MINUTES OF MEETING
ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Arbor Park Phase 1 Community Development District held a Regular Meeting on December 11, 2025 at 10:00 a.m., at the Fruitland Park Library, Palm Villa Room, 604 W. Berckman Street, Fruitland Park, Florida 34731.

Present:

Gary Farcus	Chair
Keith Swan	Assistant Secretary
Elizabeth Porter	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Chris Conti (via telephone)	Wrathell, Hunt and Associates, LLC
Raymond Passaro (via telephone)	Wrathell, Hunt and Associates, LLC
Kyle Magee (via telephone)	District Counsel
Chuck Hiott	District Engineer
Luke Henderson (via telephone)	Developer's Counsel Garden Street Communities, SE, LLC
Liza Carrasquillo	Adams Homes

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 10:04 a.m. Supervisors Farcus, Porter and Swan were present. Supervisors Sutter and Silva were absent.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Acceptance of Resignation of Steve Sutter [Seat 2]**

On MOTION by Mr. Farkus and seconded by Ms. Porter, with all in favor, the resignation of Steve Sutter from Seat 2, was accepted.

FOURTH ORDER OF BUSINESS **Consider Appointment to Fill Unexpired Term of Seat 2; Term Expires November 2029**

This item was deferred.

- **Administration of Oath of Office (the following will also be provided in a separate package)**

  A. Required Ethics Training and Disclosure Filing

  - **Sample Form 1 2023/Instructions**

  B. Membership, Obligations and Responsibilities

  C. Guide to the 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

FIFTH ORDER OF BUSINESS **Acceptance of Resignation of Carlos Silvaq [Seat 5]**

On MOTION by Mr. Farcus and seconded by Ms. Porter, with all in favor, the resignation of Carlos Silva from Seat 5, was accepted.

SIXTH ORDER OF BUSINESS **Consideration of Appointment of Liza Carrasquillo to Fill Unexpired Term of Seat 5; Term Expires November 2027**

Mr. Farcus nominated Liza Carrasquillo to fill Seat 5. No other nominations were made.

On MOTION by Ms. Porter and seconded by Mr. Swan, with all in favor, the appointment of Liza Carrasquillo to fill Seat 5, was approved.

- **Administration of Oath of Office**

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Liza Carrasquillo. The items listed in the Fourth Order of Business were provided and explained before the meeting.

Mr. Hiott discussed the Sunshine Law and will provide a Memorandum about it.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2026-01, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2026-01. Ms. Porter nominated the following:

Gary Farcus	Chair
Keith Swan	Vice Chair
Elizabeth Porter	Assistant Secretary
Liza Carrasquillo	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Steve Sutter	Vice Chair
Carlos Silva	Assistant Secretary

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

Craig Wrathell	Secretary
Cindy Cerbone	Assistant Secretary
Chris Conti	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Ms. Porter and seconded by Ms. Carrasquillo, with all in favor, Resolution 2026-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Proposals/Agreements for Field Operation Services**

This item was addressed following the Twelfth Order of Business.

A. Atmos Living Management Group

B. Access Residential Management

C. FirstService Residential

NINTH ORDER OF BUSINESS **Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

A. Affidavit of Publication

B. RFQ Package

These items were included for informational purposes.

C. Respondent: Halff and Associates, Inc.

Ms. Cerbone noted that the Interim District Engineer, Halff and Associates, Inc., was the sole respondent to the RFQ for Engineering Services.

D. Competitive Selection Criteria/Ranking

Ms. Cerbone stated that, since Halff and Associates, Inc., was the sole respondent to the RFQ for Engineering Services, the Board can deem them as the most responsive qualified bidder, rank them as the highest ranked respondent, and proceed with awarding the contract.

E. Award of Contract

On MOTION by Mr. Farcus and seconded by Mr. Swan, with all in favor, ranking Halff and Associates, Inc., as the #1 ranked respondent to the RFQ for Engineering Services, awarding the Engineering Services Contract to Halff and Associates, Inc., and authorizing Staff to negotiate an Agreement with Halff and Associates, Inc., was approved.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2026-02, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2026-02. This Resolution extends the terms of office for Seats 3, 4 and 5 from 2027 to 2028 and extends the terms of office for Seats 1 and 2 from 2029 to 2030.

On MOTION by Mr. Farcus and seconded by Mr. Swan, with all in favor, Resolution 2026-02, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2026-03, Adopting an Amended Budget for Fiscal Year 2025/2026, Providing for Appropriations; Addressing Conflicts and**

Severability; and Providing for an Effective Date

This item was presented following the Twelfth Order of Business.

TWELFTH ORDER OF BUSINESS **Consideration of Disclosure of Public Finance**

On MOTION by Mr. Farcus and seconded by Ms. Porter, with all in favor, the Disclosure of Public Finance, was approved.

- **Consideration of Proposals/Agreements for Field Operation Services**

Discussion of this time, previously the Eighth Order of Business, resumed.

Ms. Cerbone discussed the need for some Field Operations Services and the thought being to create a Personnel Leasing Agreement. Developer’s Counsel and District Counsel will finalize a Personnel Leasing Agreement and have it executed outside of a meeting. Mr. Henderson stated that is the planned approach to Field Operations Services. He discussed the purpose of this approach at this time, in lieu of engaging a Property Management Company, and the progress.

On MOTION by Ms. Porter and seconded by Mr. Farcus, with all in favor, creating a Personnel Leasing Agreement, with Developer’s Counsel and District Counsel preparing and finalizing a Personnel Leasing Agreement and authorizing the Chair or Vice Chair to execute outside of a meeting, subject to ratification at a future meeting, was approved.

- **Consideration of Resolution 2026-03, Adopting an Amended Budget for Fiscal Year 2025/2026, Providing for Appropriations; Addressing Conflicts and Severability; and Providing for an Effective Date**

This item, previously the Eleventh Order of Business, was presented out of order.

Ms. Cerbone presented Resolution 2026-03. Finetuning the anticipated Field Operations expenses likely to come online in Fiscal Year 2026 necessitated the need to amend the Fiscal Year 2026 Field Operations portion of the adopted budget to reflect a decrease in the Field Operations expenses. There were no changes to the “Professional & administrative” expenses.

Ms. Cerbone discussed language that can be added to the Estoppel Letters that will be issued when the Developer/builder sell units.

On MOTION by Mr. Farcus and seconded by Ms. Porter, with all in favor, Resolution 2026-03, Adopting an Amended Budget for Fiscal Year 2025/2026,

Providing for Appropriations; Addressing Conflicts and Severability; and Providing for an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS **Discussion/Consideration/Ratification: Performance Measures/Standards & Annual Reporting Form**

A. October 1, 2024 - September 30, 2025 [Posted]

Ms. Cerbone reviewed the 2025 Goals and Objectives Reporting and noted some minor inconsistencies where two boxes were checked, which will be verified. She noted that the Goal to post the Report on the website was not applicable because, at the time, the CDD was not yet required to have a website; the Report will be posted once the website is operational.

B. October 1, 2025 - September 30, 2026

Ms. Cerbone presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.

On MOTION by Ms. Porter and seconded by Mr. Farcus, with all in favor, the 2025 Goals and Objectives Reporting, was ratified, and the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.

FOURTEENTH ORDER OF BUSINESS **Consideration of Resolution 2026-04, 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**

On MOTION by Mr. Farcus and seconded by Mr. Swan, with all in favor, Resolution 2026-04, 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, was adopted.

FIFTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statement as of October 31, 2025**

Discussion ensued regarding funding requests.

On MOTION by Mr. Farcus and seconded by Ms. Carrasquillo, with all in favor, the Unaudited Financial Statement as of October 31, 2025, were accepted.

SIXTEENTH ORDER OF BUSINESS **Approval of October 9, 2025 Regular Meeting Minutes**

On MOTION by Ms. Porter and seconded by Mr. Farcus, with all in favor, the October 9, 2025 Regular Meeting Minutes, as presented, were approved.

SEVENTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

- **Update: Boundary Amendment and Name Change**

Mr. Magee stated only one report is needed for the petition for the boundary amendment and the name change. He expects the process to be completed by the next meeting.

B. District Engineer (Interim): Halff and Associates, Inc.

There was no report.

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

Ms. Cerbone discussed the need to have at least two meetings before the Amenity Facilities open in order to establish Amenity Rules and Rates and hold any necessary public hearings. The process will take approximately three months to complete.

- **NEXT MEETING DATE: January 8, 2026 at 10:00 AM**

The January 8, 2026 meeting will be canceled. The next meeting will likely be in May or June 2026.

EIGHTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

NINETEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

TWENTIETH ORDER OF BUSINESS **Adjournment**

On MOTION by Ms. Porter and seconded by Mr. Farcus, with all in favor, the meeting adjourned at 11:01 a.m.

ARBOR PARK PHASE 1 CDD **December 11, 2025**

____
Secretary/Assistant Secretary

Gary Farcus
____
Chair/Vice Chair