



OFFICE OF COMPTROLLER


INTEROFFICE MEMO

ORANGE  
COUNTY  
FLORIDA

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Date: March 25, 2025

To: Mayor Jerry L. Demings  
and  
County Commissioners

From: Eric Gassman, Chief Deputy Comptroller 

Contact: Ann Curtis, 407-836-5770

Subject: Public Hearing to establish a Municipal Service Benefit Unit (MSBU) for Aquatic Plant Control Services, General Lake Cleaning, Maintenance and Water Quality Improvement

MSBU District: **Lake Hourglass**

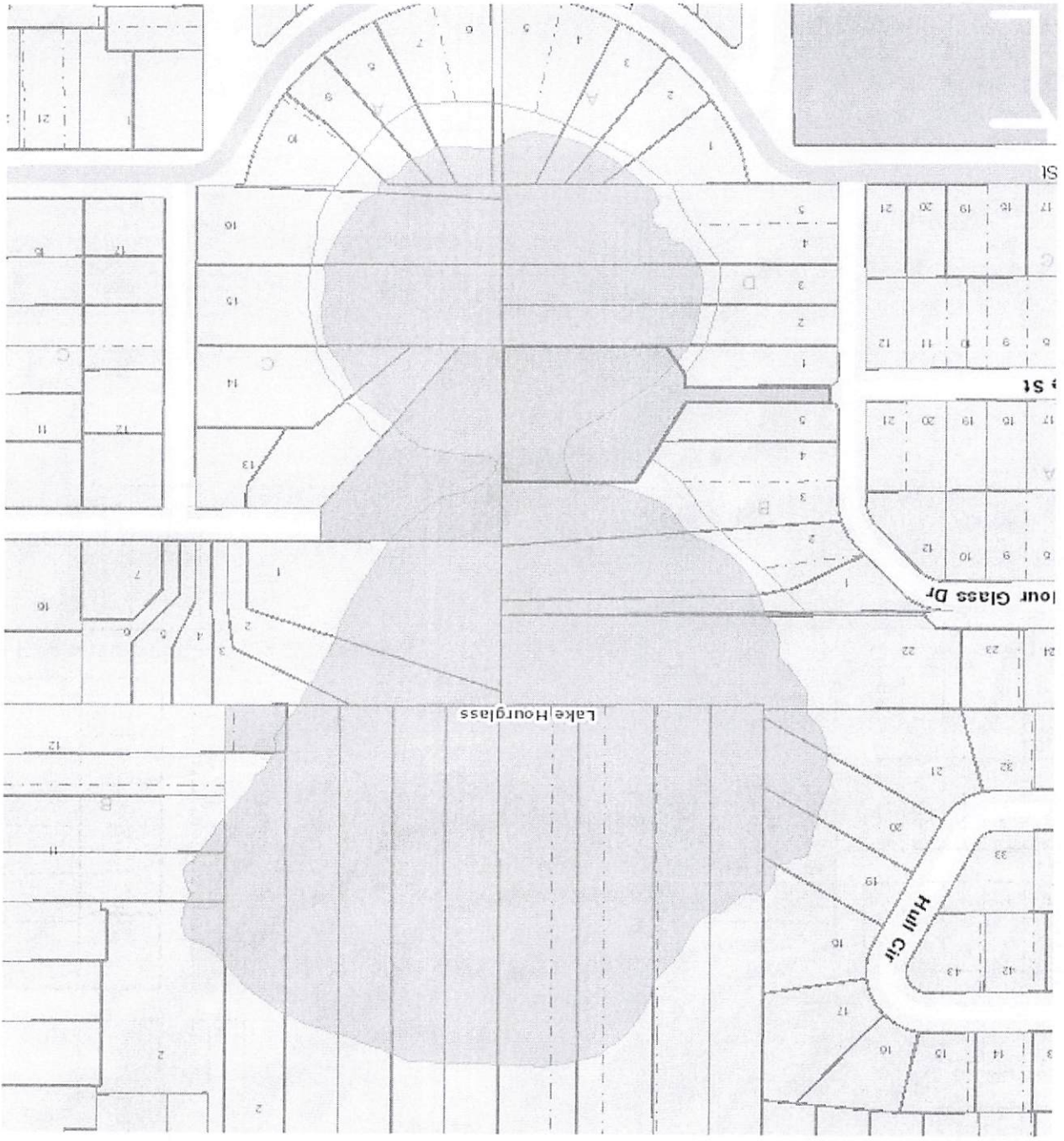
Applicant: Elizabeth R. Johnson  
Environmental Protection Division (EPD)

District: Commissioner Uribe, District 3

Report: The attached resolution will establish the Lake Hourglass MSBU to include parcels/ lots in **Cloverlawn, Hour Glass Lake Park, Kalina Replat, Pember Terrace** and **Richmond Terrace** to provide for the metes and bounds parcels and subdivisions for the boundaries of the Lake Hourglass MSBU.

Effective Date: The MSBU non-ad valorem assessment for the Lake Hourglass MSBU would be effective November 1, 2025. The assessment will be \$585.32 per lot, per parcel.

Action Requested: Approval of the attached resolution.



Lake Hourglass

RESOLUTION  
OF THE  
BOARD OF COUNTY COMMISSIONERS  
ESTABLISHING  
A MUNICIPAL SERVICE BENEFIT UNIT  
FOR AQUATIC PLANT CONTROL, GENERAL LAKE  
MAINTENANCE AND WATER QUALITY IMPROVEMENT  
SERVICES FOR

**Lake Hourglass  
11/2025**

WHEREAS, Section 125.01(01)(q), Florida Statutes, grants Orange County ("County") the power to establish Municipal Service Benefit Units ("MSBU") for any part of the unincorporated area of Orange County; and

WHEREAS, Section 197.3632, Florida Statutes, authorizes the levy, collection, and enforcement of non-ad valorem special assessments in the same manner as ad valorem taxes; and

WHEREAS, the Board of County Commissioners of Orange County ("Board") is the governing board of Orange County, Florida ("County") pursuant to its charter; and

WHEREAS, the Board of County Commissioners of Orange County has received a request, from the Orange County Environmental Protection Division ("EPD") for the establishment of such an MSBU for the purpose of aquatic plant control, general lake maintenance, and water quality improvement services in that portion of the unincorporated area of Orange County to be known as **Lake Hourglass** and depicted on the map attached hereto as **Exhibit "B"** and which subdivisions are more fully described below; and

WHEREAS, the Board has determined on the basis of the information submitted with such request from EPD that the provision of aquatic plant control, general lake maintenance, and water quality improvement services in that portion of Orange County known as **Lake Hourglass** and as shown on **Exhibit "B"** will specially benefit the real property located within the boundaries of the **Lake Hourglass**; and

WHEREAS, the Board has determined, that the establishment of an MSBU for the purpose of aquatic plant control, general lake maintenance, and water quality improvement services is a reasonable and necessary method to finance such services and in the public interest, and the real property located within the boundaries of the **Lake Hourglass** MSBU will be specially benefited, now and in the future, and that the proposed MSBU should be created; and

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY, FLORIDA:

1. The foregoing "WHEREAS" clauses are hereby incorporated into the text of the resolution.
2. There is hereby established and created the **Lake Hourglass 11/2025** MSBU, subject to final adjustment and approval as provided for in Section 197.3632, Florida Statutes, the boundaries which appear on portions of the recorded plat of the **Lake Hourglass** subdivisions, Plat Book, Pages, Section, Township, Range and Lots as shown in **Exhibit "A"**, Public Records of Orange County, Florida. The

RECORDING DEPARTMENT: RETURN TO FINANCE & ACCOUNTING SPECIAL ASSESSMENTS

purpose of such MSBU is to provide for the collection and disbursement by the County of such funds as may be necessary for the payment of administrative costs and appropriate reserves for cash balance and the aquatic plant control, general lake maintenance, and water quality improvement services to be performed on such lake. This MSBU is created solely for the purpose of aquatic plant control, general lake maintenance, and water quality improvement services and related governmental inspection and staff support expenses, collection and administrative expenses.

3. The County shall perform or cause to be performed aquatic plant control, general lake maintenance, and water quality improvement services. The County may subcontract with any party for the performance of the maintenance services described herein.

4. Any maintenance outside the scope of the services described in Section 3 shall not be funded with MSBU revenues.

5. Upon approval of this MSBU, the Board shall determine the estimated non-ad valorem special assessment amount required to pay the expense of aquatic plant control, general lake maintenance, and water quality improvement services for the MSBU. This non-ad valorem special assessment is levied for the first time as of **November 1, 2025**, and will be levied each and every year thereafter until discontinued by the Board. The Board may increase or decrease the amount of the non-ad valorem special assessment by twenty percent (20%) each and every year thereafter to any affected property based on the benefit, which the Board will provide or has provided to the property with the revenues generated by the non-ad valorem special assessments. It is the intent of the County that the Uniform Method for the levy, collection, and enforcement of non-ad valorem special assessments, as authorized by Section 197.3632, Florida Statutes, shall be used for collecting the non-ad valorem special assessments. One and one half dollars (\$1.50) for each lot or parcel of land shall be added by the Board to cover the costs of administering the MSBU and the total amount so determined shall be specifically assessed against the real properties located within the boundaries of the MSBU as provided hereafter. Additional amounts will be added to provide for reimbursement of necessary administrative costs incurred by Orange County for inspections, the Property Appraiser and Tax Collector for the collection of non-ad valorem special assessments in accordance with the provisions of Section 197.3632, Florida Statutes, and for the establishment and maintenance of a reserve for cash balance for the purpose of paying expenses from October 1 of the ensuing fiscal year until the time when the revenues for that year are expected to be available, and a cash reserve for periodic major improvements to the such lake. Administrative costs shall include, but not be limited to those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The estimated annual cost of operating and administering the MSBU, including the establishment and maintenance of an appropriate reserve for cash balance, is **\$19,315.56**, and the estimated annual non-ad valorem special assessment to each freeholder is **\$585.32**. Proceeds from the collection of the non-ad valorem special assessments as provided hereinafter are to be put into a special revenue fund of the County to the credit of the MSBU, and are to be used only as provided herein.

6. Upon approval of this MSBU, and for each and every year thereafter, a non-ad valorem special assessment roll setting forth a description of each lot or parcel of land subject to the non-ad valorem special assessment in the MSBU as provided herein, including homesteads, shall be prepared by the Property Appraiser and delivered to the Board, which shall levy a non-ad valorem special assessment upon such lots or parcels as may be necessary to pay the estimated expense of the aquatic plant control, general lake maintenance, and water quality improvement services of such lake and the administration of the MSBU. The Board hereby determines that a fair and reasonable method of assessing the costs of such services among the properties specially benefitted by such services is a flat per lot or per parcel basis, and not an ad valorem basis, so that each parcel or lot, shall be assessed an equally amount toward such maintenance. After the adoption of the non-ad valorem special

assessment roll by the Board, the Property Appraiser shall extend the non-ad valorem special assessment upon the non-ad valorem special assessment roll, which roll shall be fully completed prior to the time the Board sits as the Board of Tax Adjustment, during which time such non-ad valorem special assessment may be protested, reviewed, equalized and adjusted to conform to the provisions of Sections 197.3632 and 197.3635, Florida Statutes. After adjournment as the Board of Tax Adjustment, the Board shall certify the non-ad valorem special assessment roll in the same manner and at the same time as the County Tax Roll is certified and delivered to the Tax Collector, and the non-ad valorem special assessments shall be collected in the same manner and shall have the same priority rights, discounts for early payment, prepayment by installment method, deferred payment, penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for non-payment, and be subject to the same delinquent interest and penalties, and be treated in all respects the same as County ad valorem taxes. Proceeds from the collection of the non-ad valorem special assessments shall be deposited in such depository as designated by the Board to the credit of the MSBU, and are to be used only as provided herein. From the proceeds of the non-ad valorem special assessments, the Board shall pay the costs of having a non-ad valorem special assessment roll made and extended. The Tax Collector's Office shall receive all fees and costs of sale as provided by law for the collection of ad valorem taxes, advertising, sale of lands, and issuance and sale of certificates. The Uniform Method for the levy, collection, and enforcement of non-ad valorem special assessments, Section 197.3632, Florida Statutes, shall be used.

7. The Board intends that non-ad valorem special assessments authorized by this resolution be collected pursuant to the Uniform Assessment Collection Act, Sections 197.3632 and 197.3635, Florida Statutes, for all affected parcels. The non-ad valorem special assessment will be listed on the assessment roll for all affected parcels and will be included in the notice of proposed property taxes and the tax notice for each affected parcel. These non-ad valorem special assessments will be subject to all collection provisions applicable to ad valorem taxes, including discount for early payment, prepayment by installment method, deferred payment, penalty for delinquent payments, issuance and sale of tax certificates and tax deeds for non-payment, and commissions of the Property Appraiser and the Tax Collector, as provided by Florida Law.

8. In the event of division or splitting of any of the tax parcels or lots assessed herein, any such newly subdivided or split parcels shall be included in the MSBU and assessed non-ad valorem special assessments, unless any such newly subdivided parcel shall, in the written determination of EPD, no longer continue to receive a special benefit from the services financed and provided through this MSBU. In the event of a determination by EPD that a parcel or parcels will no longer receive a special benefit from aquatic plant control, general lake maintenance, and water quality improvement services on such lake, the Property Appraiser and the Tax Collector shall be notified that such parcels shall be removed from the assessment rolls for this MSBU. In the event that newly subdivided parcels shall receive a lower benefit from such services than the assessment method for the MSBU shall be modified on the assessment rolls for the next ensuing year in order to continue to provide a fair and reasonable apportionment of the cost of the services provided for herein among the properties that receive the benefit of such services.

9. Each property owner affected by this resolution has been provided first class mail notice of the potential for loss of his or her title when the Uniform Method of collection is used and that all affected property owners have a right to appear at the hearing and to file written objections with the Board. Each property owner affected by this resolution has been provided first class mail notice of the time and place of the public hearing at which this resolution was adopted. However, under Section 119.07, Florida Statutes, certain records may be noted as exempt and confidential. This public record exemption may cause certain property owners not to receive the above first class mail notice, however, a public hearing

notice conforming to the provisions of Section 197.3632, Florida Statutes, has been published in a newspaper of general circulation within Orange County four times preceding the public hearing.

10. The Board of County Commissioners shall be the governing board of this Municipal Service Benefit Unit.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

ORANGE COUNTY, FLORIDA

BY: \_\_\_\_\_  
ORANGE COUNTY MAYOR

DATE: \_\_\_\_\_

ATTEST: Phil Diamond, County Comptroller  
as Clerk of the Board of County Commissioners

BY: \_\_\_\_\_  
DEPUTY CLERK

Exhibit "A"  
Parcels / Lots

Parcel ID Number	Legal Description
06-23-30-1432-02-111	CLOVERLAWN H/87 LOT 11 (LESS N 60 FT & LESS S 13 FT) BLK B
06-23-30-1432-02-112	CLOVERLAWN H/87 THE N 60 FT OF LOT 11 BLK B & LAND TO LAKE
06-23-30-1432-02-121	CLOVERLAWN H/87 THE S 62 FT LOT 12 BLK B & LAND TO LAKE
06-23-30-1432-02-122	CLOVERLAWN H/87 THE N 38 FT OF LOT 12 & S 13 FT OF LOT 11 & TH PART OF NE 1/4 OF NW 1/4 OF 06-23-30 LYING WEST OF THE AF OREMENTIONED LOTS. LAKE ACCESS OVER N 51 FT OF S 113 FT OF
06-23-30-1432-03-130	CLOVERLAWN H/87 LOT 13 (LESS BEG AT NE COR OF LOT 13 TH S 10 1.5 FT W 112.6 FT NELY 73.5 FT N 28 FT E 62 FT TO POB) BLK C & THAT PART OF OCCUPIED PLATTED LAKE LYING BETWEEN THE NORT
06-23-30-1432-03-140	CLOVERLAWN H/87 LOT 14 BLK C & THAT PART OF OCCUPIED PLATTED LAKE LYING BETWEEN THE NORTH LINE OF LOT 14 BLK C EXTENDING SOUTHWESTERLY TO A POINT OF A PROLONGATION OF THE SOUTH LIN
06-23-30-1432-03-150	CLOVERLAWN H/87 LOT 15 BLK C & THAT PART OF OCCUPIED PLATTED LAKE LYING BETWEEN THE NORTH LINE OF LOT 15 BLK C EXTENDED TO THE WEST BOUNDARY OF PLAT, AND THE SOUTH LINE OF LOT 15 B
06-23-30-1432-03-160	CLOVERLAWN H/87 LOT 16 (LESS BEG AT A PT 30.99 FT W OF SE CO R OF LOT 16 TH N 87 DEG W 192 FT M/L TO WATERS EDGE TH RUN S LY ALONG WATERS EDGE 10.4 FT E ALONG S LINE OF LOT 16 TO NE
06-23-30-3736-02-010	HOUR GLASS LAKE PARK H/130 THAT PART OF LOTS 1 & 2 BLK B & T HAT PART OF OCCUPIED PLATTED LAKE TO E BOUNDARY OF PLAT LYIN G E OF LOT 2 BLK B DESC AS: COMM AT NW COR OF SAID LOT 1 BE
06-23-30-3736-02-011	HOUR GLASS LAKE PARK H/130 THAT PART OF LOT 1 BLK B & THAT P ART OF OCCUPIED PLATTED LAKE TO E BOUNDARY OF PLAT LYING E O F LOT 1 BLK B DESC AS: BEG AT NW COR OF SAID LOT 1 RUN N89-1
06-23-30-3736-02-030	HOUR GLASS LAKE PARK H/130 LOTS 3, 4 BLK B & THAT PART OF OC CUPIED PLATTED LAKE LYING BETWEEN THE NORTH LINE OF LOT 3 BL K B EXTENDED TO THE EAST BOUNDARY OF PLAT, AND THE EAST LINE
06-23-30-3736-02-050	HOUR GLASS LAKE PARK H/130 LOT 5 BLK B & SEE PARCEL 06-23-30 -3736-00-001 FOR 1/38TH INT IN SUNRISE POINT COMMON AREA
06-23-30-3736-04-010	HOUR GLASS LAKE PARK H/130 LOT 1 BLK D & THAT PART OF OCCUPI ED PLATTED LAKE LYING BETWEEN A LINE BEG AT A PT 14.4 FT SOU TH OF THE NE COR OF LOT 1 BLK D AND EXTENDING SELY AT A RIGH
06-23-30-3736-04-020	HOUR GLASS LAKE PARK H/130 LOT 2 BLK D & THAT PART OF OCCUPI ED PLATTED LAKE LYING BETWEEN THE N & S LINE OF LOT 2 BLK D EXTENDED TO THE EAST BOUNDARY OF PLAT & SEE PARCEL 06-23-30-
06-23-30-3736-04-030	HOUR GLASS LAKE PARK H/130 LOT 3 BLK D & THAT PART OF OCCUPI ED PLATTED LAKE LYING BETWEEN THE N & S LINE OF LOT 3 BLK D EXTENDED TO THE EAST BOUNDARY OF PLAT & SEE PARCEL 06-23-30-
06-23-30-3736-04-040	HOUR GLASS LAKE PARK H/130 LOTS 4 & 5 BLK D & THAT PART OF O CCUPIED PLATTED LAKE LYING BETWEEN THE NORTH LINE OF LOT 4 B LK D EXTENDED TO THE EAST BOUNDARY OF PLAT, AND THE SOUTH LI
06-23-30-4075-00-010	KALINA REPLAT 29/71 LOT 1
06-23-30-4075-00-020	KALINA REPLAT 29/71 LOT 2
06-23-30-4075-00-030	KALINA REPLAT 29/71 LOT 3
06-23-30-6800-00-180	PEMBER TERRACE R/69 LOT 18
06-23-30-6800-00-190	PEMBER TERRACE R/69 LOT 19
06-23-30-6800-00-200	PEMBER TERRACE R/69 LOT 20
06-23-30-6800-00-210	PEMBER TERRACE R/69 LOT 21

06-23-30-6800-00-220	PEMBER TERRACE R/69 LOT 22 & THAT PART OF OCCUPIED PLATTED G AP LAND LYING BETWEEN LOT 22 & LOT 1 OF HOUR GLASS LAKE PARK H/130
06-23-30-7404-01-000	RICHMOND TERRACE J/85 A 12 FT WIDE PLATTED R/W LABELED WALK LYING BETWEEN LOTS 5 AND 6 IN BLK A BEING BOUNDED ON S BY E KALEY AVE ON N BY HOUR GASS LAKE PER SAID PLAT
06-23-30-7404-01-010	RICHMOND TERRACE J/85 LOT 1 & THAT PART OF OCCUPIED PLATTED LAKE LYING BETWEEN THE NORTH LOT LINE OF LOT 1 BLK A EXTENDE D EAST AND THE SOUTH EASTERLY LOT LINE OF LOT 1 BLK A EXTEND
06-23-30-7404-01-020	RICHMOND TERRACE J/85 LOT 2 BLK A SEE 5074/1889 & SEE 06-23- 30-7404-01-000 FOR EXCLUSIVE USE IN 12 FT R/W LABELED WALK I N BLK A PER PB J/85 & THAT PART OF OCCUPIED PLATTED LAKE LYI
06-23-30-7404-01-030	RICHMOND TERRACE J/85 LOT 3 BLK A SEE 6137/3861 & SEE 06-23- 30-7404-01-000 FOR EXCLUSIVE USE IN 12 FT R/W LABELED WALK I N BLK A PER PB J/85 & THAT PART OF OCCUPIED PLATTED LAKE LYI
06-23-30-7404-01-040	RICHMOND TERRACE J/85 LOTS 4, 5 BLK A & SEE 06-23-30-7404-01 -000 FOR EXCLUSIVE USE IN 12 FT R/W LABELED WALK IN BLK A PE R PB J/85 & THAT PART OF OCCUPIED PLATTED LAKE LYING BETWEEN
06-23-30-7404-01-060	RICHMOND TERRACE J/85 LOTS 6 & 7 BLK A & SEE 06-23-30-7404-0 1-000 FOR EXCLUSIVE USE IN 12 FT R/W LABELED WALK IN BLK A P ER PB J/85 & THAT PART OF OCCUPIED PLATTED LAKE LYING BETWEE
06-23-30-7404-01-080	RICHMOND TERRACE J/85 LOT 8 BLK A & SEE 06-23-30-7404-01-000 FOR EXCLUSIVE USE IN 12 FT R/W LABELED WALK IN BLK A PER PB J/85 & THAT PART OF OCCUPIED PLATTED LAKE LYING BETWEEN THE
06-23-30-7404-01-090	RICHMOND TERRACE J/85 LOT 9 BLK A (LESS BEG MOST ELY COR OF LOT, TH RUN N52-11-16W 120.6 FT, TH S45-26-00E 58.21 FT, TH S52-11-26E 63.18 FT, TH NELY 8.54 FT TO POB & LESS BEG 75.93
06-23-30-7404-01-100	RICHMOND TERRACE J/85 LOT 10 BLK A & BEG MOST ELY COR OF LOT 9, RUN N52-59-27W 120.6 FT, TH S45-26-00E 58.21 FT, S52-11- 26E 63.18 FT, TH NELY 8.54 FT TO POB & A PORTION OF LOT 9 BL



Exhibit "B"  
Lake Hourglass MSBU Map

