

**MINUTES OF MEETING  
NORTHLAKE STEWARDSHIP DISTRICT**

The Board of Supervisors of the Northlake Stewardship District held a Regular Meeting on May 28, 2025 at 5:00 p.m., at 6102 162nd Ave E., Parrish, Florida 34219.

**Present:**

Steve Cerven  
A. John Falkner  
Roger Aman  
Taylor Falkner  
Scott Falkner

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

**Also present:**

Cindy Cerbone  
Chris Conti  
Michelle Rigoni  
Jeb Mulock  
Gary Miller (via telephone)  
K.C. Coulthart  
Justin Sylvester (via telephone)  
Dean Hill  
Other Members of the Public

District Manager  
Wrathell, Hunt and Associates, LLC  
District Counsel  
District Engineer  
David Weekley Homes  
E.T. MacKenzie  
RIPA & Associates  
Garden Homes

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 5:34 p.m.  
All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Pod C1 Construction Items**

**A. Board Review and Ranking of Pod C-1 Master Improvements Project Proposals**

- E.T. MacKenzie of Florida, Inc.

- **RIPA & Associates**

Ms. Cerbone discussed the respondents, the scoring and ranking process, and internal evaluation of the bid packages received. She noted that both respondents were compliant with providing the required documents and information, with the exception of providing an actual Certificate of Insurance. Ms. Rigoni stated that, as the respondents did not specifically meet every requirement of the Request for Proposals, the Board can choose to reject both responses or the Board can waive the variance and continue considering the responses.

Mr. Cerven voiced his preference for waiving the variances for both respondents; he is confident that each entity will be able to provide the required insurance documentation when necessary.

**On MOTION by Mr. Cerven and seconded by Mr. Aman, with all in favor, waiving the variance for both respondents related to failure to provide the required Certificate of Insurance, was approved.**

Mr. Mulock discussed the responses received and stated that both respondents are capable of carrying out the work and submitted pricing in line with current industry standards.

Mr. Cerven gave his scores and reasoning for his scoring for each respondent in each category and ranking of the responses. His scores and ranking were as follows:

#1	E.T. MacKenzie of Florida, Inc.	99.72 points
#2	RIPA & Associates	97.99 points

**B. Award RFP**

**On MOTION by Mr. Cerven and seconded by Mr. Scott Falkner, with all in favor, accepting Mr. Cerven's scores and ranking as the Board's own and awarding the Pod C-1 Master Improvements Contract to E.T. MacKenzie of Florida, Inc., the #1 ranked respondent to the Request for Proposals, was approved.**

**C. Authorization to Issue Notice Intent to Award RFP**

**On MOTION by Mr. Cerven and seconded by Mr. Scott Falkner, with all in favor, authorizing Staff to issue the Notice Intent to Award, and to negotiate an Agreement/Contract with the #1 ranked respondent for use once appropriate and authorizing the Chair to execute the final form of the Agreement, was approved.**

Mr. Cerven thanked the respondents for their interest and submittals.

**Mr. Scott Falkner left the meeting.**

**The meeting recessed at 6:07 p.m. and reconvened at 6:12 p.m.**

**D. Consideration of Temporary Construction Easement**

Ms. Rigoni presented the Temporary Construction Easement. The legal description for the project area must be updated.

**On MOTION by Mr. Cerven and seconded by Mr. Aman, with all in favor, the Temporary Construction Easement, in substantial form, and authorizing the Chair to execute the final version, was approved.**

**E. Consideration of Construction Funding Agreement**

Ms. Rigoni presented the Construction Funding Agreement.

**On MOTION by Mr. Cerven and seconded by Ms. Falkner, with all in favor, the Construction Funding Agreement, in substantial form, was approved.**

**FOURTH ORDER OF BUSINESS**

**Consideration of North Lake Communities,  
Inc. Master Acquisition Agreement  
(Northlake Boundaries)**

Mr. Cerven and Ms. Rigoni discussed the reason for having this form of Master Acquisition Agreement ready for when it is time for acquisition of improvements.

**On MOTION by Mr. Cerven and seconded by Mr. Aman, with all in favor, the North Lake Communities, Inc. Master Acquisition Agreement related to the Northlake Boundaries, in substantial form, was approved.**

**FIFTH ORDER OF BUSINESS****Acceptance of Unaudited Financial  
Statements as of April 30, 2025**

**On MOTION by Mr. Cerven and seconded by Ms. Falkner, with all in favor, the Unaudited Financial Statements as of April 30, 2025, were accepted.**

**SIXTH ORDER OF BUSINESS****Approval of April 16, 2025 Regular Meeting  
Minutes**

The following changes were made:

Line 23: Insert “(via telephone)” after “Graffner”

Line 177: Change “contract” to “RFP”

**On MOTION by Mr. Cerven and seconded by Mr. Aman, with all in favor, the April 16, 2025 Regular Meeting Minutes, as amended, were approved.**

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kutak Rock LLP**

Ms. Rigoni stated the bond closing will likely occur in mid-to-late June.

**B. District Engineer: ZNS Engineering, L.C.**

There was no report.

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

- **UPCOMING MEETINGS**

- **June 18, 2025 at 5:00 PM**
- **August 20, 2025 at 5:00 PM**

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the June 18, 2025 meeting.

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

There were no Board Members' comments or requests.

**NINTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**TENTH ORDER OF BUSINESS**

**Adjournment**

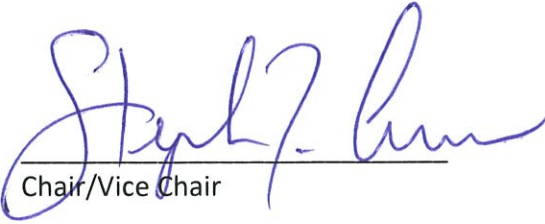
<p><b>On MOTION by Mr. Cerven and seconded by Ms. Falkner, with all in favor, the meeting adjourned at 6:24 p.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair