

**MINUTES OF MEETING  
AVALON PARK WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Avalon Park West Community Development District held a Regular Meeting on May 30, 2024 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

**Present were:**

Christian Cotter  
Mary Moulton  
Josh Tepper  
John Wiggins

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present, were:**

Cindy Cerbone  
Jamie Sanchez  
Jere Earlywine  
Alex Gormley  
Neeraj Chander

District Manager  
Wrathell, Hunt and Associates, LLC  
District Counsel  
Access Management  
Access Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 10:47 a.m.

Supervisors Cotter, Moulton, and Tepper were present. Supervisor Wiggins arrived during the meeting. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to John Wiggins, Seat 1 (the following will also be provided in a separate package)**

Ms. Sanchez stated the Oath of Office was administered to Mr. John Wiggins in advance of the meeting.

- A. Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

#### **FOURTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 2; Term Expires November 2024**

- **Administration of Oath of Office to Newly Appointed Supervisor**

This item was deferred.

#### **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-09, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2024-09. The following slate was nominated:

Christian Cotter	Chair
Mary Moulton	Vice Chair
John Wiggins	Assistant Secretary
Josh Tepper	Assistant Secretary

No other nominations were made. Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer and Assistant Secretaries Cindy Cerbone and Jamie Sanchez, remain unaffected by this Resolution.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-09, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-10, Setting a Public Hearing to Adopt the Amended and Restated Recreational Facilities Rules; and Providing for Severability and an Effective Date**

- **Presentation of Amended and Restated Recreational Facilities Rules**

Ms. Sanchez presented Resolution 2024-10.

It was noted that redlines and edits have been incorporated; the document is not in final form and more revisions can be made prior to the Public Hearing.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-10, Setting a Public Hearing on August 23, 2024 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545, to Adopt the Amended and Restated Recreational Facilities Rules; and Providing for Severability and an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-11, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2024-11. She reviewed the amended Fiscal Year 2024 budget, which now includes the Series 2023 Debt Service Fund.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-11, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-12, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law;**

**Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Ms. Sanchez presented Resolution 2024-12. She reviewed the proposed Fiscal Year 2025 budget and noted adjustments compared to the Fiscal Year 2024 budget. Field operations expenses for structural items related to the Amenity Center were added. She thanked Ms. Gormley for working directly with her on the field operations items.

Ms. Cerbone stated that the commercial parcel presents a new aspect of the budget, whereby the CDD will be assessing the commercial parcels. She referred to the bottom of Page 14, which indicates that commercial parcels will contribute administrative assessments.

Discussion ensued regarding the “Commercial assessment contingency” line item, on Page 4 of the budget, which represents the necessary funds for the Boundary Amendment.

Ms. Cerbone stated that line item was created in recognition that, for budgeting purposes, the correct action would be to assess the commercial property owners; although, whether the Boundary Amendment to remove the commercial parcels from the CDD will proceed remains to be determined.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-12, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 23, 2024 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-13, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2024-13.

The following change was made to the Fiscal Year 2025 Meeting Schedule:

DATE: Delete December

**On MOTION by Mr. Cotter and seconded by Mr. Tepper, with all in favor, Resolution 2024-13, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.**

#### **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-14, Ratifying the Actions of the District Manager in Redesignating the Date and Location for Landowners' Meeting; Providing for Publication, Providing for an Effective Date**

Ms. Sanchez presented Resolution 2024-14, which relates to changing the date and location of the Landowners' Meeting.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-14, Ratifying the Actions of the District Manager in Redesignating the Date and Location for a Landowners' Meeting to November 5, 2024 at 10:00 a.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558; Providing for Publication, Providing for an Effective Date, was adopted.**

#### **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-15, District Directing the Chairman and District Staff to Take All Actions Necessary to Withdraw the Petition Filed with the Pasco County Board of County Commissioners Requesting the Adoption of an Ordinance Amending the District's Boundary; and Providing an Effective Date**

##### **A. Boundary Amendment Funding Agreement**

This item will be tabled for 60 days.

**TWELFTH ORDER OF BUSINESS****Acceptance of Unaudited Financial  
Statements as of April 30, 2024**

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.**

**THIRTEENTH ORDER OF BUSINESS****Approval of January 26, 2024 Regular  
Meeting Minutes**

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the January 26, 2024 Regular Meeting Minutes, as presented, were approved.**

**FOURTEENTH ORDER OF BUSINESS****Staff Reports**

- A. District Counsel: Kutak Rock LLP**
- B. District Engineer: Stantec Consulting Services**
- C. Operations Manager: Access Management**

There were no District Counsel, District Engineer or Operations Manager reports.

- D. District Manager: Wrathell, Hunt and Associates, LLC**

- **544 Registered Voters in District as of April 15, 2024**
- **NEXT MEETING DATE: June 28, 2024 at 10:00 AM**
  - **QUORUM CHECK**

The next meeting will be on June 28, 2024, unless cancelled.

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

Discussion ensued regarding the work and information provided by Ms. Stewart related to speed tables. The consensus was that the proposal provided is a larger scope than what the Board is considering. Ms. Moulton will forward a concept that includes four or five speed tables, in the hopes that Ms. Stewart can scale it down and provide an estimated cost.

Ms. Cerbone will work with District Counsel, the District Engineer and Ms. Moulton regarding the request.

A verbal update will be given at the next meeting during the District Engineer's Report.

**SIXTEENTH ORDER OF BUSINESS**

**Public Comments**

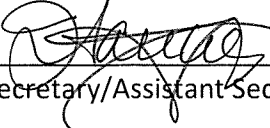
No members of the public spoke.


**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

<p><b>On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the meeting adjourned at 11:02 a.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair