

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

The Board of Supervisors of the Avalon Park West Community Development District held a Public Hearing and Regular Meeting on January 24, 2025 at 10:30 a.m., or as soon thereafter as the matter may be heard, at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

**Present:**

Christian Cotter  
Mary Moulton  
Josh Tepper

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Cindy Cerbone  
Jamie Sanchez  
Chris Conti  
Jere Earlywine  
Tanya Stewart (via telephone)  
Alex Gormley  
Neeraj Chander  
Rangel Rodriguez

District Manager  
Wrathell, Hunt and Associates, LLC (WHA)  
Wrathell, Hunt and Associates, LLC (WHA)  
District Counsel  
District Engineer  
Access Management  
Access Management  
Access Management

**Residents present:**

John Voss      Diana Watts  
Lisa Cohen     Richard Haught  
Luis Mejia     Deborah Garcia  
Chris Olsen    Mayara Gersh

Chris Stephens      Gustavo Halphen  
Albert Schweigert   Ramon Beveraggi  
Preston Parsard     Ravi Bommireddipalli  
Joseph Belmont      TajMahal Prosser

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 10:37 a.m. The Oath of Office was administered to Ms. Mary Moulton before the meeting.

Supervisors Moulton, Cotter and Tepper were present. Supervisor Wiggins was not present. One seat was vacant.

Ms. Sanchez stated that the agenda will begin with the Fourteenth Order of Business, prior to public comments, as it may answer many of the resident questions; as many are attending the meeting to convey concerns about speeding.

▪ **Discussion: Speed Deterrents (as applicable, next steps) [District Manager]**

**This item, previously the Fourteenth Order of Business, was presented out of order.**

Ms. Cerbone introduced District Staff, Board Members and Access Management Staff who the CDD engaged to manage this publicly owned amenity center; the other Amenity Center for Avalon Park West is private and owned by the HOA.

**A. Background: CDD Roads and Road Requirements [District Engineer]**

Ms. Cerbone stated that the CDD and HOA started receiving concerns about speeding and issues with school for drop off and pick up times about a year ago. She responded to these concerns by suggesting residents call and email their concerns to the Pasco County Sheriff's Office, City Commissioner, Tax Commissioner, School Board Representative and the Principal, as they may influence the Sheriff, while District Staff researches Pasco County's requirements to change the roadways.

Ms. Stewart stated records show that, during the construction process, the District Engineer and County Staff determined that the roads were constructed as designed and did not require any speed deterrents. She can provide documentation from the County Commission where the improvements, which includes certain roads, were transferred to the CDD for maintenance once the Developer completed the project. Pasco County owns River Glen Boulevard.

**B. Options for Speed Control and/or Monitoring**

• **Law Enforcement (Access Management)**

An Access Management representative stated that New River Management is handling Sheriff patrols. The HOA's Agreement with the New River CDD is for nine shifts per week; a Town Hall meeting is being planned for the Officer to educate residents about what is being done and to discuss expanding the services to satisfy the HOA residents; the Town Hall meeting is open everyone.

• **Roadway Speed Deterrents (District Engineer)**

- **Humps/Bumps (estimated costs and timing)**
- **Tables (estimated costs and timing)**
- **Other (estimated costs and timing)**

Ms. Cerbone discussed the difference between speed humps and speed bumps. Ms. Stewart is determining if speed humps, speed bumps, increasing law enforcement presence,

installing flashing signs, etc., would best. She is researching the process and cost for each so the Board can make an educated decision. The CDD does not have funds budgeted for a traffic study in Fiscal Year 2025.

Ms. Cerbone stated the Developer is typically hesitant to proceed with a decision like this, since resident opinions to mitigate the issue vary.

Ms. Stewart gave an overview of the approval process and noted that the Southern Oaks CDD spent \$71,000 on roadway improvements, several years ago. She will not know the CDD cost until she receives Board direction.

**SECOND ORDER OF BUSINESS****Public Comments**

Ms. Sanchez reviewed the protocols for public comments. Ms. Cerbone offered to speak to residents after the meeting.

Ms. Sanchez read an email she received from resident Chris Olsen, residing at 5636 Margate Mill Bend, as follows:

“My concerns of the speeding and danger posed to residents and children in particular in certain parts of the community; most notably along Major Oak Boulevard as it approaches Margate Mill Bend. Cars drive at excessive speed down the road, do not stop at the stop sign and almost hit children playing numerous times. It seems the intersection of Margate Mill Bend and Major Oak Boulevard is not like any other street in the neighborhood, in that it is a throughway to the back portion of the community. So it is heavily travelled by cars going in and out of the community. Cars driven by residents, delivery, etc. So people who live and do not live here say that also the only way to back for several houses adding to the amount of vehicles. It is also the location of park field and the common area that is frequently of (inaudible). All of the other park field are not located on this street and therefore do not have the traffic. This is a serious safety concern and traffic must be better controlled on the street before a child is hit by a speeding car. Since we are unable to get Pasco Sheriffs to enforce traffic laws on these surface streets some other measures to slow vehicles down is necessary and it is in the communities’ best interest to do so since the safety issue has been raised by several residents through several avenues. The danger of the street is well known and requires some intervention. The residents were told that signs were going to be installed, which were “slow

children” signs. These have yet to be installed. The residents were also told that speed humps would be studied; another study yielded the need for them. Thanks.”

The following is a recap of resident comments and concerns:

- Although speed humps or speed bumps might be necessary, concerns are that they would slow down emergency responders and damages vehicles. It was noted speed humps were installed on Casey Road and then were removed because of that.
- Vehicles parked on both sides of the streets limited access and emergency responders had to walk to an injured person.
- A question was raised as to how CDD roads were approved prior to Development, since it has to address the roads after the fact.
- There is a belief that Pasco Sheriff presence at appropriate times is lacking.
- A suggestion was made to explore signage as a community before considering speed humps, as it can be done immediately and are less costly and effective.
- A suggestion was made to install cameras and/or crosswalks to help deter speeding and to improve lighting.

Ms. Cerbone stated that River Glen Road is a public County Road, not a CDD or HOA road. She reiterated that residents should call and email their concerns to the Pasco County Sheriff’s Office, City Commissioner, Tax Commissioner, School Board Representative and the Principal, as they might influence the Sheriff. District Staff will research Pasco County’s requirements to change the roadways. The CDD would need to enter into an Interlocal Agreement with the County to monitor CDD roads. The CDD Board never approved a traffic study but, instead, asked District Staff to gather information as to what can be done about speeding.

▪ **Summary/Next Steps [District Engineer - Board]**

**This item previously Item 14C, was presented out of order.**

Ms. Cerbone, Ms. Stewart and Mr. Earlywine reiterated earlier comments about the process of establishing the CDD, the roads, providing documentation from another CDD, different approaches taken to remedy similar problems, proceeding with a traffic study and waiting to determine what to do until the Board transitions to a resident Board, which is expected within three to six months.

Ms. Stewart stated a “think” study targeting certain locations and collecting data for two weeks is about \$700 per location; it can determine if there are speeding issues. There are probably two to four locations.

Access Management Staff was directed to present a Report containing resident feedback from the Town Hall meeting as to which roads are the issue. Mr. Earlywine suggested, as a first step, entering into an Interlocal Agreement with the Sheriff, as it is less costly than conducting a study.

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, authorizing Access Management, as the CDD Field Office, to solicit input about cross intersections on CDD roads with speeding problems and report on the roads that received the highest number of concerns; followed by the Board evaluating what the overall cost would be to have this monitoring done, at a cost of \$700 per location; and authorizing District Management to determine if there is a budget line item that can help fund this expense, was approved.**

### **THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisor, Mary Moulton [Seat 3] (the following to be provided in a separate package)**

Ms. Sanchez stated that the Oath of Office was administered to Ms. Moulton before the meeting. As an experienced Board Member, Ms. Moulton is familiar with the following:

- A. Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**
- B. Membership, Obligation 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**

**Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Ms. Sanchez recapped the results of the Landowners' Election as follows:

Seat 3	Mary Moulton	250 Votes	4-Year Term
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**On MOTION by Mr. Cotter and seconded by Mr. Tepper, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

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

**Consideration of Resolution 2025-02, Declaring Vacancies in Certain Seats on the Board of Supervisors Pursuant to Section 190.006(3)(B), Florida Statutes; Providing for Severability and an Effective Date**

Ms. Sanchez presented Resolution 2025-02. Seats 2 and 5 were declared vacant, effective November 19, 2024. Mr. Chrisitan Cotter currently sits as a holdover Board Member until Seat 5 is filled. The Board has 90-days from November 19, 2024 to appoint Qualified Electors to fill the vacant seats.

Ms. Sanchez stated that the Board decided to defer the Sixth and Seventh Orders of Business. An e-blast will be sent informing residents of the vacant Board seats.

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2025-02, Declaring Vacancies in Certain Seats on the Board of Supervisors Pursuant to Section 190.006(3)(B), Florida Statutes; Providing for Severability and an Effective Date, was adopted.**

#### **SIXTH ORDER OF BUSINESS**

**Consider Appointment of Qualified Elector to Fill Vacant Seat 2; Term Expires November 2028**

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

This item was deferred.

#### **SEVENTH ORDER OF BUSINESS**

**Consider Appointment of Qualified Elector to Fill Vacant Seat 5; Term Expires November 2028**

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

This item was deferred.

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2025-03,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-03. Mr. Cotter nominated the following slate:

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

No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Cindy Cerbone	Assistant Secretary
Jamie Sanchez	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

<b>On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2025-03, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.</b>
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**NINTH ORDER OF BUSINESS****Consideration of Resolution 2025-04,  
Amending Resolution 2024-19 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**

<b>On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2025-04, Amending Resolution 2024-19 to Reset the Date, Time, and Location of the Public Hearing Regarding the Amended and Restated Recreational Facilities Rules to January 24, 2025 at 10:00 a.m., at the Avalon</b>
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**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****Public Hearing on Amended and Restated  
Recreational Facilities Rules**

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2025-05 Amending the Recreational Facilities Rules; Providing for Severability and an Effective Date**

Ms. Gormley presented additional changes to incorporate based on Staff's recommendation, to limit rentals up to four to five hours, increase the rental fee from \$100 to \$200 and increase the security deposit from \$250 to \$350. She asked for feedback on prohibiting food trucks in conjunction with the amenity rental, due to limited parking.

The Board agreed to incorporate all of Staff's recommendations and to permit food trucks on a case-by-case basis; this can be reconsidered once the Board transitions to a resident Board.

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

Resident Lisa Cohen suggests allowing food trucks with the caveat that they park in a specific location, instead of on a case-by-case basis, and to require renters to provide security, as she observed several parties that she thinks got out of hand.

Resident John Voss asked who can rent the facility, as the website for Avalon Park makes it look like they are part of the CDD. Ms. Cerbone stated the facility is a public facility paid for with public municipal bonds so it is open to anyone that would like to rent it; however, the CDD does not advertise it as open to the public. She stated that Avalon Park West CDD and New River CDD are the only CDDs in the area; Westgate is a community, not a CDD. Mr. Earlywine stated that the probability of renting to non-CDD residents is low, as non-CDD residents will be required to pay the \$1,200 non-resident user fee plus rental fees, which will be clarified in the documents.



Resident Chris Stephens asked how many parties are allowed in a day, do the Rules include use of the pool and is there control over entertainment and loud music. Ms. Gormley stated that rental parties are limited to one per day and rentals exclude use of the pool or the greenspace for bounce houses.

Resident Diana Watts asked for clarification of the rental hours, the rental fee and the security deposit. Ms. Gormley stated that the rental fees increased from \$100 to \$200 for four hours and the security deposit increased from \$250 to \$350, which is refundable if there is no damage.

Resident Mayara Gersh asked if the cleaning fee is charged for each rental. Ms. Gormly replied affirmatively; however, they are not suggesting multiple rentals in one day.

It was noted that the Rules shows the rental duration of five hours not four.

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

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2025-05 Amending the Recreational Facilities Rules, as amended; Providing for Severability and an Effective Date, was adopted.**

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

#### **Presentation of Annual Financial Report for Fiscal Year Ended September 30, 2023, Prepared by Berger, Toombs, Elam, Gaines & Frank**

Ms. Sanchez presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

#### **A. Consideration of Resolution 2025-06, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023**

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2025-06, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.**

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-07, Setting a Public Hearing to Adopt Rules Relating to Parking Enforcement; and Providing for Severability and an Effective Date**

**A. Rules Relating to Overnight Parking and Parking Enforcement**

Regarding prior discussion about adopting Interim Rules, Mr. Earlywine stated he does not recommend implementing this, as there is the risk someone will sue the CDD before the Rules are officially adopted.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2025-07, Setting a Public Hearing on March 28, 2025 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545, to Adopt Rules Relating to Parking Enforcement; and Providing for Severability and an Effective Date, was adopted.**

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Atlas Towing Service, Inc. Towing Services Agreement**

Regarding signage, Ms. Moulton stated she wants the vendor to provide the signs and the HOA to oversee placement of the signs. Mr. Chander stated that the HOA will be terminating its existing towing contract and will engage Atlas so the HOA and the CDD have the same towing company.

**On MOTION by Mr. Cotter and seconded by Mr. Tepper, with all in favor, the Atlas Towing Service, Inc. Towing Services Agreement, in substantial form, was approved.**

**FOURTEENTH ORDER OF BUSINESS**

**Discussion: Speed Deterrents (as applicable, next steps) [District Manager]**

**A. Background: CDD Roads and Road Requirements [District Engineer]****B. Options for Speed Control and/or Monitoring**

- **Law Enforcement (Access Management)**
- **Roadway Speed Deterrents (District Engineer)**
  - **Humps/Bumps (estimated costs and timing)**

- Tables (estimated costs and timing)
- Other (estimated costs and timing)

**C. Summary/Next Steps [District Engineer - Board]**

These items were presented following the First Order of Business.

**FIFTEENTH ORDER OF BUSINESS**

**Ratification Items**

**A. Termination of Assignment of Amenities Management Agreement and Assignment of Cost Share Agreement**

Ms. Sanchez distributed a copy of the executed Agreements, as the ones in the agenda were unsigned.

**B. Access Residential Management, LLC Field Operations Agreement**

**On MOTION by Mr. Cotter and seconded by Mr. Tepper, with all in favor, termination of Assignment of Amenities Management Agreement and assignment of Cost Share Agreement and the Access Residential Management, LLC Field Operations Agreement, were ratified.**

**SIXTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of December 31, 2024**

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

**SEVENTEENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. August 23, 2024 Public Hearing and Regular Meeting**
- B. November 5, 2024 Landowners' Meeting**

**On MOTION by Mr. Cotter and seconded by Mr. Tepper, with all in favor, the August 23, 2024 Public Hearing and Regular Meeting Minutes and the November 5, 2024 Landowners' Meeting Minutes, both as presented, were approved.**

**EIGHTEENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kutak Rock LLP**

Mr. Earlywine stated he expects to declare the project complete within the next couple of months.

**B. District Engineer: Stantec Consulting Services****C. Operations Manager: Access Management**

There were no District Engineer or Operations Manager reports.

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

- **Discussion: Insurance Vertical Assets**

Ms. Sanchez stated she will email the list to Mr. Earlywine to verify it is correct.

- **NEXT MEETING DATE: February 28, 2025 at 10:00 AM**

- **QUORUM CHECK**

The February 28, 2025 meeting will be cancelled. The next regular meeting will be on March 28, 2025.

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

Ms. Moulton asked Access Management Staff to start soliciting residents interested in Board positions; the Board turnover will not occur until the last home is sold. The HOA will be turned over at the end of March.

**TWENTIETH ORDER OF BUSINESS****Public Comments**

Resident Deborah Garcia asked about the towing company. Mr. Earlywine stated that Access Staff selected them as it met the location criteria of being within the 15 mile range from the CDD. The CDD must adhere to Florida Statutes and any Pasco County requirements for governmental entities.

Mr. Voss asked if the CDD can turnover speed enforcement to the HOA so the HOA can purchase cameras, since the CDD does not have funding for it. He thinks it will eventually pay for itself with revenue from fines. Mr. Earlywine stated he will research the Statues. Regarding approving a study, Ms. Cerbone stated that the Board did not approve a study, it directed

Access Management Staff to gain information from residents about the cross streets where they have speeding concerns and present the findings at the next meeting.

Ms. Cohen stated she still stands firm on her stance about speed humps slowing down emergency responders. She discussed incidents with golf carts.

Resident Luis Mejia asked for information about the current Board seats and turnover process be available so new CDD and HOA Board Members can better understand the CDD/HOA matters. Ms. Sanchez asked Mr. Mejia to stay after the meeting or email her his request and she will schedule a call to go over these items. Mr. Earlywine gave an overview of the turnover process, which will not occur until the final home sale, which is not expected for three to six months.

Ms. Watts asked about accessing the CDD's financial records. Ms. Sanchez stated that Ms. Watts can email her request to her or find it on the CDD website.

Resident Albert Schweigert asked for confirmation that it is not up to the CDD to install signs on River Glen Road. Ms. Cerbone confirmed that it is not the CDD's responsibility.

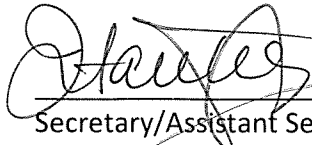
Ms. Gersh asked if residents should continue calling 911 when they cannot address speeding violations after the fact or if they should call Access Management to record speeding incidents. Ms. Sanchez stated that Access Management will collect information at the Town Hall meeting. Ms. Cerbone reiterated her earlier recommendation for residents to contact their County Commissioner; the more inundated they are with calls, the more likely they will have someone review the area.

#### **TWENTY-FIRST ORDER OF BUSINESS**

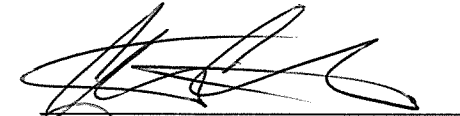
#### **Adjournment**

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the meeting adjourned at 12:13 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair