

**MINUTES OF MEETING
PARKVIEW AT LONG LAKE RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Parkview at Long Lake Ranch Community Development District held a Regular Meeting on February 16, 2026 at 10:00 a.m., at the Long Lake Reserve Amenity Center, 19617 Breynia Drive, Lutz, Florida 33558.

Present:

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| Megan Willis | Vice Chair |
| Carolina Bolivar | Assistant Secretary |
| Lauren Markus | Supervisor-Appointee |

Also present:

| | |
|-----------------------------------|------------------|
| Jamie Sanchez | District Manager |
| Bennett Davenport (via telephone) | District Counsel |
| Member of the public | |

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 10:18 a.m. Supervisors Willis, Bolivar and Supervisor-Appointee Lauren Markus were present. Supervisor Lawrence was absent. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Appointed Supervisor Lauren Markus (the following to be provided under separate cover)

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Lauren Markus. The following items were provided and explained:

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Board 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

FOURTH ORDER OF BUSINESS

Acceptance of Resignation of Justin Lawrence

On MOTION by Ms. Willis and seconded by Ms. Bolivar, with all in favor, the resignation of Justin Lawrence from Seat 4, was accepted.

FIFTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 4; Term Expires November 2028

This item was deferred.

- **Administration of Oath of Office**

SIXTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 5; Term Expires November 2026

This item was deferred.

- **Administration of Oath of Office**

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2026-01, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Sanchez presented Resolution 2026-01. Ms. Willis nominated the following slate:

| | |
|------------------|---------------------|
| Megan Willis | Chair |
| Carolina Bolivar | Vice Chair |
| Lauren Markus | Assistant Secretary |

No other nominations were made.

This Resolution removes the following from the Board:

| | |
|-----------------|-------|
| Justin Lawrence | Chair |
|-----------------|-------|

The following prior appointments to the Board remain unchanged by this Resolution:

| | |
|----------------|-----------|
| Craig Wrathell | Secretary |
|----------------|-----------|

Jamie Sanchez

Assistant Secretary

Craig Wrathell

Treasurer

Jeff Pinder

Assistant Treasurer

On MOTION by Ms. Willis and seconded by Ms. Bolivar, 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 Resolution 2026-02, Implementing Section 190.006(3), Florida Statutes, And Requesting that the Pasco County Supervisor of Elections Conduct the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; And Providing for Severability and an Effective Date [Seat 3 and 5]

Ms. Sanchez presented Resolution 2026-02. Seat 3, currently held by Lauren Markus, and vacant Seat 5 will be up for election at the November 2026 General Election. An announcement will be made closer to the candidate qualifying period announcing which seats are up for election, the candidate qualifying period of noon, June 8, 2026, to noon, June 12, 2026, and the candidate requirements.

Due to the size of the CDD and in an effort to save costs, Ms. Willis asked if filling the two vacant seats is a requirement. Ms. Sanchez stated the recommendation is for the Board to be comprised of five members to ensure the ability to establish a quorum. Ms. Willis will invite a potential candidate to the next meeting.

On MOTION by Ms. Willis and seconded by Ms. Markus, with all in favor, Resolution 2026-02, Implementing Section 190.006(3), Florida Statutes, And Requesting that the Pasco County Supervisor of Elections Conduct the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; And Providing for Severability and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2026-03, Designating a Date, Time and Location for Landowners’ Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and

Providing for Severability and an Effective Date [Seat 1]

Ms. Sanchez presented Resolution 2026-03. Seat 1, currently held by Megan Willis, will be up for election at the Landowners' Election.

On MOTION by Ms. Willis and seconded by Ms. Bolivar, with all in favor, Resolution 2026-03, Designating November 3, 2026 at 2:00 p.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558, as the Date, Time and Location for Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Authorization of Request for Proposals (RFP) for Annual Audit Services

Ms. Sanchez stated the CDD needs to go through the RFP process for Annual Audit Services, as the contract is set to expire. The next step is to designate the Board as the Audit Committee, approve the RFP and Evaluation Criteria at the March 16, 2026 meeting; and evaluate the bid responses and award the contract at the following meeting.

Discussion ensued regarding changing the April 20, 2026, 10:00 a.m. meeting date and time to April 27, 2026 at noon, due to a scheduling conflict.

- **Designation of Board of Supervisors as Audit Committee**

On MOTION by Ms. Markus and seconded by Ms. Willis, with all in favor, designating the Board of Supervisors as the Audit Committee, was approved.

ELEVENTH ORDER OF BUSINESS

Discussion/Consideration/Ratification: Performance Measures/Standards & Annual Reporting Form

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

On MOTION by Ms. Willis and seconded by Ms. Markus, with all in favor, the Fiscal Year 2025 Goals and Objectives Reporting, was ratified.

- B. **October 1, 2025 - September 30, 2026**

On MOTION by Ms. Willis and seconded by Ms. Markus, with all in favor, the Goals and Objectives Reporting Fiscal Year 2025 Performance Measures and Standards, were approved.

On MOTION by Ms. Willis and seconded by Ms. Bolivar, with all in favor, the Unaudited Financial Statements as of December 31, 2025, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of September 29, 2025 Regular Meeting Minutes

On MOTION by Ms. Willis and seconded by Ms. Bolivar, with all in favor, the September 29, 2025 Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Davenport stated the legislative session is underway. His firm will send a Legislative Update Memorandum outlining items that might impact Special Districts.

B. District Engineer: Lighthouse Engineering, Inc.

There was no report.

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

- **NEXT MEETING DATE: March 16, 2026 at 10:00 AM**
 - **QUORUM CHECK**

FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

Ms. Willis stated she is unable to attend the June 15, 2026 meeting. Ms. Sanchez will try to include the proposed Fiscal Year 2027 budget on the April agenda.

SIXTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Willis and seconded by Ms. Markus, with all in favor, the meeting adjourned at 10:41 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair