seconded by Ms. Kane, with all in favor, the meeting adjourned at 2:17 p.m.
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair