HISTORIC TOWN OF EATONVILLE, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY AGENDA

Thursday, November 19, 2026 at 6:30 PM

Town Hall - 307 E Kennedy Blvd

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION AND PLEDGE OF ALLEGIANCE

IV. CITIZEN PARTICIPATION (Three minutes strictly enforced)

V. CONSENT AGENDA

1. Approval of Resolution CRA-R-2026-49 Board of Directors Meeting Minutes October 15, 2026

VI. BOARD DISCUSSION

2. Discussion of Resolution CRA-R-2026-50 – Authorizing Human Resources Manager Complaint Investigation **(Randolph)**
3. Discussion of Resolution CRA-R-2026-51 – Temporarily Suspending Construction of Six CRA Single-Family Homes **(Randolph)**

VII. BOARD DECISIONS

4. Approval of Resolution CRA-R-2026-39 Approving Amended Bylaws changes as submitted by Attorney Jackson and the Board of Directors **(Administration)**
5. Approval of Resolution CRA-R-2026-50 – Authorizing Human Resources Manager Complaint Investigation **(Randolph)**
6. Approval of Resolution CRA-R-2026-51 – Temporarily Suspending Construction of Six CRA Single-Family Homes **(Randolph)**

VIII. STAFF REPORTS

IX. BOARD REPORTS

X. ADJOURNMENT

The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
NOVEMBER 19, 2026, AT 6:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Approval of Resolution CRA-R-2026-49 Board of Directors Meeting Minutes October 15, 2026

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department:** ADMINISTRATION
CONSENT AGENDA	YES	**Exhibits:** • **RESOLUTION CRA-R-2026-49** • **Meeting Minutes for October 15, 2026**
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA-R-2026-49.

SUMMARY: The Board of Directors will need to approve the October 15, 2026, meeting minutes of the TOE CRA.

RECOMMENDATION: The TOECRA Administration recommends approval of Resolution CRA-R-2026-49.

FISCAL & EFFICIENCY DATA: No fiscal impact.

RESOLUTION CRA-R-2026-49

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) APPROVING THE BOARD OF DIRECTORS MEETING MINUTES FOR OCTOBER 15, AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the members of the governing body and two (2) additional members from the taxing authorities serve as Directors of the Agency; and

WHEREAS, such members constitute the head of a legal entity, separate, distinct, and independent from the governing board of the County and Municipality; and

WHEREAS, the TOECRA Board of Directors is the fiduciary to the CRA Trust Account and seeking to manage the CRA Trust in an efficient manner and document meetings of the Board of Directors through minutes and recordings; and

WHEREAS, the TOECRA Board of Directors will review and approve all Board of Directors meeting minutes: and

WHEREAS NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY OF EATONVILLE, FLORIDA.

SECTION ONE: APPROVAL: The TOECRA Board of Directors will review and approve all meeting minutes of the agency.

SECTION TWO: CONFLICTS: All Resolutions of the Town of Eatonville Community Redevelopment Agency or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict superseded and repealed.

SECTION THREE: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful, or unconstitutional it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION FOUR: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 19TH day of NOVEMBER 2026.

_____
Ruthi Critton, Chair

ATTEST:

_____
Veronica King, Town Clerk or Board Designee

HISTORIC TOWN OF EATONVILLE, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY
MEETING MINUTES

Thursday, October 15, 2026, at 6:30 PM

Town Hall – 307 E. Kennedy Blvd, Eatonville, FL 32751

SPECIAL NOTICE: These meeting minutes are presented in an abbreviated format intended as a public record discussion of stated meeting according to the Florida's Government-in-the-Sunshine law. Meetings are opened to the public, noticed within reasonable advance notice, and transcribed into minutes for public record. ***Audio Recording are available through the Town's website on the Board Agenda Page.*

CALL TO ORDER – Director Donovan Williams called the meeting to order at 6:30p.m.

ROLL CALL – Quorum was established through roll call by Mrs. King

PRESENT: **(7)** Chair Ruthi Critton (arrived late), Vice Chair Angela Thomas (arrived late), Director Wanda Randolph, Director Donovan Williams, Director LaDwyana Jordan, Director Tarus Mack, Director Linder Greathouse.

STAFF: **(4)** Veronica King, **Town Clerk;** Greg Jackson, **Attorney;** Michael Johnson, **CRA Executive Director;** Seg. Fletcher Boone, **EPD**

INVOCATION AND PLEDGE OF ALLEGIANCE

Director Williams led the invocation through a Moment of Silence followed by the Pledge of Allegiance.

CITIZEN PARTICIPATION:

Ryan Novak – Mr. Novak asked the Board to pull the bylaws off the consent agenda so that they can discuss the five-vote clause. He read from the amended bylaws. He asked who requested the five-vote sentence to be added, and if it would change the at will terms of the 2024 hiring resolution. Mr. Novak also made comments on Section 6.9 and 3.4.3.

Michelle Fort – Ms. Fort began her comments with her concerns over legal counsel's authority over filing a lawsuit. The bylaws now state that counsel can file with the Board's consent. Does that mean when the Counsel filed legal actions against this board, it should not have been done? Ms. Fort stated that she was also under the impression that the bylaws and policies and procedures would be discussed in workshop before a vote was taken. She also requested that a resident be placed on the advisory board to do financial oversight. She mentioned that the TOECRA paid $20,000 for someone to construct homes and there was no work done.

Joyce Irby – Ms. Irby began her comments by noting that the meeting started one minute early. She continued by stating that it seemed like the Executive Director needs more superpowers. She asked why the bylaws were on the consent agenda if the Board did not discuss them, including the supermajority amendment.

Angela Johnson – Ms. Johnson asked that items 2 and 3 be moved from the consent agenda to Board discussion. She also asked: how can you all, as a Board of Directors with fiduciary responsibility over the TOECRA, make decisions when you do not know the financial condition of the agency? She asked that the Board request a financial review from the Executive Director or receive the balance of the TOECRA's bank account. From her understanding, the Board has not received a financial report since May. She continued: you spent $330,000 to purchase the property on West Street and it has been said in minutes that the money has been reimbursed to the TOECRA. However, if you are now including that in your draw with Seacoast, are you not now putting a loan in debt on the property that you own? She ended by stating that the Board gets a thorough understanding of the agency's finances before moving forward with anything.

CONSENT AGENDA:

Chair Critton **MOTIONS** to **APPROVE** the Consent Agenda Approving Resolution CRA-R-2026-47 Board of Directors Meeting Minutes September 17, 2026; CRA-R-2026-39 Amended Bylaws changes as submitted by Attorney Jackson and the Board of Directors; and CRA-R-2026-48 Approving the 6 Unit Housing Project Closing Package; **moved** by Director Williams, **second** by Chair Critton. **Comments:** Director Randolph asked to move Resolution CRA-R-2026-39 and CRA-R-2026-48 to Board Discussion. **Chair Critton restates the motion with amendments** (move Resolution CRA-R-2026-39 and CRA-R-2026-48 to Board Discussion)**; moved** by Director Randolph, **second** by Vice Chair Thomas. **AYE: ALL, MOTION PASSES 7/0.**

BOARD DISCUSSION:

Approval of Resolution CRA-R-2026-39 Approving Amended Bylaws changes as submitted by Attorney Jackson and the Board of Directors – Mrs. King read the preamble. Director Randolph brought up section 3.4 and asked Attorney Jackson to explain the supermajority vote. Attorney Jackson explained that a supermajority is an added vote for an action to be taken, and in this case, it would be the termination of the Executive Director. Director Randolph stated that she was concerned about section 3.4.3, regarding purchase orders. She would like to see the reduction of purchase orders for over $2,000 but no less than $10,000. That should come before the Board. Attorney Jackson stated that the procurement and purchase policy of the CRA mirrors the Town. If the Board would like to change the CRA' policy, the Town's would need to change as well. Director Randolph reviewed section 3.4.1. She stated that she has an issue with the Executive Director having the authority for setting and preparing meeting agendas. Attorney Jackson asked if Board members wanted to add changes to the bylaws that they would submit them to him. As it stands, no one has sent any changes. Vice Chair Thomas stated that when Board members are provided with a packet, supporting documents should also be included. The Board discussed agenda preparation and the majority vote addition to the bylaws. Vice Chair Thomas asked for a workshop meeting to discuss changes by the Board to the bylaws. The Board discussed requesting workshops. Director Williams asked when the Board would pass the bylaws since there has been more than enough time to review them. Director Randolph continued discussion by bringing up section 3.8. She stated that as a Board member, she does not feel like she must go through the Executive Director to call the Attorney. Attorney Jackson stated that he is not under the supervision of the Executive Director. He clarified that he is the Attorney for the Board. Chair Critton stated that the language can be rewritten to be more specific. Attorney Jackson addressed a concern about the spending of the Executive Director and referenced the Florida statutes. Director Jordan brought up prior conversations about the Executive Director's evaluation. The Board discussed how no final decision was made on the evaluation process. Chair Critton suggested scheduling a workshop to discuss. Attorney Jackson reminded the Board that they were asked to give the Executive Director their objectives. He stated that a State of the Agency should be presented to the Board and that the Executive Director be evaluated based on that. Chair Critton requested a workshop, in addition to a regular meeting, for November to discuss the bylaws. The Board agreed to also schedule a special workshop on October 28, 2026, to discuss the bylaws and policies and procedures.

Approval of CRA-R-2026-48 Approving the 6 Unit Housing Project Closing Package – Mrs. King read the preamble. Mr. Johnson discussed the item placed on the agenda by administration and how the resolution is consistent with Florida statutory requirements. Director Mack asked about the bidding progress. Mr. Johnson stated that the information was provided at the last meeting and it was put out for advertisement. He also statement that they went through with the RFP process. Director Mack suggested putting it back out for bid. Chair Critton asked what the TOECRA's legal responsibility is. Attorney Jackson stated that if the Board decides that they want to send it back out for bid, they can do that and hope that it yields a different result. However, the bank has already released funds with the understanding that this project is already on the movie. If anything were to interrupt that process, the bank could potentially pull the funding and determine that the agency has breached its contract. Vice Chair Thomas asked about getting numbers from the subcontractors. Chair Critton asked about the terms of the agreement and loan from Seacoast. Vice Chair Thomas asked why they were focusing on six homes and not two. She also asked if the homes would be affordable. Mr. Johnson

clarified that they would be attainable. He explained the process. Director Greathouse asked if the general contractor selected the subs. Mr. Johnson – Every contract that it entered in must go to the bank to be approved. None have gone to the bank as the general contractor is still talking to electricians, plumbers, etc. We do not know costs yet. Mr. Johnson stated that he will make sure that the agency is getting the best price. Director Mack asked about the timeline to complete the houses. Mr. Johnson stated that most lenders will give you six months, but the agency is not trying to do it in six months, and the goal is to at least build the first two homes. Vice Chair Thomas asked if the Board has received a capital improvement project for each of the homes. Mr. Johnson stated that the Board received a sheet with all capital improvement projects. He also told Vice Chair that he would provide an update. Vice Chair Thomas asked why the project manager and general contractor were the same person. Chair Critton explained. Director Williams stated that each home will have to be inspected, including by the bank. Mr. Johnson stated that the project must start in 30 days, according to the bank agreement. Director Mack stated his previous position and that he would like to see an opportunity given to another person for general contractor. He would like to proceed with two homes then come back later with an RFP for the other four. Chair Critton asked Attorney Jackson if they could continue with the first two and come back later to the remaining homes. Attorney Jackson confirmed. Before discussion ended, Director Mack asked about the closing on Club Eaton. Attorney Jackson stated that he received a call about the closing of the Club Eaton property. In order to wire the funds to complete the transaction, Board Member Mack was contacted because he is the person that is on the account. He was concerned if the two extensions for $25,000 violate the threshold requirement under the Town's purchasing policy. I did some research and concluded that we were following the Town's purchasing and procurement policy. Attorney Jackson also drafted a memorandum. Director Randolph asked for the purchase price for the building. Mr. Johnson said they contracted for $500,000 and paid a $100,000 down payment. Chair Critton clarified the grants received for the project.

STAFF REPORTS:

Executive Director – Michael Johnson – Today, I had the privilege to attend Mayor Demings national award reception. It was well attended and I had the opportunity to interface with Roseanne Harrington from Mayor Demings staff, as well as Byron Brooks. On October 19th, there is a Board of County Commissioners workshop. We need to show up and show out. Mr. Brooks told me that the District 2 Commissioner, Crabb, is trying to push us out. We must make sure that we mobilize. We are at the finish line and have the strong support of Mayor Demings. The Commission is going to take their final vote and if we receive it, we will not get the funding until October 1, 2028. Administration is working on a bigger surprise, but we are not yet ready to share it with the Board yet. As always, if you have any questions, please reach out to me. I am also dealing with your requests and public records. We are trying to get as much information out as we can with the limited staffing that we have.

Veronica King – Town Clerk – I am glad to be part of tonight's meeting in the absence of Marissa. She was not feeling well today, but I will make sure she gets the update so we can prepare for the upcoming workshop on the 28th. I will be on vacation during that time, so I will see you all back in the month of November.

Attorney Greg Jackson – No report.

BOARD REPORTS:

Director Wanda Randolph – Director Randolph asked a clarifying question about the Board's access to the CRA bank account.

Director Donovan Williams – No report.

Director Linder Greathouse – Director Greathouse asked Attorney Jackson about the due to from the Town of Eatonville to CRA. Attorney Jackson stated that he was working with the Town interim attorney. Director Greathouse continued her report with comments on the uncovered Club Eaton (construction).

Director Tarus Mack – No report.

Director LaDwyana Jordan – Thank you to the residents for coming out. Mr. Johnson, thank you for meeting with me and bringing me up to speed.

Vice Chair Angela Thomas left the meeting before she could give a report.

Chair Ruthi Critton – If you cannot make the TDT presentation, you can write a statement and email it to Roseanne Harrington. The CRA will be hosting financial literacy classes in partnership with Seacoast Bank. They will be in person and virtual. The Florida Redevelopment Agency conference is next week, which is why Mr. Johnson will be out of town. I know the holiday season is coming up but let us also be mindful and take some due diligence to review the policies and procedures so that we can have that conversation after the bylaws.

ADJOURNMENT Chair Critton **MOTIONS** for Adjournment of Meeting (**MOVED** by Director Mack, **SECOND** by Director Randolph; **AYE: ALL. MOTION PASSES.**) **Meeting Adjourned at 9:23 P.M.**

Respectfully Submitted by: Marissa Bellenger

ATTEST

_____

Veronica L King, Town Clerk

APPROVED

_____

Ruthi Critton, Director

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
NOVEMBER 19, 2026, AT 6:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Discussion of Resolution CRA-R-2026-50 – Authorizing Human Resources Manager Complaint Investigation **(Randolph)**

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		**Department: LEGISLATIVE -** Director Randolph
CONSENT AGENDA		**Exhibits:** • Resolution CRA-R-2026-50 • Support Documents
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	YES	

REQUEST: Request discussion for consideration of Resolution CRA-R-2026-50 to Authorize an investigation into a complaint involving the Human Resources Manager and provide direction on who will conduct it.

SUMMARY: The Board is asked to consider whether to authorize an investigation and, if approved, determine its scope, who will conduct it, and how findings will be reported to the Board.

RECOMMENDATION: Board Member Randolph recommends discussion for consideration of Resolution CRA-R-2026-50 authorizing the investigation and directing that the findings be reported to the Board.

FISCAL & EFFICIENCY DATA: Any costs will depend on the scope of the investigation and who conducts it. Any proposed expenditure should be presented to the Board for consideration.

RESOLUTION NO. CRA-R-2026-50

A RESOLUTION DIRECTING THE TOWN OF EATONVILLE'S HUMAN RESOURCES MANAGER TO ENGAGE AN INDEPENDENT HUMAN RESOURCES SPECIALIST TO REVIEW THREE CITIZEN COMPLAINTS AND REPORT FINDINGS DIRECTLY TO THE CRA BOARD.

WHEREAS, the Eatonville Community Redevelopment Agency Board wishes to obtain an independent review of three citizen complaints submitted by Michelle Fort, Angela Johnson, and Theo McWhite; and

WHEREAS, the Board seeks written findings that address each complaint separately and provide a factual basis for determining whether further action is warranted;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE EATONVILLE COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1. INDEPENDENT ENGAGEMENT. The Board directs the Town of Eatonville's Human Resources Manager, in coordination with Town Administration as needed, to engage a qualified outside human resources specialist in accordance with applicable purchasing requirements and within available CRA appropriations. The specialist must have experience conducting impartial workplace or administrative investigations. Before engagement, the specialist shall disclose in writing any relationship or other circumstance that could reasonably call their impartiality into question.

SECTION 2. SCOPE OF REVIEW AND AUTHORITY TO OBTAIN INFORMATION. The independent Human Resources Specialist shall review the complaints submitted by Michelle Fort, Angela Johnson, and Theo McWhite. In conducting the review, the specialist is authorized to request and review documents, records, communications, and other materials the specialist determines are relevant. The specialist may interview CRA staff and any other persons the specialist determines are necessary to complete the review. CRA staff shall cooperate with the specialist's requests for records and interviews, subject to applicable law. The Town's Human Resources Manager shall facilitate access to relevant records and personnel. The specialist shall offer each complainant an opportunity to provide information and give each person whose conduct is at issue a reasonable opportunity to respond to the relevant allegations.

SECTION 3. WRITTEN FINDINGS TO THE BOARD. The specialist shall submit a written report directly to the CRA Board through its designated clerk within 45 calendar days after engagement, unless the Board grants an extension. The report shall address each complaint separately, identify the materials reviewed and any applicable policies, and explain which allegations the available evidence supports, which it does not support, and which the specialist could not resolve. The specialist shall present the findings at a CRA Board meeting if requested by the Board.

SECTION 4. INDEPENDENCE AND RECORDS. The Human Resources Manager shall administer the engagement. The specialist shall control the review and its findings. No person whose conduct is at issue may direct the review, approve the findings, or alter the report before it reaches the Board. The Human Resources Manager shall coordinate with legal counsel on records preservation, lawful redactions, and the handling of the report under applicable Florida public records and open meetings requirements.

SECTION 5. BOARD CONSIDERATION. Authorizing the review makes no finding on the merits of any complaint. After receiving the report, the CRA Board shall consider the findings and determine any next steps within its authority.

SECTION 6. EFFECTIVE DATE.

This resolution takes effect immediately upon adoption.

PASSED AND ADOPTED by the Town of Eatonville Community Redevelopment Agency Board at a duly noticed public meeting held on this _____ day of _____, 2026.

By: _____

Ruthi Critton, CRA Chair

Date: _____

ATTEST:

By: _____

Veronica King, Town Clerk / CRA Secretary

Date: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____

Attorney Jackson, General Counsel

Date: _____

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
NOVEMBER 19, 2026, AT 6:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Discussion of Resolution CRA-R-2026-51 – Temporarily Suspending Construction of Six CRA Single-Family Homes **(Randolph)**

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		**Department: LEGISLATIVE -** Director Randolph
CONSENT AGENDA		**Exhibits:** • Resolution CRA-R-2026-51 • Support Documents
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	YES	

REQUEST: Request for discussion for consideration of Approval of Resolution CRA-R-2026-51 temporarily suspending construction of six CRA single-family homes.

SUMMARY: The resolution directs the Executive Director to document procurement compliance, score and rank responsive submissions, and submit all bids and proposals for formal Board action. The Board must vote to lift the suspension for each home after the conditions in the resolution are met.

RECOMMENDATION: Recommend discussion for consideration of Approval of Resolution CRA-R-2026-51 temporarily suspending construction of six CRA single-family homes.

FISCAL & EFFICIENCY DATA: Before authorizing new construction expenditures for each home, the Board must approve that home's construction budget and adopt a budget amendment creating a dedicated expenditure line item. The resolution allows limited site protection and immediate safety work during the suspension.

RESOLUTION NO. CRA-R-2026-51

A RESOLUTION TEMPORARILY SUSPENDING CONSTRUCTION OF SIX CRA SINGLE-FAMILY HOMES PENDING PROCUREMENT COMPLIANCE, BOARD ACTION ON BIDS, AND APPROVAL OF INDIVIDUAL CONSTRUCTION BUDGETS.

WHEREAS, the Eatonville Community Redevelopment Agency (CRA) is undertaking a project involving six single-family homes.

WHEREAS, the CRA Board previously voted against using David Smith of Next Tier Builders as general contractor for the six homes and authorized the use of his services solely for project management on an as-needed basis.

WHEREAS, Town of Eatonville Purchasing Ordinance No. 2006-7, § 4.1.2.3, requires public advertisement at least 30 days before the established opening for projects expected to cost more than $500,000 and at least five days before any scheduled pre-bid conference. Section 5.2.1 applies the ordinance's competitive sealed bidding notice procedures to requests for proposals.

WHEREAS, § 255.0525(2), Florida Statutes, requires covered local government construction solicitations for projects projected to cost more than $500,000 to be advertised at least once in a newspaper of general circulation in the county where the project is located, at least 30 days before the established opening and at least five days before any scheduled pre-bid conference. Section 255.0525(4) prohibits dividing a construction project to evade these requirements.

WHEREAS, the DemandStar listing for RFP No. 2026-0853, General Contracting Services for (6) Single-Family Homes Construction, shows an online posting on August 6, 2026, at 2:00 p.m. Eastern Time and a proposal submission deadline of August 20, 2026, at 2:00 p.m. Eastern Time, an interval of 14 calendar days.

WHEREAS, the DemandStar listing identifies the Orlando Sentinel as the publication for the legal notice. The Board requires proof of the newspaper publication date and the established proposal opening date to determine whether the solicitation satisfied the applicable advance notice requirement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE EATONVILLE COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1. TEMPORARY SUSPENSION OF CONSTRUCTION. Effective upon adoption, the CRA suspends authorization to begin or continue construction on all six homes until the Board lifts the suspension under Section 7. The Executive Director shall withhold new construction awards, notices to proceed, and authorizations to perform construction. For work already underway under an executed contract, the Executive Director shall promptly consult CRA legal counsel and issue any suspension notice authorized by the contract and applicable law. Work necessary to

secure the sites, protect existing improvements, or address an immediate safety concern may continue, subject to Section 6.

SECTION 2. IMPLEMENTATION OF THE BOARD'S PRIOR VOTE. The Executive Director shall implement the Board's prior vote concerning David Smith and Next Tier Builders. The Executive Director shall not assign or authorize Mr. Smith or Next Tier Builders to act as general contractor for the six homes. Any engagement of Mr. Smith under that vote shall be limited to project management services on an as-needed basis, within the scope authorized by the Board and subject to applicable purchasing requirements. During the suspension, any such services shall be limited to activities permitted under Section 1.

SECTION 3. PROCUREMENT RECORD AND WRITTEN REPORT. The Executive Director shall submit a written report and supporting records to the CRA Board for its next regularly scheduled meeting. The report shall include the following: The original RFP, all addenda, and the estimated construction cost of each home and of all six homes collectively. The Orlando Sentinel legal notice and affidavit or other proof of publication. The report shall identify the publication date, the established proposal opening date, the actual opening date, and any scheduled pre-bid conference. It shall calculate the number of calendar days from the qualifying publication to the established opening and to any scheduled pre-bid conference. Any notices changing the submission deadline or the opening date, time, or location, together with the opening record and any evaluation, award, executed contract, or notice to proceed. Any separate solicitations or contracts for the six homes and the documented basis for treating them as separate projects, if applicable. The minutes or other official record of the Board's vote concerning Mr. Smith and Next Tier Builders, together with any related agreements, scopes of work, purchase orders, notices to proceed, invoices, and permit records identifying the contractor of record. The report shall describe the services assigned or performed, distinguish project management from general contracting, and identify any departure from the Board's authorization. A written assessment, prepared in consultation with CRA legal counsel, identifying the applicable procurement requirements, whether the record establishes compliance, and what corrective action is necessary.

SECTION 4. CORRECTIVE ACTION AND RE-ADVERTISEMENT. If the procurement record establishes a material deficiency, the Executive Director shall submit a corrective action plan to the Board. If the required notice was not given and a new solicitation is required, the Executive Director shall re-advertise the solicitation in accordance with the Town's purchasing ordinance and applicable Florida law. For a covered project projected to cost more than $500,000, qualifying notice shall be published at least 30 days before the established opening and at least five days before any scheduled pre-bid conference. If an executed contract is affected, the plan shall identify the actions available under that contract and applicable law.

SECTION 5. EVALUATION, RANKING, AND BOARD ACTION ON SUBMISSIONS. The Executive Director shall ensure that every timely bid or proposal is evaluated and shall score and rank each responsive submission using the criteria and weights published in the solicitation. If an

applicable rule or prior Board action assigns evaluation or scoring to a review committee, the Executive Director shall coordinate that review and submit the committee's scores and rankings to the Board. The Executive Director shall formally submit all bids and proposals received to the CRA Board, together with the bid tabulation, scores, rankings, written reasons for identifying any submission as late or nonresponsive, and a recommendation for award or rejection. The Board shall consider the submissions at a public meeting and vote on whether to approve an award or reject the submissions. The Executive Director shall refer any recommendation to reject all bids or proposals to the Board for formal action.

SECTION 6. INDIVIDUAL CONSTRUCTION BUDGETS AND BUDGET AMENDMENTS. The Executive Director shall prepare a detailed total construction budget for each of the six homes, identified by street address or parcel number. Each budget shall separately identify the estimated costs of construction, site work, utility connections, permits and inspections, project management, contingency, and any other project costs. Each budget shall show amounts already spent or committed, the remaining cost to complete the home, and the proposed funding source. Before the CRA incurs or authorizes any new construction expenditure for a home, the CRA Board shall approve that home's total construction budget and adopt a formal budget amendment establishing a separate expenditure line item in the CRA budget dedicated exclusively to that home. The CRA budget shall contain six distinct expenditure line items, one for each home. Each line item shall identify the home by street address or parcel number, state the amount appropriated, and be used to track expenditures for that home separately. During the suspension, work authorized under Section 1 may be performed as necessary to protect the sites and address immediate safety concerns. The Executive Director shall document and report any spending under those provisions to the Board.

SECTION 7. BOARD AUTHORIZATION TO RESUME CONSTRUCTION. Construction on any of the six homes may begin or resume only after the CRA Board: Reviews the report and supporting records at a public meeting; Determines that applicable procurement requirements have been satisfied and material deficiencies corrected; Takes formal action on the bids or proposals under Section 5; Adopts the individual budget amendment required by Section 6 for that home; and Votes to lift the suspension for that home. The Executive Director shall document the Board's authorization before issuing any notice to proceed.

SECTION 8. EFFECTIVE DATE.

This resolution takes effect immediately upon adoption.

PASSED AND ADOPTED by the Town of Eatonville Community Redevelopment Agency Board at a duly noticed public meeting held on this _____ day of _____, 2026.

By: _____

Ruthi Critton, CRA Chair

Date: _____

ATTEST:

By: _____

Veronica King, Town Clerk / CRA Secretary

Date: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____

Attorney Jackson, General Counsel

Date: _____

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New TOECRA Public Record Request - Response Required

MB

Marissa Bellenger

To: Marissa Bellenger Wed 11/4/2026 2:18 PM

Cc: Michael Johnson; flagene

Good afternoon,

We have received a public records request which requires your attention. Please submit the following by **November 17, 2026**. If you need any assistance or have questions, please feel free to reach out.

Request:

I am respectfully requesting the following from former and current board members of the Town of Eatonville CRA.

1. All email communications, both personal and work, of former CRA board member Angela Johnson.
2. All cell phone records, including text messages where CRA business was discussed, from former board member Angela Johnson.
3. All emails, text messages, and cell phone records (work and personal) from Wanda Randolph in her elected and appointed capacity as a CRA Board member, where town business and CRA business were discussed from January 1, 2025 through October 31, 2026.
4. All emails, text messages, and cell phone records (work and personal) from Angela Thomas in her elected and appointed capacity as a CRA Board member, where town business and CRA business were discussed from January 1, 2025 through October 31, 2026.
5. All emails, text messages, and cell phone records (work and personal) from Linder Greathouse in her appointed capacity as a CRA Board member, where town business and CRA business were discussed from January 1, 2025 through October 31, 2026

(6) Greathouse

(7) Anthony Gra...

Mich / Novak / John...

emails / Cell phones

Outlook

New TOECRA Public Record Request - Response Required

From Marissa Bellenger <mbellenger@townofeatonville.org>
Date Wed 11/4/2026 2:18 PM
To Marissa Bellenger <mbellenger@townofeatonville.org>
Cc Michael Johnson <mjohnson@townofeatonville.org>; flageneralcounsel@gmail.com <flageneralcounsel@gmail.com>

Good afternoon,

We have received a public records request which requires your attention. Please submit the following by **November 17, 2026**. If you need any assistance or have questions, please feel free to reach out.

Request:

I am respectfully requesting the following from former and current board members of the Town of Eatonville CRA.

1. All email communications, both personal and work, of former CRA board member Angela Johnson.
2. All cell phone records, including text messages where CRA business was discussed, from former board member Angela Johnson.
3. All emails, text messages, and cell phone records (work and personal) from Wanda Randolph in her elected and appointed capacity as a CRA Board member, where town business and CRA business were discussed from January 1, 2025 through October 31, 2026.
4. All emails, text messages, and cell phone records (work and personal) from Angela Thomas in her elected and appointed capacity as a CRA Board member, where town business and CRA business were discussed from January 1, 2025 through October 31, 2026.
5. All emails, text messages, and cell phone records (work and personal) from Linder Greathouse in her appointed capacity as a CRA Board member, where town business and CRA business were discussed from January 1, 2025 through October 31, 2026.
6. During a CRA Board meeting Linder Greathouse as a CRA board member stated she received at least 20 phone calls from residents. I want to request her cell phone records and any and all text messages, emails and a list of the 20 residents she spoke with discussing the termination of the Executive Director of the CRA.
7. All emails and text messages communications from all CRA Board members with Anthony Grant, Michelle Fort, Ryan Novak and Angela Johnson. to include all cell phone records.

All records are requested in electronic form.

Best,

Marissa Bellenger
Deputy Town Clerk
Town of Eatonville/Town Hall
307 E. Kennedy Boulevard
Eatonville, Florida 32751
Main: 407-623-8907
mbellenger@townofeatonville.org

Submit all Public Record Requests to https://townofeatonvillefl.nextrequest.com/

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
NOVEMBER 19, AT 6:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Approval of Resolution CRA-R-2026-39 Approving Amended Bylaws changes as submitted by Attorney Jackson and the Board of Directors **(Administration)**

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department:** ADMINISTRATION
CONSENT AGENDA		**Exhibits:** • **RESOLUTION CRA-R-2026-39** • **Exhibit "A" attached (pdf)**
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA-R-2026-39

SUMMARY: The proposed CRA Resolution formally adopts the amended Town of Eatonville Community Redevelopment Agency Bylaws incorporating the recommendations of General Counsel, Attorney Jackson. The amendments update and clarify provisions related to CRA governance, administrative responsibilities, purchasing authority, meeting procedures, public participation, fiscal matters, and general operations. Upon adoption, the amended Bylaws will become the official governing Bylaws of the CRA and supersede prior versions where conflicts exist.

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION CRA-R-2026-39

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY, ORANGE COUNTY, FLORIDA, APPROVING AND ADOPTING AMENDED BYLAWS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY CONSISTENT WITH THE RECOMMENDATIONS OF GENERAL COUNSEL, ATTORNEY JACKSON AND THE BOARD OF DIRECTORS DURING SEPTEMBER 8, 2026 WORKSHOP; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR ADOPTION OF THE AMENDED BYLAWS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR ALL OTHER PURPOSES NECESSARY AND PROPER.

WHEREAS, the Town of Eatonville Community Redevelopment Agency ("TOECRA" or "Agency") was established pursuant to Chapter 163, Part III, Florida Statutes, for the purpose of carrying out community redevelopment activities within the Town of Eatonville Community Redevelopment Area; and

WHEREAS, the TOECRA Board has previously adopted bylaws governing the administration, management, meetings, officers, employees, fiscal matters, contracts, committees, and other operations of the Agency; and

WHEREAS, the TOECRA Bylaws provide for periodic review and amendment by the TOECRA Board in accordance with the procedures set forth therein and applicable law; and

WHEREAS, General Counsel, Attorney Jackson and the Board of Directors, has reviewed the TOECRA Bylaws and recommended certain amendments intended to clarify and update the governance, administration, operational procedures, purchasing authority, meeting procedures, duties and responsibilities of Agency officials and staff, and other provisions of the Bylaws; and

WHEREAS, the proposed amendments have been incorporated into the document entitled "Bylaws of the Town of Eatonville Community Redevelopment Agency (Amended)", which is attached hereto and incorporated herein as Exhibit "A"; and

WHEREAS, the TOECRA Board has reviewed the proposed amended Bylaws and finds that adoption of the amendments recommended by General Counsel and Board of Directors during the August 20, 2026 and September 8, 2026 Workshop is in the best interests of the Agency and will promote the orderly, efficient, transparent, and lawful administration of the Agency; and

WHEREAS, the TOECRA Board desires to formally approve and adopt the amended Bylaws.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY, ORANGE COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. RECITALS INCORPORATED. The foregoing recitals are true and correct and are hereby incorporated into this Resolution as if fully set forth herein.

SECTION 2. ADOPTION OF AMENDED BYLAWS. The Town of Eatonville Community Redevelopment Agency Board hereby approves and adopts the "Bylaws of the Town of Eatonville Community Redevelopment Agency (Amended)", substantially in the form attached hereto as Exhibit "A", incorporating the amendments and recommendations of General Counsel, Attorney Jackson. Upon adoption of this Resolution, the amended Bylaws attached as Exhibit "A" shall constitute the official Bylaws governing the Town of Eatonville Community Redevelopment Agency and shall supersede all previously adopted versions of the TOECRA Bylaws to the extent of any conflict.

SECTION 3. AUTHORIZATION TO IMPLEMENT. The TOECRA Chair, Executive Director, Town Clerk/Secretary, General Counsel, and other appropriate Agency and Town officials are hereby authorized and directed to take all actions reasonably necessary to implement this Resolution and the amended Bylaws, including maintaining the official adopted copy of the Bylaws in the Agency's records and making such Bylaws available for public inspection as required by law.

SECTION 4. CONFLICTS. All resolutions, policies, procedures, bylaws, or portions thereof that conflict with this Resolution or the amended Bylaws adopted herein are hereby superseded and repealed to the extent of such conflict.

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, provision, or portion of this Resolution is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Resolution, which shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption by the Town of Eatonville Community Redevelopment Agency Board.

PASSED AND ADOPTED by the Town of Eatonville Community Redevelopment Agency Board at a duly noticed public meeting held on this _____ day of _____, 2026.

TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY

By: _____
Ruthi Critton, CRA Chair

Date: _____

ATTEST:

By: _____
Veronica King, Town Clerk / CRA Secretary

Date: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____
Attorney Jackson, General Counsel

Date: _____

EXHIBIT "A"

AMENDED BYLAWS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY

BYLAWS OF THE
TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (AMENDED)

(A Community Redevelopment Agency Created Pursuant
to Chapter 163, Part III, Florida Statutes)

These Bylaws of the Town of Eatonville Community Redevelopment Agency address the administration and management of the Agency. Duties and responsibilities of the Community Redevelopment Agency are set forth in Chapter 163, Part III, Florida Statutes, these Bylaws and ordinances of the Town of Eatonville, a Florida municipal corporation. If a conflict arises between any provision of Chapter 163, Part III, Florida Statutes, these Bylaws and the ordinances, then the statute shall prevail.

ARTICLE 1: DEFINITIONS

Unless otherwise noted in the Bylaws, the terms used herein have the same meaning as defined in Section 163.340, Florida Statutes.

ARTICLE 2: GENERAL

2.1 Establishment and Name. Pursuant to Chapter 163, Part III, Florida Statutes, the Town Council of the Town of Eatonville, Florida, as the governing body (the "Town") established a community redevelopment agency known as the Town of Eatonville Community Redevelopment Agency (the "TOECRA"), as a legal entity, separate, distinct, and independent from the Town.

2.2 Purpose and Objectives. The purpose of the TOECRA is to formulate a workable program for utilizing appropriate private and public resources to eliminate and prevent the development or spread of slum and blighted areas within designated areas of the Town, consistent with the Town of Eatonville Community Redevelopment Plan adopted by the Town in Resolution No. 1997-23, adopted by the Town on December 16, 1997, as such Plan may from time to time be amended.

2.3 Members and Terms. In accordance with Section 163.357(1)(a) and (c), Florida Statutes, and Town of Eatonville Resolution No. 1997-23, the TOECRA shall be governed by a board (the "Board") consisting of the five (5) members of the Town of Eatonville Town Council plus two appointed members. One of the appointed members shall be nominated for appointment by Orange County and one appointed by the Town Council. Those TOECRA Board members who are also members of the Town Council shall have terms that run concurrent with their Town Council terms. The two (2) appointed Board Members shall serve four (4) year terms. However, the initial term for seat one (1) shall be for a two (2) year term for the purpose of staggering the terms. The person appointed by the Town Council to serve on the Board shall reside or be engaged in business, which means owning a business, practicing a profession, or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the Town of Eatonville, and shall be otherwise eligible for such appointment under Chapter 163, Part III, Florida Statutes. When a Board Member's term has concluded, the Board Member shall retain his or her seat on the Board until such time that a successor has been appointed who meets the qualifications to serve on the Board.

2.4 Compensation. Board members shall serve without compensation from the TOECRA but shall be entitled to reimbursement for their actual and necessary expenses incurred in the discharge of their duties for the TOECRA. Requests for reimbursement shall be subject to the requirements as applicable to members of the Town of Eatonville Council under the policies of the Town.

2.5 Operation. In accordance with Chapter 163, Part III, Florida Statutes, the TOECRA shall have all the powers and authority necessary or convenient to carry out and effectuate the purposes and provisions of the referenced statute. Unless expressly provided otherwise by law or lawful actions of the TOECRA Board, the Town of Eatonville policies and procedures shall govern the actions of the TOECRA.

2.6 TOECRA Documents. The official set of TOECRA books and financial records shall be maintained in the Town of Eatonville Financial Services Department. The official records, documents and minutes of the TOECRA shall be maintained in the Town of Eatonville Clerk Office. All TOECRA books, records, documents and minutes shall be opened for public inspection as provided by law. The TOECRA principal office shall operate under the business hours from 8:00am to 5:00pm (eastern time), Monday through Friday, except for holidays. The Executive Director of the TOECRA may adjust hours as needed for special occasions, events, and/or emergencies.

2.7 Principal Office. The TOECRA's principal office shall be at any place within the Town of Eatonville as the TOECRA Board designates.

ARTICLE 3: OFFICERS AND EMPLOYEES

3.1 Officers. The officers of the TOECRA shall be a Chair and a Vice-Chair. Appointments shall be for one calendar year. Appointments will be made by the Town Council by the first meeting (regular or special) in April of each calendar year. If new appointments are not timely made, the incumbent(s) shall continue to serve until the new appointments are made by the Town Council. Any officer may be appointed for consecutive terms.

3.2 Chair. The Chair shall preside at all meetings of the TOECRA and shall execute instruments in the name of the TOECRA as may be required, appoint such committees from time to time as may be deemed appropriate, and exercise such other powers as may be designated by these Bylaws or by Chapter 163, Part III, Florida Statutes.

3.3 Vice-Chair. The Vice-Chair shall, in the absence, disqualification, resignation, death or disability of the Chair, or at the Chair's direction, exercise the functions of the Chair. "Disability" in this context is defined as a physical, mental, cognitive, or developmental condition that impairs, interferes with, or limits a person's ability to engage in tasks or actions or participation in typical daily activities and interactions.

3.4 Executive Director. The TOECRA shall appoint and employ an Executive Director to function as the chief administrative officer of the TOECRA, responsible for administering its business, day-to-day operations, and administer the TOECRA's budget. In addition to the duties set forth below, the Executive Director shall perform such other duties and responsibilities as may be designated by the TOECRA.

The Members of the TOECRA shall not individually give orders and/or directions to the TOECRA

Executive Director, either publicly or privately, but orders and/or directions shall be given to the TOECRA Executive Director by the TOECRA Board through majority vote.

3.4.1 Responsibility. The Executive Director shall be responsible for carrying out the policies established by the TOECRA and shall have general supervision over, and be responsible for, the performance of the day-to-day operations of the TOECRA. The Executive Director is also responsible for setting and preparing the meeting agendas. The Executive Director may, with the approval of the TOECRA, hire and set compensation for necessary employees of the TOECRA except as otherwise provided for herein. The Executive Director shall be responsible for preparing an annual budget for the TOECRA's approval and shall be otherwise responsible for the TOECRA's fiscal operations. The Executive Director along with the TOECR~~E~~A Board shall designate a meeting time to discuss and adopt an annual budget prior to the end of the fiscal year pursuant to Chapter 218, Florida Statutes

3.4.2 Vacancy. In the event of a vacancy of the Executive Director, to prevent any undue delays in the activities and work of the Agency, the TOECRA Chair may act as Executive Director for a maximum of ninety (90) days after a resolution has been passed by the TOECRA Board, or until such time that an interim or permanent Executive Director is appointed by the TOECRA Board. If the TOECRA Chair is required to serve as the acting TOECRA Executive Director, due to an ongoing vacancy, the TOECRA BOARD may approve the additional time by resolution.

3.4.3 Purchase Orders. The Executive Director shall be authorized to sign work orders and purchase orders on behalf of the TOECRA for purchases under $7, 500.00. For any work orders and/or purchase order~~s~~ over $7,501~~0~~.00, but less than $25,000.00, the Executive Director and TOECRA Chair, jointly, shall be authorized to sign work orders and/or purchase orders on behalf of the TOECRA. For any work orders and/or purchases over $25,000.00, the Executive Director shall obtain TOECRA Board Approval.

3.5 TOECRA Secretary. The Town of Eatonville Town Clerk, or designee, shall serve as the Secretary of the TOECRA and as such shall prepare TOECRA agendas, be the custodian of all books and records of the TOECRA, keep the minutes and a recording of all votes of all TOECRA meetings, send out all notices of meetings, poll Board Members for meeting availability, and shall perform such other duties as may be designated by the TOECRA. The Town Clerk may delegate such duties to one or more individuals as a designee of the TOECRA supervised by the Town Clerk.

3.6 TOECRA Treasurer. The TOECRA Fiscal Coordinator, or designee, shall serve as the Treasurer of the TOECRA to keep the financial records of the TOECRA; shall keep full and accurate accounts of receipts and disbursements of the TOECRA shall render such periodic budget reports as requested by the TOECRA; shall assist the TOECRA in the preparation of a proposed annual budget; and shall make and file all financial reports and statements necessary to be made and filed by and on behalf of the TOECRA.

3.7 General Counsel. The TOECRA shall appoint and employ legal counsel to serve as General Counsel of the TOECRA. The General Counsel shall be licensed ~~in the~~to ~~-~~practice ~~of~~law in the State of Florida. The General Counsel of the TOECRA, or designee who shall also be licensed to practice law in the State of Florida, shall attend all meetings of the TOECRA and shall be responsible for the oversight of TOECRA legal affairs.

3.8 Employees, Agents and Consultants. In accordance with the Town of Eatonville policies, the Executive Director of the TOECRA, with the approval of the TOECRA, ~~may~~ is authorized to hire, retain, and engage such employees, agents, consultants, experts, attorneys and specialists, as deemed necessary. Unless otherwise noted, TOECRA employees ~~will be considered to be Town of Eatonville~~are employees of the TOECRA under the direct supervision of the Executive Director. The TOECRA Board or its individual memberd shall deal with TOECRA employees, agents, consultants, experts, attorneys and specialists solely through the Executive Director. The TOECRA shall have authority to enter into Interlocal Agreements with the Town for services through the town for any reason deemed necessary by the TOECRA Board for the efficient conduct of the Agency.

ARTICLE 4: MEETINGS

4.1 Regular Meetings. The TOECRA shall hold regular meetings on a day, time and place designated by the TOECRA Board. All TOECRA meetings are public meetings that shall be held in accordance with the requirements of section 286.011, Florida Statutes.

4 4.2 Special Meetings. The Chair, any three (3) Board members, or the Executive Director of the TOECRA may call for a special meeting at a reasonable time and place by requesting the Town Clerk to arrange for and give no less than 72-hours' notice of such special meeting.

4.3 Emergency Meetings. Emergency meetings of the TOECRA may be called with 24-hour notice or as soon as practicable by the Chair or the Executive Director through the Town Clerk via personal or telephonic notice to Board members, specifying the time and place of the emergency meeting and the business to be transacted. Emergency meetings shall be identified as such in notifications and no other business shall be considered at such meeting. Prior public notice shall not be required but shall be provided as soon as feasibly possible.

4.4 Notice of Meetings. The Town Clerk will mail or deliver written notice of each regular meeting to Board members at least seven (7) days prior to ~~such~~ a regular meeting. Written notice may be in the form of email or calendar invitation. Written notice of any special meeting shall be mailed or delivered at least two (2) days prior to such meeting unless notice of the meeting is waived in writing by all Board members before, at or after the meeting. Unless otherwise stated in these Bylaws, "days" means "working days." The notice of any special meeting shall set forth the purpose of the special meeting and no other business shall be conducted at that meeting unless a waiver of notice is obtained from all Board members. Notice of all special and regular meetings shall be provided to the public, appropriate Town and County officials, and the news media. Notice of emergency meetings shall be provided to the public, appropriate Town and County officials, as is reasonable under the circumstances. Notice of all meetings shall be posted at Eatonville Town Hall. Notice is not required for any non-voting matters to be addressed by the Board.

4.5 Place of Meetings. Unless otherwise noted in the meeting announcement notice, all TOECRA Board meetings (Regular, Special, or Emergency) shall be held in the Town of Eatonville Town Council Chambers, located at 307 West Kennedy Boulevard, Eatonville, FL 32751.

4.6 Quorum and Voting. Four (4) TOECRA Board members present shall constitute a quorum for the purpose of conducting business and to address matters requiring a vote by the Board. When a quorum is present, the TOECRA may act by a vote of a majority of the Board members present,

unless otherwise provided by law or these Bylaws. If any meeting cannot be conducted because a

quorum is not present, the Board members who are present may adjourn the meeting to a time certain and notice of such adjourned meeting shall be given to each Board member. TOECRA Board member should abstain from voting under the following circumstances: direct personal interest, pecuniary interest, or conflict of interest.

4.7 Voting Rights. Each Board member shall be entitled to one vote. Proxy votes and absentee ballots shall not be allowed.

4.8 Recessed and Continued Meetings. Where a meeting has been set and noticed under the provisions of these Bylaws and, during the course of said meeting, it is recessed to a future time, the recessed meeting shall not be later than the next regular meeting, and any such recessed meeting shall not be held at any hour or time other than as specified.

4.9 Rules of Order. All meetings shall be conducted in accordance with the procedures approved and utilized by the Town Council of the Town of Eatonville, provided, however, in the absence of any applicable procedure of the Town Council, the most recent Edition of Robert's Rules of Order, Revised, shall apply.

4.10 Public Participation. All meetings shall be open to the public and all records shall be public records. Citizens will be afforded the opportunity to voice their comments and concerns to the TOECRA Board in accordance with law and within the constraints of time and relevance as determined by the Chair.

4.11 Agendas. The TOECRA Board will normally follow its printed or typed agenda for the order of business at each meeting. The Executive Director, Town Clerk or other appointed staff shall provide TOECRA Board Members with the TOECRA Agenda and packet materials for each Regular Meeting, ~~one (1)~~seven (7) ~~week~~ days prior to the scheduled meeting. The Chair, if there is no objection from TOECRA Board members, may alter, including temporarily passing, the order of business on the agenda. If an objection is made by a member, a motion duly made and passed is required to rearrange the order of business noted on the agenda.

4.12 Conflict of Interest. The members will be governed by the applicable requirements of Section 112.3143, Florida Statutes, as may be amended from time to time.

ARTICLE 5: CONTRACTS

5.1 Execution of Instruments. Contractual instruments of the TOECRA (i.e., Memoranda of Understanding, Interlocal Agreements, etc.) shall be executed by the Chair and attested to by the Secretary. In the absence of the Chair, the Vice Chair, or a designee approved by the TOECRA Board, may execute such instruments.

5.2 Purchasing Procedures. Except as may be required by law or when required by ~~the Board of~~ the TOECRA Board, the purchasing policies and procedures of the TOECRA shall be the same as the purchasing policies and procedures applicable to the Town of Eatonville, with all limits and authorities. All references and authorities in the purchasing policies and procedures applicable to the Town Chief Administrative Officer shall be applicable to the TOECRA Executive Director for the purposes of the foregoing.

ARTICLE 6: FISCAL MATTERS

6.1 Fiscal Year. The fiscal year of the TOECRA shall begin on October 1 and end on September 30 of each year. The Executive Director shall post on the TOECRA website the proposed fiscal budget on or before September 30 of each year.

6.2 Budget. The Executive Director shall prepare an annual budget and work program for the TOECRA Board's approval for each fiscal year, and such other budgets as the TOECRA Board may determine. The TOECRA annual budget shall be completed in time for inclusion within the Town of Eatonville's budget and the TOECRA shall adopt the budget by Resolution and recommend acceptance to the Town of Eatonville.

6.3 Accounting Practices. The TOECRA shall comply with applicable Florida law and all regulations of the State Department of Banking and Finance regarding uniform accounting practices and procedures for units of local government.

6.4 Annual Audit. The Executive Director shall arrange for an independent financial audit of the Redevelopment Trust Fund(s), as established in accordance with the provisions of Section 163.387, Florida Statutes, each fiscal year and a report of such audit(s) by an independent certified public accountant in accordance with the provisions of Section 163.387(8), Florida Statutes. The TOECRA shall provide a copy of such report(s) to each taxing authority contributing to the Redevelopment Trust Fund, the Florida Auditor General and the Florida Department of Financial Services via registered mail. The annual audit will be performed by the same independent auditor used by the Town for its annual audit or the TOECRA Board may elect to contract with a different independent auditor(s). The audit may be accomplished in conjunction with the Town's annual audit by the same certified public accountant, with the audit report submitted to the appropriate State Agencies as a single report, provided the TOECRA's component is presented as a separate (fund(s) in the report.

6.5 Annual Report. The TOECRA shall file with the Town of Eatonville, on or before March 31 of each year, a report of its activities for the preceding fiscal year in accordance with the provisions of Section 163.356(3)(c), Florida Statutes. At the time of filing this report, the TOECRA shall publish in a newspaper of general circulation in the Town a notice to the effect that such report has been filed with the Town and that the report is available for inspection during business hours in the office of the Town Clerk and/or in the TOECRA's principal office. Community Redevelopment Agencies in the State of Florida are required by law to prepare the following five (5) annual reports:

- Annual Audit (Can be independent of the creating entity or included in the creating entity's audit)(www.myflorida.com/audgen);
- Annual Fees and Updates of the Office of Special District Accountability at the Florida Department of Economic Opportunity (http://floridajobs.org/community-planning-and-development/special-districts/special-district-accountability-program)
- Comprehensive Annual Financial Report (http://myfloridacfo.com/division/aa/local-governments)
- Annual March 31 Report to the public (posted online); and
- Annual Budget (proposed and adopted) and Board, contact information updated and posted each September on the Community Redevelopment Agency's website.

6.6 Bonding of Officers and Employees. The TOECRA may require that any or all Board members and employees be required to post bond for faithful performance of duty. The TOECRA will pay bonding costs for all such bonds it requires. To the extent that the Town requires a bond for its elected officials or employees, the TOECRA shall also require a bond for its members and any employees.

6.7 Maintenance and Disbursement of Funds. All expenditures of the TOECRA shall be in accordance with adopted procedures of the TOECRA and Town, adhering to all applicable laws, the TOECRA adopted budget, fund requirements and the TOECRA Plan for purposes permitted by Chapter 163, Part III, Florida Statutes. Funds shall be distributed only at the direction or with the approval of the TOECRA pursuant to an adopted budget and with appropriate requisitions or purchase orders signed by the Executive Director.

6.8 Disposal of TOECRA Real Property. The acquisition, conveyance, and leasing of TOECRA property, or any interest therein, shall be consistent with section 163.380, Florida Statutes, and approved by Town of Eatonville's Council. The acquisition, conveyance, and leasing of real property by the TOECRA shall be done in accordance with the same policies and procedures applicable to the acquisition, conveyance, and leasing of real property~~liy~~ by the Town of Eatonville. The TOECRA Board shall seek to obtain market value for the sale or lease of any TOECRA-owned prope~~liy~~, or, where applicable, clearly state on the record the reason(s) that a transaction is below market value. Market value may be taken from the Orange County Property Appraiser's website (www.ocpafl.org) for properties within the Town of Eatonville.

6.9 Supervision of Accounts. The Executive Director and the TOECRA Fiscal Coordinator, subject to the direction of the TOECRA, shall have control of and be responsible for the internal supervision and control of the accounts of the TOECRA.

ARTICLE 7: COMMITTEES

7.1 Power to Create. The TOECRA Board, by resolution, may create committees to act in an advisory capacity, from time to time, as shall be necessary to carry out the functions, purposes and objectives of the TOECRA. The resolution creating an advisory committee shall provide the effective and unless otherwise delegated by resolution, the TOECRA Board shall appoint advisory committee members. In addition, such committees may be appointed by the Chair as provided in Section 3.2 herein. The advisory committee members shall not be currently serving on any other Town of Eatonville committees or boards. The advisory committee shall be made up of individuals meeting or exceeding one or more of the following criteria:

a) Currently living within the Town of Eatonville for a minimum of five (5) consecutive years;
b) Have a homestead within the Town of Eatonville;
c) Working within the financial industry (i.e., accounting, banking, investing, etc.)
d) Working within the real estate, housing or construction industry;
e) Own a business within the Town of Eatonville;
f) Representative of a major employer within the Central Florida area; and

g) Representative selected by the TOECRA Board

ARTICLE 8: AMENDMENTS

8.1 Amendments. The Bylaws of the TOECRA shall by subject to an annual review by the TOECRA Board and may be amended after an annual review at any regular or special meeting by a majority vote of the Board members. No such amendment shall be adopted unless at least two (2) days' written notice thereof has been previously given to the Board members. Amendments to these Bylaws shall require the affirmative vote of at least a majority of the TOECRA Board.

ARTICLE 9: INDEMNIFICATION AND INSURANCE

9.1 Indemnification of the TOECRA, its Officers, Members and Employees. Any of the TOECRA, its officers, Board members or other employees may be indemnified or reimbursed by the TOECRA for reasonable expenses (including, but not limited to, attorneys' fees, judgments and payments in settlement) actually incurred in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which such person shall be made a party by reason of such person being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with such person being or having been a TOECRA member, officer or employee of the TOECRA; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding as to which such person shall finally be adjudged to have been guilty of or liable for gross negligence or willful misconduct or criminal acts in the performance of such persons duties to the TOECRA; and provided further, that no person shall be so indemnified or reimbursed in relation to any matters in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction, or the TOECRA Board acting by vote of members not parties to the same or substantially the same action, suit or proceeding, constituting a majority of the remaining Board members. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, their heirs, executors or administrators may be entitled as a matter of law.

9.2 Insurance. The TOECRA may self-insurance or purchase insurance for the purpose of indemnifying its Board members, officers and employees to the extent that such indemnification is allowed in Section 9.1 herein. The TOECRA may purchase other insurance, including liability and hazard insurance, as it deems necessary and appropriate.

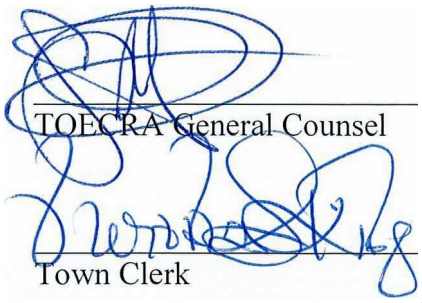
• sing TOECRA Bylaws previously adopted on July 18, 2023, and amended and adopted by the n of Revi Eatonville Community Redevelopment Agency Board on this ~~11~~ _____ day of ~~April~~ Tow _____ 202~~5~~6.

4-22-25

TOECRA Chair Date

04/23/25

TOECRA Executive Director Date



TOECRA General Counsel

5/6/2025
Date

Town Clerk

5/6/2025
Date

Outlook

Bylaws Request for November Meeting

From Wanda Randolph <wrandolph@townofeatonville.org>
Date Fri 11/6/2026 6:36 PM
To Greg Jackson <flageneralcounsel@gmail.com>; Michael Johnson <mjohnson@townofeatonville.org>

Please accept my recommendations to amend items:

2.6 No changes

3.4 The Executive Director, as an employee of the Town, shall only be terminated upon a simple majority vote of the TOECRA Board present.

I reject super majority.

3.,4.1 - Ex Director is also responsible for setting and preparing the meeting agenda, not making a his or her decision on what is being placed on the agenda.
If a TOECRA member submits an item to be place on the agenda, it should not be unreasonably denied and must be relied to the TOECRA member with an explanation in writing.

3.8 TOECRA employees will be considered to be Town of Eatonville employees under the supervision of the Executive Director...

4.4.2 - Please contact me on this item when you get a chance.

Wanda D. Randolph
Councilwoman
Town of Eatonville
Office#: (407) 623-8900
Fax #: (407) 623-8919

Disclaimer: Florida has a very broad public records law. As a result, any written communication created or received by the Town of Eatonville will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

BYLAWS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (AMENDED)

(A Community Redevelopment Agency Created
Pursuant to Chapter 163, Part III, Florida Statutes)

These Bylaws of the Town of Eatonville Community Redevelopment Agency address the administration and management of the Agency. Duties and responsibilities of the Community Redevelopment Agency are set forth in Chapter 163, Part III, Florida Statutes, these Bylaws and ordinances of the Town of Eatonville, a Florida municipal corporation. If a conflict arises between any provision of Chapter 163, Part III, Florida Statutes, these Bylaws and the ordinances, then the statute shall prevail.

ARTICLE 1: DEFINITIONS

Unless otherwise noted in the Bylaws, the terms used herein have the same meaning as defined in Section 163.340, Florida Statutes.

ARTICLE 2: GENERAL

2.1 Establishment and Name. Pursuant to Chapter 163, Part III, Florida Statutes, the Town Council of the Town of Eatonville, Florida, as the governing body (the "Town") established a community redevelopment agency known as the Town of Eatonville Community Redevelopment Agency (the "TOECRA"), as a legal entity, separate, distinct, and independent from the Town.

2.2 Purpose and Objectives. The purpose of the TOECRA is to formulate a workable program for utilizing appropriate private and public resources to eliminate and prevent the development or spread of slum and blighted areas within designated areas of the Town, consistent with the Town of Eatonville Community Redevelopment Plan adopted by the Town in Resolution No. 1997-23, adopted by the Town on December 16, 1997, as such Plan may from time to time be amended.

2.3 Members and Terms. In accordance with Section 163.357(1)(a) and (c), Florida Statutes, and Town of Eatonville Resolution No. 1997-23, the TOECRA shall be governed by a board (the "Board") consisting of the five (5) members of the Town of Eatonville Town Council plus two appointed members. One of the appointed members shall be nominated for appointment by Orange County and one appointed by the Town Council. Those TOECRA Board members who are also members of the Town Council shall have terms that run concurrent with their Town Council terms. The two (2) appointed Board Members shall serve four (4) year terms. However, the initial term for seat one (1) shall be for a two (2) year term for the purpose of staggering the terms. The person appointed by the Town Council to serve on the Board shall reside or be engaged in business, which means owning a business, practicing a profession, or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the Town of Eatonville, and shall be otherwise eligible for such appointment under Chapter 163, Part III, Florida Statutes. When a Board Member's term has concluded, the Board Member shall retain his or her seat on the Board until such time that a successor has been appointed who meets the qualifications to serve on the Board.

2.4 Compensation. Board members shall serve without compensation from the TOECRA but shall be entitled to reimbursement for their actual and necessary expenses incurred in the discharge of their duties for the TOECRA. Requests for reimbursement shall be subject to the requirements as applicable to members of the Town of Eatonville Council under the policies of the Town.

2.5 Operation. In accordance with Chapter 163, Part III, Florida Statutes, the TOECRA shall have all the powers and authority necessary or convenient to carry out and effectuate the purposes and provisions of the referenced statute. Unless expressly provided otherwise by law or lawful actions of the TOECRA Board, the Town of Eatonville policies and procedures shall govern the actions of the TOECRA.

2.6 TOECRA Documents. The official set of TOECRA books and financial records shall be maintained in the Town of Eatonville Financial Services Department. The official records, documents and minutes of the TOECRA shall be maintained in the Town of Eatonville Clerk Office. All TOECRA books, records, documents and minutes shall be opened for public inspection as provided by law. The TOECRA principal office shall operate under the business hours from 8:00am to 5:00pm (eastern time), Monday through Friday, except for holidays. The Executive Director of the TOECRA may adjust hours as needed for special occasions, events, and/or emergencies.

BE WITHIN TOWN HALL

2.7 Principal Office. The TOECRA's principal office shall be at any place within the Town of Eatonville as the TOECRA Board designates.

ARTICLE 3: OFFICERS AND EMPLOYEES

3.1 Officers. The officers of the TOECRA shall be a Chair and a Vice-Chair. Appointments shall be for one calendar year. Appointments will be made by the Town Council by the first meeting (regular or special) in April of each calendar year. If new appointments are not timely made, the incumbent(s) shall continue to serve until the new appointments are made by the Town Council. Any officer may be appointed for consecutive terms.

3.2 Chair. The Chair shall preside at all meetings of the TOECRA and shall execute instruments in the name of the TOECRA as may be required, appoint such committees from time to time as may be deemed appropriate, and exercise such other powers as may be designated by these Bylaws or by Chapter 163, Part III, Florida Statutes.

3.3 Vice-Chair. The Vice-Chair shall, in the absence, disqualification, resignation, death or disability of the Chair, or at the Chair's direction, exercise the functions of the Chair. "Disability" in this context is defined as a physical, mental, cognitive, or developmental condition that impairs, interferes with, or limits a person's ability to engage in tasks or actions or participation in typical daily activities and interactions.

3.4 Executive Director. The TOECRA shall appoint and employ an Executive Director to function as the chief administrative officer of the TOECRA, responsible for administering its business, day-to-day operations, and administer the TOECRA's budget. In addition to the duties set forth below, the Executive Director shall perform such other duties and responsibilities as may be designated by the TOECRA. The Members of the TOECRA shall not individually give orders and/or direction to the TOECRA Executive Director, either publicly or privately, but orders and/or directions shall be given to the TOECRA Executive Director by the TOECRA Board through majority vote. The TOECRA Executive

DELETE ALL THE RED HIGHLIGHTS IN SECTION 3.4

DELETE THIS SECTION ALSO

Director, as an employee of the Agency, shall only be terminated upon a super majority vote of the TOECRA Board. A super majority as stated herein requires five or more votes.

SENTENCE 3.4.1
..EXECUTIVE DIRECTOR MAY NOT HIRE AND SET COMPENSATION

3.4.1 Responsibility. The Executive Director shall be responsible for carrying out the policies established by the TOECRA and shall have general supervision over, and be responsible for, the performance of the day-to-day operations of the TOECRA. The Executive Director is also responsible for setting and preparing the meeting agendas. The Executive Director may, with the approval of the TOECRA, hire and set compensation for necessary employees of the TOECRA except as otherwise provided for herein. The Executive Director shall be responsible for preparing an annual budget for the TOECRA's approval and shall be otherwise responsible for the TOECRA's fiscal operations. The Executive Director along with the TOECREA Board shall designate a meeting time to discuss and adopt an annual budget prior to the end of the fiscal year pursuant to Chapter 218, Florida Statutes QUARTERLY BUDGET MEETING PRIOR TO END OF FISCAL YEAR

3.4.2 Vacancy. In the event of a vacancy of the Executive Director, to prevent any undue delays in the activities and work of the Agency, the TOECRA Chair may act as Executive Director for a maximum of ninety (90) days after a resolution has been passed by the TOECRA Board, or until such time that an interim or permanent Executive Director is appointed by the TOECRA Board. If the TOECRA Chair is required to serve as the acting TOECRA Executive Director, due to an ongoing vacancy, the TOECRA BOARD may approve the additional time by resolution.

3.4.3 Purchase Orders. The Executive Director shall be authorized to sign work orders and purchase orders on behalf of the TOECRA for purchases under $7, 500.00. For any work orders and/or purchase orders over $7,5010.00, but less than $25,000, the Executive Director or TOECRA Chair, jointly shall be authorized to sign work orders and/or purchase orders on behalf of the TOECRA. For any work orders and/or purchases over $25,000.00 the Executive Director shall obtain TOECRA Board Approval.

3.4.3 PURCHASE ORDER $7600 AND ALL CHANGE ORDERS TO BE IN ACCORDANCE WITH THE RULES OF THE TOE PROCUREMENT RULES AND LAW. DELETE ALL THE RED HIGHLIGHED CHANGES

3.5 TOECRA Secretary. The Town of Eatonville Town Clerk, or designee, shall serve as the Secretary of the TOECRA and as such shall prepare TOECRA agendas, be the custodian of all books and records of the TOECRA, keep the minutes and a recording of all votes of all TOECRA meetings, send out all notices of meetings, poll Board Members for meeting availability, and shall perform such other duties as may be designated by the TOECRA. The Town Clerk may delegate such duties to one or more individuals as a designee of the TOECRA supervised by the Town Clerk.

3.6 SHALL PRESENT MONTHLY REPORTS... AND SHALL RENDER QUARTERLY BUDGET REPORTS FOR ALL CIP PROJECTS...NO STATEMENTS BUT GENERAL LEDGER FOR ALL ACCOUNTS

3.6 TOECRA Treasurer. The TOECRA Economic Impact Manager ~~Fiscal Coordinator~~, or designee, shall serve as the Treasurer of the TOECRA to keep the financial records of the TOECRA; shall keep full and accurate accounts of receipts and disbursements of the TOECRA shall render such periodic budget reports as requested by the TOECRA; shall assist the TOECRA in the preparation of a proposed annual budget; and shall make and file all financial reports and statements necessary to be made and filed by and on behalf of the TOECRA.

3.7 GENERAL COUNSEL SHALL BE MUNICIPAL LAW QUALIFIED AND CHAPTER 163 QUALIFIED.

3.7 General Counsel. The TOECRA shall appoint and employ legal counsel to serve as General Counsel of the TOECRA. The General Counsel shall be licensed ~~in the~~ to practice ~~of~~ law in the State of Florida. The General Counsel of the TOECRA, or designee who shall also be licensed to practice law in the State of Florida, shall attend all meetings of the TOECRA and shall be responsible for the oversight of TOECRA legal affairs. All legal actions shall be authorized by the

Board of Directors

3.8 DELETED ALL RED HIGHLIGHTED AREA. AND EXECUTIVE DIRECTOR. CORRECT TO READ "ONLY THE TOECRA BOARD IS AUTHORIZED TO HIRE,,,ETC'"

3.8 Employees, Agents and Consultants. ~~In accordance with the Town of Eatonville policies,~~ ~~t~~The Executive Director of the TOECRA, with the approval of the TOECRA, ~~may~~ is authorized to hire, retain, and engage such employees, agents, consultants, experts, attorneys and specialists, as deemed necessary. Unless otherwise noted, TOECRA employees ~~will be considered to be Town of Eatonville~~ are employees of the TOECRA under direct supervision of the Executive Director. The TOECRA Board or its individual member shall deal with TOECRA employees, agents, consultants, experts, attorneys and specialist solely through the Executive Director. The TOECRA shall have authority to enter into Interlocal Agreements with the Town for services throughthe town for any reason deemed necessary by the TOECRA Board for the efficient conduct of the Agency.

ARTICLE 4: MEETINGS

4.1 Regular Meetings. The TOECRA shall hold regular meetings on a day, time and place designated by the TOECRA Board. All TOECRA meetings are public meetings that shall be held in accordance with the requirements of section 286.011, Florida Statutes.

4.4.2 DELETE THE RED HIGHLIGHTS;;;LEAVE "NO OTHER BUSINESS SHALL BE CONSIDERED AT SUCH MEETING.

4 4.2 Special Meetings. The Chair, any three (3) Board members, or the Executive Director of the TOECRA may call for a special meeting at a reasonable time and place by requesting the Town Clerk to arrange for and give no less than 72-hours' notice of such special meeting. The Town Clerk shall not schedule any special meeting that does not meet this requirement without the authorization of the TOECRA Chair or Executive Director. Meeting shall be identified as such in notifications and no other business shall be considered at such meeting.

4.3 Emergency Meetings. Emergency meetings of the TOECRA may be called with 24-hour notice or as soon as practicable by the Chair or the Executive Director through the Town Clerk via personal or telephonic notice to Board members, ~~specifying the time and place of the emergency meeting and the business to be transacted.~~ Emergency meetings shall be identified as such in notifications and no other business shall be considered at such meeting. Prior public notice shall not be required but shall be provided as soon as feasibly possible

DELETE THE 4.3(A)(C)

4.3(A) consistent with 386.0114 or legal necessity.

SHAL PROVIDE NOTICE AND DOCUMENTS FOR REGULAR MEETING

4.4 Notice of Meetings. The Town Clerk ~~will mail or deliver written~~ shall provide notice of each regular meeting to Board members at least seven (7) days prior to ~~such~~ a regular meeting. Written notice may be in the form of email or calendar invitation. Written notice of any special meeting shall be mailed or delivered at least two (2) days prior to such meeting unless notice of the meeting is waived in writing by all Board members before, at or after the meeting. Unless otherwise stated in these Bylaws, "days" means "working days." The notice of any special meeting shall set forth the purpose of the special meeting, and no other business shall be conducted at that meeting unless a waiver of notice is obtained from all Board members. Notice of all special and regular meetings shall be provided to the public, appropriate Town and County officials, and the news media. Notice of emergency meetings shall be provided to the public, appropriate Town and County officials, as is reasonable under the circumstances. Notice of all meetings shall be posted at Eatonville Town Hall. Notice is not required for any non-voting matters to be addressed by the Board.

4.5 Place of Meetings. Unless otherwise noted in the meeting announcement notice, all TOECRA Board meetings (Regular, Special, or Emergency) shall be held in the Town of Eatonville Town Council Chambers, located at 307 ~~West~~ East Kennedy Boulevard, Eatonville, FL 32751.

4.6 Quorum and Voting. Four (4) TOECRA Board members present shall constitute a quorum for the purpose of conducting business and to address matters requiring a vote by the Board. When a quorum is present, the TOECRA may act by a vote of a majority of the Board members present, unless otherwise provided by law or these Bylaws. If any meeting cannot be conducted because a quorum is not present, the Board members who are present may adjourn the meeting to a time certain and notice of such adjourned meeting shall be given to each Board member. TOECRA Board member should abstain from voting under the following circumstances: direct personal interest, precuniary interest, or conflict of interest.

4.6 DELETE THE RED HIGHTLIGHT.

4.7 Voting Rights. Each Board member shall be entitled to one vote. Proxy votes and absentee ballots shall not be allowed.

4.8 Recessed and Continued Meetings. Where a meeting has been set and noticed under the provisions of these Bylaws and, during the course of said meeting, it is recessed to a future time, the recessed meeting shall not be later than the next regular meeting, and any such recessed meeting shall not be held at any hour or time other than as specified.

4.9 Rules of Order. All meetings shall be conducted in accordance with the procedures approved and utilized by the Town Council of the Town of Eatonville, provided, however, in the absence of any applicable procedure of the Town Council, the most recent Edition of Robert's Rules of Order, Revised, shall apply.

4.10 DELETE ALL THE RED COMMENTS,

4.10 Public Participation. All meetings shall be open to the public, and all records shall be public records. Citizens will be afforded the opportunity to voice their comments and concerns to the TOECRA Board in accordance with law and within the constraints of time and relevance as determined by the Chair. For public comment, individual shall be granted three (3) minutes to speak. In the event that an individual yields his or her time for public comment to another individual, only one minute (1) of that speaker time may be added to another individual's time for public comment, for a total of four (4) minutes. No individual shall receive yielded time from more than one individual who has been recognized to make public comment. An individual receiving yielded time from another individual recognized to give public comment, must announce the additional time prior to his or her public comment commencing. Any communicationshall be given to the clerk and made part of the public record.

4.11 Agendas. The TOECRA Board will normally follow its printed or typed agenda for the order of business at each meeting. The Executive Director, Town Clerk or other appointed staff shall provide TOECRA Board Members with the TOECRA Agenda and packet materials for each Regular Meeting, ~~one (1)~~ seven (7)~~week~~ days prior to the scheduled meeting. The Chair, if there is no objection from TOECRA Board members, may alter, including temporarily passing, the order of business on the agenda. If an objection is made by a member, a motion duly made and passed is required to rearrange the order of business noted on the agenda.

4.11 IF THE MATERIAL IS NOT PROVIDED SEVEN DAYS PRIOR TO THE MEETING THE , THE AGENDA ITEM WILL BE MOVED TO A WORKSHOP. NOT VOTE IS REQUIRED IF THE DOCUMENTS ARE NOT PROVIDED PRIOR TO THE 7 DAYS.

4.12 Conflict of Interest. The members will be governed by the applicable requirements of Section 112.3143, Florida Statutes, as may be amended from time to time.

ARTICLE 5: CONTRACTS

5.1 Execution of Instruments. Contractual instruments of the TOECRA (i.e., Memoranda of Understanding, Interlocal Agreements, etc.) shall be executed by the Chair and attested to by the Secretary. In the absence of the Chair, the Vice Chair, or designee approved by the TOECRA Board may execute such instruments.

5.2 Purchasing Procedures. Except as may be required by law or when required by ~~the Board of~~ the TOECRA Board, the purchasing policies and procedures of the TOECRA shall be the same as the purchasing policies and procedures applicable to the Town of Eatonville with all limits and authorities. All references and authorities in the purchasing policies and procedures applicable to the Town Chief Administrative Officer shall be applicable to the TOECRA Executive Director for

5.2 PLEASE REVIEW THE PURCHASING POLICY. BECAUSE THE TOECRA HAS NOT FOLLOWED THE PURCHASING POLICY PER THE PROCUREMENT RULES.

the purposes of the foregoing.

ARTICLE 6: FISCAL MATTERS

6.1 Fiscal Year. The fiscal year of the TOECRA shall begin on October 1 and end on September 30 of each year. The Executive Director shall post on the TOECRA website the proposed fiscal budget on or before September 30 of each year.

6.2 EXEC DIR SHALL PROVIDE MONTHLY FINANCE BALANCE AND A QUARTERLY BUDGET.

6.2 Budget. The Executive Director shall prepare an annual budget and work program for the TOECRA Board's approval for each fiscal year, and such other budgets as the TOECRA Board may determine. The TOECRA annual budget shall be completed in time for inclusion within the Town of Eatonville's budget and the TOECRA shall adopt the budget by Resolution. ~~and recommend acceptance to the Town of Eatonville.~~

6.3 Accounting Practices. The TOECRA shall comply with applicable Florida law and all regulations of the State Department of Banking and Finance regarding uniform accounting practices and procedures for units of local government.

6.4 Annual Audit. The Executive Director shall arrange for an independent financial audit of the Redevelopment Trust Fund(s), as established in accordance with the provisions of Section 163.387, Florida Statutes, each fiscal year and a report of such audit(s) by an independent certified public accountant in accordance with the provisions of Section 163.387(8), Florida Statutes. The TOECRA shall provide a copy of such report(s) to each taxing authority contributing to the Redevelopment Trust Fund, the Florida Auditor General and the Florida Department of Financial Services via registered mail. The annual audit will be performed by the same independent auditor used by the Town for its annual audit or the TOECRA Board may elect to contract with a different independent auditor(s). The audit may be accomplished in conjunction with the Town's annual audit by the same certified public accountant, with the audit report submitted to the appropriate State Agencies as a single report, provided the TOECRA's component is presented as a separate (fund(s) in the report.

6.5 Annual Report. The TOECRA shall file with the Town of Eatonville, on or before March 31 of each year, a report of its activities for the preceding fiscal year in accordance with the provisions of Section 163.356(3)(c), Florida Statutes. At the time of filing this report, the TOECRA shall publish in a newspaper of general circulation in the Town a notice to the effect that such report has been filed with the Town and that the report is available for inspection during business hours in the office of the Town Clerk and/or in the TOECRA's principal office. Community Redevelopment Agencies in the State of Florida are required by law to prepare the following five (5) annual reports:

- Annual Audit (Can be independent of the creating entity or included in the creating entity's audit)(www.myflorida.com/audgen);
- Annual Fees and Updates of the Office of Special District Accountability at the Florida Department of Economic Opportunity (http://floridajobs.org/community-planning-and-development/ special-districts/special-district-accountability-program)
- Comprehensive Annual Financial Report (http://myfloridacfo.com/division/aa/local-governments)
- Annual March 31 Report to the public (posted online); and
- Annual Budget (proposed and adopted) and Board, contact information updated and posted each September on the Community Redevelopment Agency's website.

6.6 Bonding of Officers and Employees. The TOECRA may require that any or all Board members and employees be required to post bond for faithful performance of duty. The TOECRA will pay bonding costs for all such bonds it requires. To the extent that the Town requires a bond for its elected officials or employees, the TOECRA shall also require a bond for its members and any employees.

6.7 Maintenance and Disbursement of Funds. All expenditures of the TOECRA shall be in accordance with adopted procedures of the TOECRA and Town, adhering to all applicable laws, the TOECRA adopted budget, fund requirements and the TOECRA Plan for purposes permitted by Chapter 163, Part III, Florida Statutes. Funds shall be distributed only at the direction or with the approval of the TOECRA pursuant to an adopted budget and with appropriate requisitions or purchase orders signed by the Executive Director.

6.8 Disposal of TOECRA Real Property. The acquisition, conveyance, and leasing of TOECRA property, or any interest therein, shall be consistent with section 163.380, Florida Statutes, and approved by Town of Eatonville's Council. The acquisition, conveyance, and leasing of real property by the TOECRA shall be done in accordance with the same policies and procedures applicable to the acquisition, conveyance, and leasing of real property ~~1iy~~ by the Town of Eatonville. The TOECRA Board shall seek to obtain market value for the sale or lease of any TOECRA-owned prope1iy, or, where applicable, clearly state on the record the reason(s) that a transaction is below market value. Market value may be taken from the Orange County Property Appraiser's website (www.ocpafl.org) for properties within the Town of Eatonville.

6.9 Supervision of Accounts. The Executive Director and the TOECRA ~~Fiscal Coordinator~~ Fiscal Impact Manager, subject to the direction of the TOECRA, shall have control of and be responsible for the internal supervision and control of the accounts of the TOECRA.

6.9 ALSO WILL HAVE TO PROVIDE AN UPDATED MONTHLY ON ALL CIP PROJECTS AND EACH PROJECT SHALL IT OWN INDIVIDUAL BUDGET AND THE FUNDS SHALL NOT BE HELD IN THE GENERAL FUND.. PLEASE REVIEW THE AUDITOR REQUEST.

ARTICLE 7: COMMITTEES

7.1 Power to Create. The TOECRA Board, by resolution, may create committees to act in an advisory capacity, from time to time, as shall be necessary to carry out the functions, purposes and objectives of the TOECRA. The resolution creating an advisory committee shall provide the effective and unless otherwise delegated by resolution, the TOECRA Board shall appoint advisory committee members. In addition, such committees may be appointed by the Chair as provided in Section 3.2 herein. The advisory committee members shall not be currently serving on any other Town of Eatonville committees or boards. The advisory committee shall be made up of individuals meeting or exceeding one or more of the following criteria:

a) Currently living within the Town of Eatonville for a minimum of five (5) consecutive years;
b) Have a homestead within the Town of Eatonville;
c) Working within the financial industry (i.e., accounting, banking, investing, etc.)
d) Working within the real estate, housing or construction industry;
e) Own a business within the Town of Eatonville;
f) Representative of a major employer within the Central Florida area; and

g) Representative selected by the TOECRA Board

ARTICLE 8: AMENDMENTS

8.1 Amendments. The Bylaws of the TOECRA shall by subject to an annual review by the TOECRA Board and may be amended after an annual review at any regular or special meeting by a majority vote of the Board members. No such amendment shall be adopted unless at least two (2) days' written notice thereof has been previously given to the Board members. Amendments to these Bylaws shall require the affirmative vote of at least a majority of the TOECRA Board.

ARTICLE 9: INDEMNIFICATION AND INSURANCE

9.1 Indemnification of the TOECRA, its Officers, Members and Employees. Any of the TOECRA, its officers, Board members or other employees may be indemnified or reimbursed by the TOECRA for reasonable expenses (including, but not limited to, attorneys' fees, judgments and payments in settlement) actually incurred in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which such person shall be made a party by reason of such person being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with such person being or having been a TOECRA member, officer or employee of the TOECRA; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding as to which such person shall finally be adjudged to have been guilty of or liable for gross negligence or willful misconduct or criminal acts in the performance of such persons duties to the TOECRA; and provided further, that no person shall be so indemnified or reimbursed in relation to any matters in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction, or the TOECRA Board acting by vote of members not parties to the same or substantially the same action, suit or proceeding, constituting a majority of the remaining Board members. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, their heirs, executors or administrators may be entitled as a matter of law.

9.2 Insurance. The TOECRA may self-insurance or purchase insurance for the purpose of indemnifying its Board members, officers and employees to the extent that such indemnification is allowed in Section 9.1 herein. The TOECRA may purchase other insurance, including liability and hazard insurance, as it deems necessary and appropriate~~,~~.

9.3 Signing, TOECRA Bylaws previously adopted on ~~July 18, 2023~~ April 23, 2025, and amended and adopted by the Town of Eatonville Community Redevelopment Agency Board on this ~~11~~ 15th day of October 2026.

Ruthi Critton, Chair _____ Date _____

TOECRA Executive Director _____ Date _____

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING

OCTOBER 15, 2026, AT 6:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Approval of Resolution CRA-R-2026-48 Approving the Six-Unit Single-Family Affordable Housing Sales Program and Standard Form Residential Sales and Closing Package **(Administration)**

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department: CRA** ADMINISTRATION
CONSENT AGENDA	X	**Exhibits:** • **RESOLUTION CRA-R-2026-48** • **Exhibit "A" thru F attached**
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA-R-2026-48

SUMMARY: Six CRA single-family homes on CRA-owned residential lots; standardized buyer contract with Exhibits A-F for property information, specifications/floor plans, warranty, affordability restrictions, buyer assistance/closing costs, and required disclosures. Chapter 163, Part III, Florida Statutes, principally §§163.370, 163.371, 163.380 and 163.387, together with the approved Eatonville CRA Plan and applicable delegated authority.

FISCAL & EFFICIENCY DATA: No new expenditure is created solely by adoption of the form resolution. Each project expenditure or buyer assistance amount must be budgeted, legally available, consistent with the CRA Plan, and authorized under applicable funding requirements.

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
NOVEMBER 19, 2026, AT 6:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Approval of Resolution CRA-R-2026-50 – Authorizing Human Resources Manager Complaint Investigation **(Randolph)**

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department: LEGISLATIVE -** Director Randolph
CONSENT AGENDA		**Exhibits:** • Resolution CRA-R-2026-50 **Refer to Discussion Support Documents
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Request Approval of Resolution CRA-R-2026-50 to Authorize an investigation into a complaint involving the Human Resources Manager and provide direction on who will conduct it.

SUMMARY: The Board is asked to consider whether to authorize an investigation and, if approved, determine its scope, who will conduct it, and how findings will be reported to the Board.

RECOMMENDATION: Board Member Randolph recommend Approval of Resolution CRA-R-2026-50 authorizing the investigation and directing that the findings be reported to the Board.

FISCAL & EFFICIENCY DATA: Before authorizing new construction expenditures for each home, the Board must approve that home's construction budget and adopt a budget amendment creating a dedicated expenditure line item. The resolution allows limited site protection and immediate safety work during the suspension.

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
NOVEMBER 19, 2026, AT 6:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Approval of Resolution CRA-R-2026-51 – Temporarily Suspending Construction of Six CRA Single-Family Homes **(Randolph)**

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department: LEGISLATIVE -** Director Randolph
CONSENT AGENDA		**Exhibits:** • Resolution CRA-R-2026-51 **Refer to Discussion Support Documents
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Request Approval of Resolution CRA-R-2026-51 temporarily suspending construction of six CRA single-family homes.

SUMMARY: The resolution directs the Executive Director to document procurement compliance, score and rank responsive submissions, and submit all bids and proposals for formal Board action. The Board must vote to lift the suspension for each home after the conditions in the resolution are met.

RECOMMENDATION: Recommend Approval of Resolution CRA-R-2026-51 temporarily suspending construction of six CRA single-family homes.

FISCAL & EFFICIENCY DATA: Before authorizing new construction expenditures for each home, the Board must approve that home's construction budget and adopt a budget amendment creating a dedicated expenditure line item. The resolution allows limited site protection and immediate safety work during the suspension.