

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

The Board of Supervisors of the Avalon Park West Community Development District held Public Hearings and a Regular Meeting on August 23, 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:**

Cindy Cerbone  
Jamie Sanchez  
Jere Earlywine (via telephone)  
Ryan Dugan (via telephone)  
Alex Gormley  
Neeraj Chander  
Ingrid Bachmeier  
Members of the Public

District Manager  
Wrathell, Hunt and Associates, LLC  
District Counsel  
Kutak Rock LLP  
Access Management  
Access Management  
Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 10:04 a.m.

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

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

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

- **Administration of Oath of Office (the following will also be provided in a separate package)**
- 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**

This item was deferred.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-16,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

This item was deferred.

**Mr. Tepper arrived at the meeting at 10:06 a.m.**

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year  
2024/2025 Budget**

**A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2024-17, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Sanchez presented Resolution 2024-17. The proposed Fiscal Year 2025 budget is unchanged since it was approved at a previous meeting, except for the addition of Field Operations Management, which will begin on January 1, 2025. Mailed Notices were previously sent to the property owners informing them of the maximum possible increase.

<b>On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the Public Hearing was opened.</b>
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No affected property owners or members of the public spoke.

**On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Wiggins and seconded by Ms. Moulton, with all in favor, Resolution 2024-17, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2024/2025, Pursuant to Florida Law**

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

- C. Consideration of Resolution 2024-18, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Sanchez presented Resolution 2024-18, which allows the CDD to utilize the services of the Property Appraiser and Tax Collector.

**On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, of Resolution 2024-18, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties**

and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

**SEVENTH ORDER OF BUSINESS****Update: Egis Insurance & Risk Advisors -  
Site Visit Report**

Ms. Sanchez presented the Egis Insurance & Risk Advisors Site Visit Report.

Mr. Chander discussed the site visit and stated that all recommendations, including relocating chemicals, inspecting controls for functionality, paver and drain repairs have been made or are in progress.

Ms. Moulton noted that the pool vendor was changed to improve the service and quality of the pool conditions.

Mr. Chander stated the interior of the pool area was painted and pool furniture is being repaired and will be replaced in the coming weeks. He stated that adjustments will be made to the grill area and mulch will be installed. Pressure washing will occur after mulch is installed, and the Splash Pad is now operational continually on a dusk to dawn timer, rather than at the push of a button, which is better for the motor.

Ms. Moulton stated that many improvements were based on resident comments. The amenity receives very heavy use, which necessitated the furniture repairs.

Mr. Chander stated that the outdoor shower will be replaced. Ms. Moulton asked for this to be expedited.

**EIGHTH ORDER OF BUSINESS****Consideration of Goals and Objectives  
Reporting [HB7013 - Special Districts  
Performance Measures and Standards  
Reporting]**

Ms. Sanchez presented the Memorandum regarding House Bill 7013 Special Districts Performance Measures and Standards Reporting outlining a new state requirement for CDDs to establish and report annual goals and objectives. The CDD has already had these standards in place; a more formalized process provides for measurement and reporting.

**On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-19, Amending Resolution 2024-10 to Reset the Date, Time, and Location of the Public Hearing Regarding the Amended and Restated Recreational Facilities Rules; Providing a Severability Clause; and Providing an Effective Date**

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

Ms. Sanchez presented Resolution 2024-19.

Ms. Gormley stated that Staff recommendations being reviewed include tightening up on rental times, increasing safety and staff oversight and increasing the rental fee to help cover costs of facility maintenance based on the constant usage. Documents will be ready for final review at the October meeting.

**On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, Resolution 2024-19, Amending Resolution 2024-10 to Reset the Date, Time, and Location of the Public Hearing Regarding the Amended and Restated Recreational Facilities Rules on October 25, 2024 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**TENTH 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**

Ms. Sanchez presented Resolution 2024-15, which relates to removing certain parcels planned for future development.

Ms. Cerbone stated that the budget that was just adopted includes assessments on commercial parcels. Should the Boundary Amendment proceed, additional considerations include billings on the property tax bill; Truth in Millage (TRIM) Notices are due to be sent soon.

The Board and Staff discussed how to proceed.

Ms. Moulton suggested tabling Item 10A, keeping the budget in its current form and continuing with TRIM Notices.

Mr. Earlywine stated that the act of withdrawing the Boundary Amendment will be tabled; this item will be removed from the agenda for now.

**ELEVENTH ORDER OF BUSINESS****Consideration of Letter Agreement for the Assignment of Amenity Management Agreement and Assignment of Cost Share Agreement****A. Amended and Restated CDD / HOA Maintenance Agreement**

Ms. Cerbone stated the CDD will assume responsibility for funding, collecting and paying for all expenses for just this Amenity Center, effective January 1, 2025. In order to do so, all costs are included in the Fiscal Year 2025 budget that was just adopted. Notice of this fact must be sent to New River, the HOA and the CDD regarding this arrangement; notice is included in the agenda. This communication from the CDD to the Avalon Park West HOA, Access Management and New River informs them that, as of January 1, 2025, the CDD will fulfill these responsibilities, rather than New River HOA.

Ms. Cerbone presented the Amended and Restated CDD/HOA Maintenance Agreement.

Discussion ensued regarding assignment of contracts from New River HOA to the CDD and new pool and janitorial contracts to be ratified in October. The consensus was that these contracts will be included on the October agenda.

<p><b>On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the Letter Agreement for the Assignment of Amenity Management Agreement and Assignment of Cost Share Agreement, and the Amended and Restated CDD/HOA Maintenance Agreement, were approved.</b></p>
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**TWELFTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of July 31, 2024**

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the Unaudited Financial Statements as of July 31, 2024, were accepted.

**THIRTEENTH ORDER OF BUSINESS**

**Approval of May 30, 2024 Regular Meeting Minutes**

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the May 30, 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

- Update: Speed Tables

- C. Operations Manager: Access Management

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

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

- NEXT MEETING DATE: September 27, 2024 at 10:00 AM

- QUORUM CHECK

The next meeting will be on September 27, 2024, unless cancelled.

**FIFTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**SIXTEENTH ORDER OF BUSINESS**

**Public Comments**

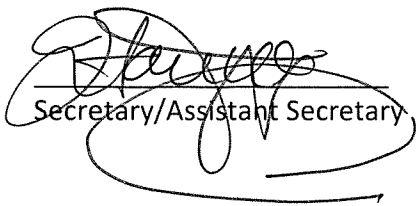
No members of the public spoke.


**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the meeting adjourned at 10:25 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair