



# Orange County Government

Orange County  
Administration Center  
201 S Rosalind Ave.  
Orlando, FL 32802-1393

## Legislation Text

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**File #:** 25-911, **Version:** 1

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### Interoffice Memorandum

**DATE:** June 9, 2025

**TO:** Mayor Jerry L. Demings and County Commissioners

**THROUGH:** Luciana Mino, Assistant Manager

**FROM:** Sara Solomon, Senior Title Examiner

**CONTACT:** Faye Lee, Administrative Assistant

**PHONE:** 407-836-7097

**DIVISION:** Real Estate Management Division

**ACTION REQUESTED:**

Approval and execution of Notice of Reservation by and between City of Orlando and Orange County and Notice of Reservation from Orange County, and authorization to disburse funds to pay recording fees and record instruments for Horizon West Regional Park B23903859 OCU File 100929. District 1. **(Real Estate Management Division)**

**PROJECT:** Horizon West Regional Park B23903859 OCU File 100929

**PURPOSE:** To reserve two easements for utility purposes for Horizon West Regional Park.

**ITEM:**

Notice of Reservation

Total Size: 3,273 square feet

Notice of Reservation

Size: 4,043 square feet

**BUDGET:** 1265-062-2155-6310

**REVENUE:** N/A

**FUNDS:** \$96.50 - payable to Orange County Comptroller (for recording fees)

**APPROVALS:**

Real Estate Management Division  
Capital Projects Division  
Public Works Department  
Utilities Department  
City of Orlando

**REMARKS:** This action reserves utility easements over portions of Parcel ID: 16-23-27-0000-00-031 which is owned 50/50 by the City of Orlando and the County, and Parcel ID: 17-23-27-0000-00-025 which is owned solely by the County.

These Notices of Reservation retain easements for utility purposes in perpetuity despite any further transfer of fee title, to provide services to the Horizon West Regional Park.

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS

**FBI 8 1 2025**

**THIS INSTRUMENT PREPARED BY AND AFTER RECORDING  
RETURN TO:**

Sara Solomon, a staff employee  
in the course of duty with the  
Real Estate Management Division  
of Orange County, Florida  
P.O. Box 1393  
Orlando, Florida 32802-1393

**Property Appraiser's Parcel Identification Number:**  
a portion of 16-23-27-0000-00-031

**Project:** Horizon West Regional Park B23903859 OCU File #100929

**NOTICE OF RESERVATION**

**THIS NOTICE OF RESERVATION ("Notice")** is made and entered into as of the date of last execution below, by and between **CITY OF ORLANDO ("City")**, a municipal corporation organized and existing under the laws of the state of Florida, whose address is 400 South Orange Avenue, Orlando, Florida 32801, and **ORANGE COUNTY ("County")** a charter county and political subdivision of the State of Florida, whose address is P.O. Box 1393, Orlando, Florida 32802-1393.

**WHEREAS**, City and County each own an undivided 50% (fifty percent) fee simple interest in the real property commonly known as Water Conserv II Property, described in **Exhibit A**, attached hereto and incorporated herein by this reference ("**Property**"); and

**WHEREAS**, County and City desire to reserve an easement for utility purposes in perpetuity on a portion of the property as described on the attached **Exhibit B**.

**NOW THEREFORE**, County and City hereby reserve an easement for utility purposes in perpetuity despite any further transfer of fee title.

City Council Meeting: 05-19-2025  
Item: 3.5.12 Documentary: 2505193512

Project: Horizon West Regional Park B23903859 OCU File #100929

**IN WITNESS WHEREOF**, the said County and City have caused these presents to be executed in their names.

**"COUNTY"**

ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

By: *Jerry L. Demings*  
Jerry L. Demings  
Orange County Mayor

Date: *1 July 2025*

**ATTEST:**

Phil Diamond, CPA, County Comptroller

As Clerk of the Board of County Commissioners

By: *Jennifer Lara-Klimetz*  
for Deputy Clerk  
*Jennifer Lara-Klimetz*  
Print Name





Project: Horizon West Regional Park B23903859 OCU File #100929

"CITY OF ORLANDO, FLORIDA"

By: Buddy Dyer

Name: Buddy Dyer

Title: Mayor

Date: 5/22/25

ATTEST:

By: [Signature]  
Stephanie Herdocia, City Clerk

APPROVED AS TO FORM AND LEGALITY  
for the use and reliance of the  
City of Orlando, Florida, only

May 5, 2025  
Michael Duggan  
Assistant City Attorney

Project: Horizon West Regional Park B23903859 OCU File #100929

**Exhibit A**  
**Legal Description**

Commence at the Southeast corner of the Northeast 1/4 of Section 17, Township 23 South, Range 27 East; thence South 89°54'25" West, 608.36 feet; thence South 01°22'42" East, 215.06 feet to POINT OF BEGINNING and point on a non-tangent curve concave Southeasterly having a radius of 783.5 feet a chord bearing of North 75°14'21" East, 389.37 feet; thence Northeasterly along the arc of said curve through a central angle of 28°46'31" for an arc distance of 393.49 feet; thence North 89°36'42" East, 2202.26 feet to the point of curvature of a curve concave Northwesterly having a radius of 1203.5 feet with a chord bearing of North 68°42'37" East, 858.73 feet; thence Northeasterly through a central angle of 41°48'11" an arc distance of 878.07 feet to a point of reverse curvature of a curve concave Southeasterly having a radius of 1088.5 feet with a chord bearing of North 68°40'20" East, 775.33 feet; thence Northeasterly through a central angle of 41°43'38" an arc distance of 792.73 feet; thence North 89°32'09" East, 212.08 feet; thence South 00°27'44" East, 467.82 feet; thence South 89°37'52" West, 752.4 feet; thence South 00°46'01" West, 1318.46 feet; thence South 89°37'52" West, 329.5 feet; thence South 00°27'44" East, 1651.85 feet; thence West, 500 feet; thence South, 165.234 feet; thence South 89°36'47" West, 1162.92 feet; thence South 00°04'23" East, 165.29 feet; thence South 89°03'04 West, 830.49 feet; thence North 00°07'51" West, 660.87 feet; thence South 89°35'57" West, 166.23 feet; thence North 00°08'32" West, 1321.29 feet; thence South 89°50'29" West, 806.5 feet; thence North 00°12'55" West, 658.691 feet; thence North 74°13'42" East, 219.871 feet; thence North 01°22'42" West, 389.14 feet to POINT OF BEGINNING

## EXHIBIT "B"

PROJECT NAME: HORIZON WEST REGIONAL PARK  
OC PERMIT B23903859  
UTILITY EASEMENT

### DESCRIPTION:

A PORTION OF LAND LYING WITHIN SECTION 16, TOWNSHIP 23 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 23 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA; THENCE SOUTH 00°10'30" EAST, A DISTANCE OF 115.00 FEET ALONG THE WEST LINE OF SAID SECTION 16, TO THE SOUTH RIGHT OF WAY LINE OF HAMLIN GROVES TRAIL; THENCE DEPARTING SAID WEST LINE, NORTH 89°36'42" EAST, A DISTANCE OF 1,377.47 FEET ALONG SAID SOUTH RIGHT OF WAY LINE, TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID SOUTH RIGHT OF WAY LINE, NORTH 89°36'42" EAST, A DISTANCE OF 20.00 FEET; THENCE DEPARTING SAID SOUTH RIGHT OF WAY LINE, SOUTH 00°04'35" EAST, A DISTANCE OF 25.00 FEET; THENCE SOUTH 89°36'42" WEST, A DISTANCE OF 20.00 FEET; THENCE NORTH 00°04'35" WEST, A DISTANCE OF 25.00 FEET TO THE AFOREMENTIONED SOUTH RIGHT OF WAY LINE, AND THE POINT OF BEGINNING.

CONTAINING 497 SQUARE FEET, MORE OR LESS.

### SURVEYOR'S REPORT:

1. BEARINGS SHOWN HEREON ARE BASED ON THE WEST LINE OF SECTION 16, TOWNSHIP 23 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA, BEING SOUTH 00°10'30" EAST. (ASSUMED)
2. I HEREBY CERTIFY THAT THE "SKETCH OF DESCRIPTION" OF THE ABOVE DESCRIBED PROPERTY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS RECENTLY DRAWN UNDER MY DIRECTION AND THAT IT MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE.
3. THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EDWIN MUNOZ JR., PSM 7288 ON THE DATE SHOWN; THE ELECTRONIC SIGNATURE HEREON IS IN COMPLIANCE WITH THE FLORIDA ADMINISTRATIVE CODE 5J-17-062.

### SKETCH AND DESCRIPTION

Date: JULY 31, 2023 JH

Certification Number LB2108 67522007

FOR  
ORANGE COUNTY  
CAPITAL PROJECTS DIVISION



Digitally signed by  
Edwin Munoz Jr.  
Date: 2025.04.28  
13:09:19-04'00'

Job Number: 67522 Scale: 1" = 20'

Chapter 5J-17, Florida  
Administrative Code requires  
that a legal description drawing  
bear the notation that

**THIS IS NOT A SURVEY.**

REVISED APRIL 28, 2025 EM

SHEET 1 OF 2  
SEE SHEET 2 FOR SKETCH



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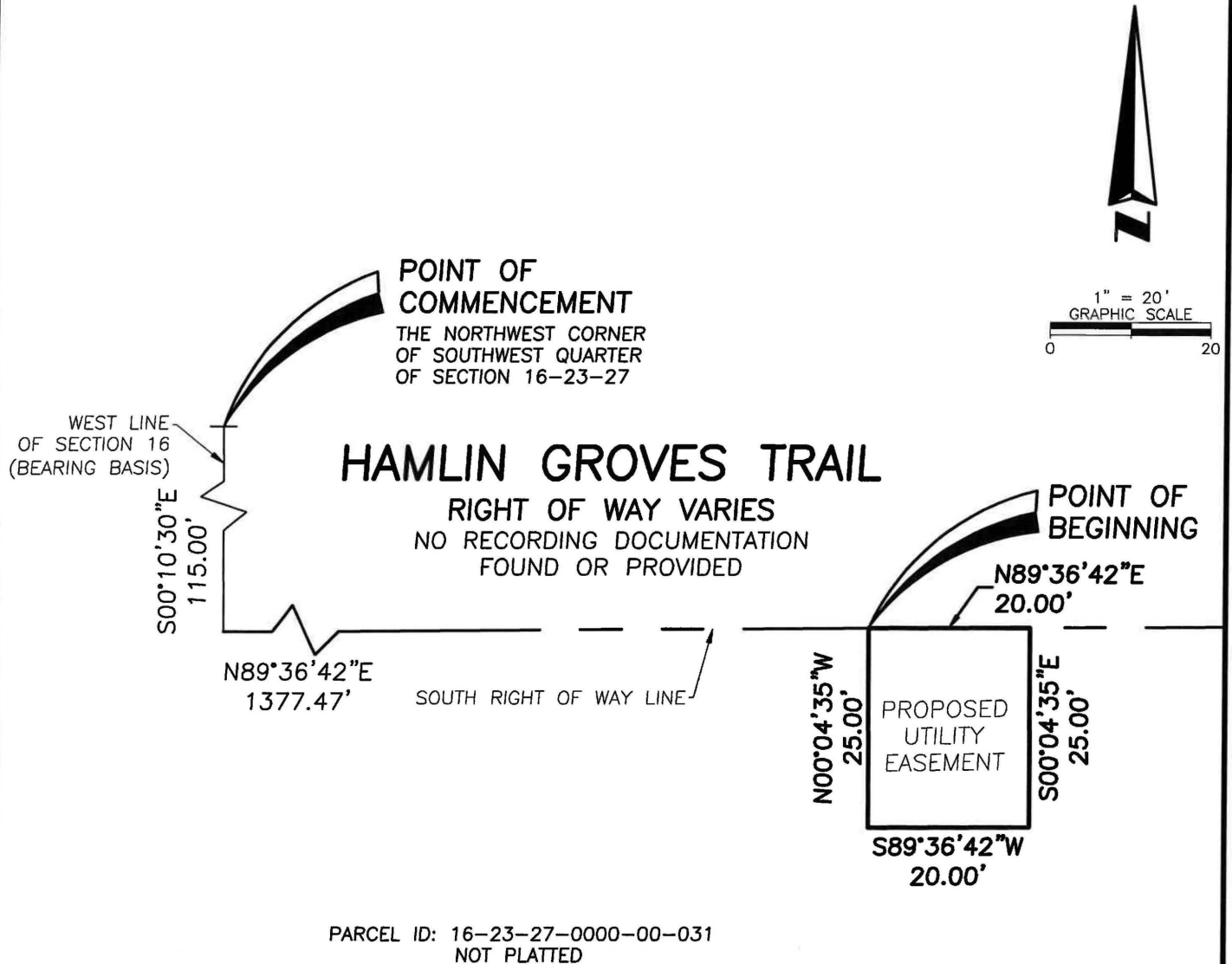
SOUTHEASTERN SURVEYING  
AND MAPPING CORPORATION  
6500 All American Boulevard  
Orlando, Florida 32810-4350  
(407) 292-8500

e-mail: info@southeasternsurveying.com

EDWIN MUNOZ JR., PSM  
Registered Land Surveyor Number 7288

# SKETCH OF DESCRIPTION

PROJECT NAME: HORIZON WEST REGIONAL PARK  
OC PERMIT B23903859  
UTILITY EASEMENT



Drawing No. 67522007  
Job No. 67522  
Date: JULY 31, 2023  
SHEET 2 OF 2  
See Sheet 1 for Description

THIS IS NOT A SURVEY.  
NOT VALID WITHOUT SHEET 1 THROUGH 2



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AND MAPPING CORPORATION  
6500 All American Boulevard  
Orlando, Florida 32810-4350  
(407) 292-8580  
Certification Number LB2108

e-mail: [info@southeasternsurveying.com](mailto:info@southeasternsurveying.com)

## EXHIBIT "B"

PROJECT NAME: HORIZON WEST REGIONAL PARK  
OC PERMIT B23903859  
UTILITY EASEMENT

### DESCRIPTION:

A PORTION OF LAND LYING WITHIN SECTION 16, TOWNSHIP 23 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 23 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA; THENCE SOUTH 00°10'30" EAST, A DISTANCE OF 115.00 FEET ALONG THE WEST LINE OF SAID SECTION 16 TO THE SOUTH RIGHT OF WAY LINE OF HAMLIN GROVE TRAIL; THENCE DEPARTING SAID WEST LINE, NORTH 89°36'42" EAST, A DISTANCE OF 1,243.59 FEET ALONG SAID SOUTH RIGHT OF WAY LINE, TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID SOUTH RIGHT OF WAY LINE, NORTH 89°36'42" EAST, A DISTANCE OF 277.62 FEET; THENCE DEPARTING SAID SOUTH RIGHT OF WAY LINE, SOUTH 00°23'18" EAST, A DISTANCE OF 10.00 FEET; THENCE SOUTH 89°36'42" WEST, A DISTANCE OF 277.62 FEET; THENCE NORTH 00°23'18" WEST, A DISTANCE OF 10.00 FEET TO THE AFOREMENTIONED SOUTH RIGHT OF WAY LINE AND THE POINT OF BEGINNING.

CONTAINING 2,776 SQUARE FEET, MORE OR LESS.

### SURVEYOR'S REPORT:

1. BEARINGS SHOWN HEREON ARE BASED ON THE WEST LINE OF SECTION 16, TOWNSHIP 23 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA, BEING SOUTH 00°10'30" EAST. (ASSUMED)
2. I HEREBY CERTIFY THAT THE "SKETCH OF DESCRIPTION" OF THE ABOVE DESCRIBED PROPERTY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS RECENTLY DRAWN UNDER MY DIRECTION AND THAT IT MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE.
3. THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EDWIN MUNOZ JR., PSM 7288 ON THE DATE SHOWN; THE ELECTRONIC SIGNATURE HEREON IS IN COMPLIANCE WITH THE FLORIDA ADMINISTRATIVE CODE 5J-17-062.

### SKETCH AND DESCRIPTION

Date: APRIL 1, 2024 CL

Certification Number LB2108 67522009

FOR  
ORANGE COUNTY  
CAPITAL PROJECTS DIVISION



Digitally signed by  
Edwin Munoz Jr.  
Date: 2025.04.28  
13:11:54-04'00'

Job Number: 67522 Scale: 1" = 60'

Chapter 5J-17, Florida  
Administrative Code requires  
that a legal description drawing  
bear the notation that

**THIS IS NOT A SURVEY.**

REVISED APRIL 28, 2025 EM

SHEET 1 OF 2  
SEE SHEET 2 FOR SKETCH



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6500 All American Boulevard  
Orlando, Florida 32810-4350

(407) 292-8500  
e-mail: info@southeasternsurveying.com

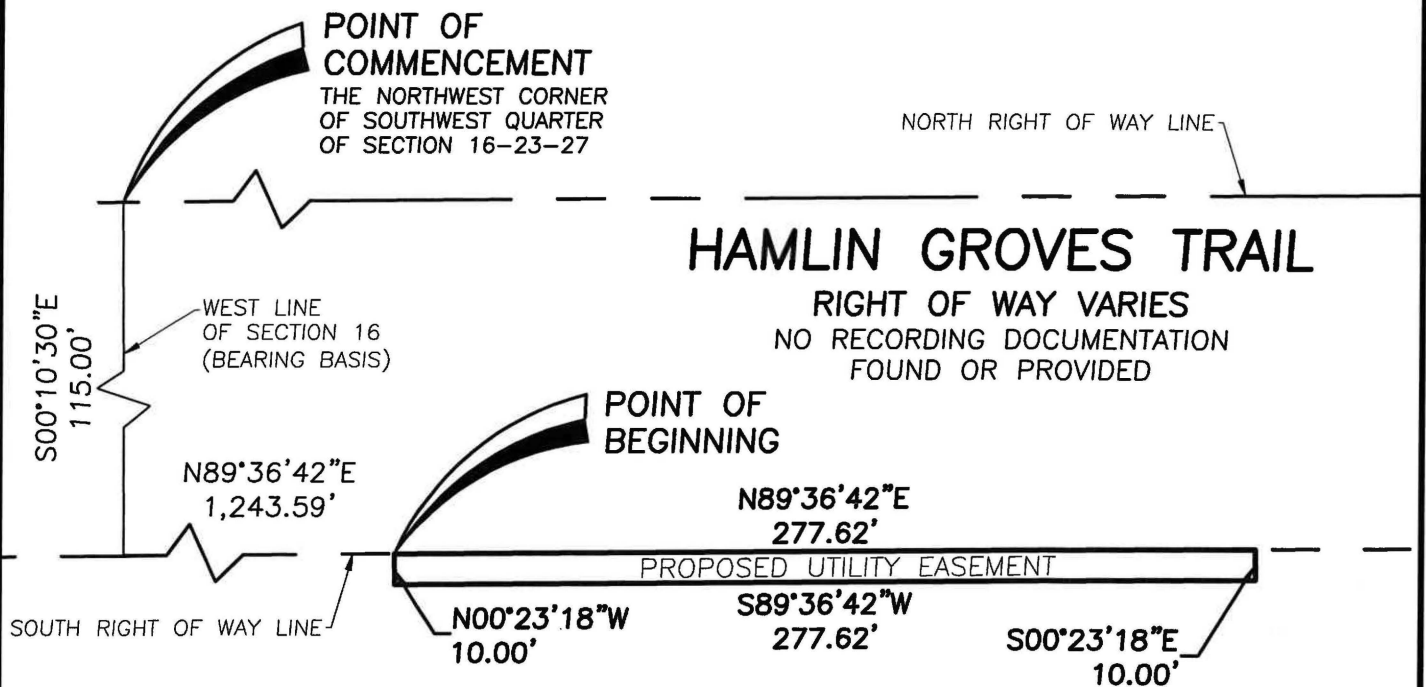
EDWIN MUNOZ JR., PSM  
Registered Land Surveyor Number 7288

# SKETCH OF DESCRIPTION

PROJECT NAME: HORIZON WEST REGIONAL PARK  
OC PERMIT B23903859  
UTILITY EASEMENT



1" = 60'  
GRAPHIC SCALE  
0 60



PARCEL ID: 16-23-27-0000-00-031  
NOT PLATTED



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6500 All American Boulevard  
Orlando, Florida 32810-4350  
(407) 292-8580

Certification Number LB2108

e-mail: [info@southeasternsurveying.com](mailto:info@southeasternsurveying.com)

Drawing No. 67522009  
Job No. 67522  
Date: APRIL 1, 2024  
SHEET 2 OF 2  
See Sheet 1 for Description

THIS IS NOT A SURVEY.  
NOT VALID WITHOUT SHEET 1 THROUGH 2

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS

JUL 0 1 2025

**THIS INSTRUMENT PREPARED BY AND  
AFTER RECORDING RETURN TO:**

Sara Solomon, a staff employee  
in the course of duty with the  
Real Estate Management Division  
of Orange County, Florida  
P.O. Box 1393  
Orlando, Florida 32802-1393

**Property Appraiser's Parcel Identification Number:**  
a portion of 17-23-27-0000-00-025

**Project:** Horizon West Regional Park B23903859  
OCU File #100929

**NOTICE OF RESERVATION**

ORANGE COUNTY, A CHARTER COUNTY AND POLITICAL SUBDIVISION OF THE  
STATE OF FLORIDA, HEREBY reserves an easement for utility purposes in perpetuity on the  
following property:

**See Attached Exhibit "A"**

ORANGE COUNTY shall retain its utility easement interest despite any transfer of fee title.

Dated at Orlando, Florida this JUL 0 1 2025.

IN WITNESS WHEREOF, the said COUNTY has caused these presents to be executed in its  
name by its Board, acting by the County Mayor, the day and year aforesaid.

(Official Seal)

ORANGE COUNTY, FLORIDA  
By Board of County Commissioners

BY:

*[Signature]*  
Jerry L. Demings  
Orange County Mayor

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

BY:

*[Signature]*  
Deputy Clerk

*Jennifer Lara-Klimetz*  
Printed Name



## EXHIBIT "A"

PROJECT NAME: HORIZON WEST REGIONAL PARK  
OC PERMIT B23903859  
UTILITY EASEMENT

### DESCRIPTION:

A PORTION OF LAND LYING WITHIN SECTION 17, TOWNSHIP 23 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER CORNER OF SECTION 17, TOWNSHIP 23 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA; THENCE SOUTH 00°10'30" EAST A DISTANCE OF 1,321.28 FEET ALONG THE EAST LINE OF SAID SECTION 17 TO THE NORTH LINE OF ENCLAVE AT HAMLIN, PER PLAT BOOK 101, PAGES 107 THROUGH 112, PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA; THENCE DEPARTING SAID EAST LINE, SOUTH 89°50'22" WEST, A DISTANCE OF 806.50 FEET ALONG SAID NORTH LINE TO THE EAST LINE OF THE LANDS DESCRIBED IN DOCUMENT #20190068358, PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA; THENCE DEPARTING SAID NORTH LINE, NORTH 00°12'55" WEST, A DISTANCE OF 8.83 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING; THENCE SOUTH 89°14'29" WEST, A DISTANCE OF 202.21 FEET TO THE EAST RIGHT OF WAY LINE OF HAMLIN GROVES TRAIL; THENCE NORTH 00°00'00" EAST, A DISTANCE OF 20.00 FEET ALONG SAID EAST RIGHT OF WAY LINE; THENCE DEPARTING SAID EAST RIGHT OF WAY LINE, NORTH 89°14'29" EAST, A DISTANCE OF 202.14 FEET TO THE AFOREMENTIONED EAST LINE OF THE LANDS DESCRIBED IN DOCUMENT #20190068358; THENCE SOUTH 00°12'55" EAST A DISTANCE OF 20.00 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING.

CONTAINING 4,043 SQUARE FEET, MORE OR LESS.

### SURVEYOR'S REPORT:

1. BEARINGS SHOWN HEREON ARE BASED ON THE EAST LINE OF SECTION 17, TOWNSHIP 23 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA, BEING S00°10'30"E. (ASSUMED)
2. I HEREBY CERTIFY THAT THE "SKETCH OF DESCRIPTION" OF THE ABOVE DESCRIBED PROPERTY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS RECENTLY DRAWN UNDER MY DIRECTION AND THAT IT MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE.
3. THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EDWIN MUNOZ JR., PSM 7288 ON THE DATE SHOWN; THE ELECTRONIC SIGNATURE HEREON IS IN COMPLIANCE WITH THE FLORIDA ADMINISTRATIVE CODE 5J-17-062.

### SKETCH AND DESCRIPTION

Date: JULY 31, 2023 JH

Certification Number LB2108 67522006

FOR  
ORANGE COUNTY  
CAPITAL PROJECTS DIVISION

Job Number: 67522 Scale: 1" = 60'

Chapter 5J-17, Florida  
Administrative Code requires  
that a legal description drawing  
bear the notation that

**THIS IS NOT A SURVEY.**

REVISED JUNE 4, 2024 EM

SHEET 1 OF 2  
SEE SHEET 2 FOR SKETCH



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6500 All American Boulevard  
Orlando, Florida 32810-4350  
(407) 292-8550

e-mail: info@southeasternsurveying.com

EDWIN MUNOZ JR., PSM  
Registered Land Surveyor Number 7288



Digitally signed by Edwin Munoz Jr.  
DN: c=US, o=Florida,  
dnQualifier=A01410D0000018A83F3  
1BEF0000E982, cn=Edwin Munoz Jr.  
Date: 2024.08.05 07:47:38 -04'00'



# SKETCH OF DESCRIPTION

PROJECT NAME: HORIZON WEST REGIONAL PARK  
OC PERMIT B23903859  
UTILITY EASEMENT

## HAMLIN GROVES TRAIL

RIGHT OF WAY VARIES

N00°00'00"E  
20.00'

NO RECORDING DOCUMENTATION FOUND OR PROVIDED

EAST RIGHT OF WAY LINE

NOT PLATTED

PARCEL ID:  
17-23-27-0000-00-025

ARCADIA BLUFF LOOP

54.00' RIGHT OF WAY

PLAT BOOK 101, PAGES 107-112

TRACT OS-1

S89°14'29"W 202.21'

PROPOSED UTILITY EASEMENT

N89°14'29"E 202.14'

S00°12'55"E  
20.00'

EAST LINE OF DOCUMENT  
#20190068358

POINT OF  
BEGINNING

N00°12'55"W  
8.83'

PARCEL ID:  
16-23-27-0000-00-031

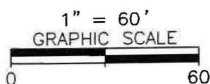
NORTH LINE  
ENCLAVE AT HAMLIN  
PLAT BOOK 101,  
PAGES 107-112

S89°50'22"W  
806.50'

EAST LINE  
SECTION 17  
(BEARING BASIS)

POINT OF  
COMMENCEMENT  
THE NORTHEAST CORNER  
OF THE SOUTHEAST  
QUARTER OF SECTION  
17-23-27

S00°10'30"E  
1321.28'



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SOUTHEASTERN SURVEYING  
AND MAPPING CORPORATION  
6500 All American Boulevard  
Orlando, Florida 32810-4350  
(407) 292-8580

Certification Number LB2108

e-mail: info@southeasternsurveying.com

Drawing No. 67522006  
Job No. 67522  
Date: JULY 31, 2023  
SHEET 2 OF 2  
See Sheet 1 for Description

THIS IS NOT A SURVEY.  
NOT VALID WITHOUT SHEET 1 THROUGH 2

# REAL ESTATE MANAGEMENT REQUEST FOR FUNDS (RFF)

Project Name: Horizon West Regional Park B23903859 OCU File #100929

Date: June 2, 2025

Parcel #s: 17-23-27-0000-00-025 & 16-23-27-0000-00-031 District #: 1

Approval: BCC

Type of Transaction: N/A

Donation

Total Amount: \$ 96.50

## PAYABLE TO:

Charge to Account: 1265-062-2155-6310

Orange County Comptroller  
P.O. Box 38, Orlando, Florida 32802

Other

Notice of Reservation (PID 17-23-27-0000-00-025) \$27.00  
Notice of Reservation (PID 16-23-27-0000-00-031) \$69.50  
TOTAL: 96.50

Controlling Agency's Approval Signature:

*Roan Waterbury Project Manager*

Print Name and Title

*[Signature]* 6/3/25  
Signature (must be wet ink) Date

Controlling Agency's Fiscal Approval Signature:

*Jose Canas, Financial Administrator*

Print Name and Title

*[Signature]* 6/2/25  
Signature (must be wet ink) Date

## SPECIAL INSTRUCTIONS

Hold check for REM to pick-up. DO NOT MAIL.

Please contact Geoffrey.Lee@ocfl.net  
or Faye.Lee@ocfl.net when  
ready.

Form Prepared by:

Sara Solomon

407-836- 8105

sara.solomon@ocfl.net

## REAL ESTATE MANAGEMENT APPROVAL

## BCC APPROVAL

*[Signature]* 6/5/25  
Mindy T. Cummings, Manager Date

*[Signature]* 6/1/2025  
Deputy Clerk of the Board Signature Date

## ORDINANCE Stamp

Empty box for Ordinance Stamp

## BCC Stamp

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS  
JUL 01 2025

Real Estate Management Division Use Only  
Routing Checklist Approval Dates

Agency \_\_\_\_\_ REM Mgmt. \_\_\_\_\_ BCC \_\_\_\_\_ Finance \_\_\_\_\_