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 April 25, 2025 as soon after 10:00 a.m., as the matter could be heard, at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

Present:

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

Also present:

Jaime Sanchez	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Chris Conti	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel
Ashley Ligas (via telephone)	Kutak Rock LLC
Alex Gormley	Access Management
Ethan Mellish	Supervisor-Appointee
Brandy Kelley	Forestar
Woody Hughes	Forestar
Charles Sellon	Resident
John Voss	Resident & HOA President

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 11:03 a.m. Supervisors Moulton, Cotter and Wiggins and Supervisor-Elect Mellish were present. Supervisor Tepper was not present.

SECOND ORDER OF BUSINESS **Public Comments**

Resident and HOA President John Voss discussed alligators and alligator removal. Ms. Cerbone stated that the HOA is under contract for field operations/maintenance services, such as alligator removal services. The contracts will be provided to Mr. Voss. Mr. Voss inquired about other services for which the HOA is responsible, such as trees. Mr. Earlywine advised Mr. Voss to provide photos of the specific tree or trees to Ms. Sanchez, so responsibility can be determined. Ms. Cerbone reiterated that the CDD has a maintenance contract with the HOA for certain services; therefore, the first point of contract should be the HOA.

Resident Charles Sellon asked when there will be elections to fill the empty Board seats and noted his wife's experience and interest in filling a seat. He also wants to know the line between the CDD and the HOA on certain matters, such as signage, lighting, etc.

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

Mr. Cotter nominated Woody Hughes to fill Seat 2. No other nominations were made.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the appointment of Woody Hughes to fill Seat 2, was approved.

- **Administration of Oath of Office to Appointed Supervisor (the following to be provided in a separate package)**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Woody Hughes. Mr. Hughes is familiar with the following:

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

- **Acceptance of Resignation of John Wiggins [Seat 1]**

This item was an addition to the agenda.

On MOTION by Mr. Cotter and seconded by Mr. Mellish, with all in favor, the resignation of John Wiggins from Seat 1, was accepted.

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

This item was deferred.

FIFTH ORDER OF BUSINESS **Acceptance of Resignation of Josh Tepper [Seat 4]**

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the resignation of Josh Tepper from Seat 4, was accepted.

SIXTH ORDER OF BUSINESS **Consider Appointment to Fill Unexpired Term of Seat 4; Term Expires November 2026**

Mr. Cotter nominated Brandy Kelley to fill Seat 4. No other nominations were made.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the appointment of Brandy Kelley to fill Seat 4, was approved.

- **Consider Appointment to Fill Unexpired Term of Seat 1; Term Expires November 2026**

This item was an addition to the agenda.

Mr. Cotter nominated Ethan Mellish to fill Seat 1. No other nominations were made.

On MOTION by Mr. Cotter and seconded by Mr. Mellish, with all in favor, the appointment of Ethan Mellish to fill Seat 1, was approved.

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

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Brandy Kelley and Ethan Mellish. Both are familiar with the items in the Third Order of Business.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-08, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-08. Mr. Cotter nominated the following slate:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Ethan Mellish	Assistant Secretary

Brandy Kelley	Assistant Secretary
Woody Hughes	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

John Wiggins	Assistant Secretary
Joshua Tepper	Assistant Secretary

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

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2025-08, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2025-09, Approving a Proposed Budget for Fiscal Year 2025/2026 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 2025-09. She reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases, adjustments and new line items, compared to the Fiscal Year 2025 budget, and explained the reasons for the changes. The following change was made:

Page 1, "Property insurance" line item: Increase to $25,000

On MOTION by and Mr. Cotter seconded by Ms. Moulton, with all in favor, Resolution 2025-09, Approving a Proposed Budget for Fiscal Year 2025/2026, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 22, 2025 at 11:00 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 2025-10, Amending Resolution 2025-07 to Reset the Date, Time, and Location of the Public Hearing Regarding the Adoption of the Rules Relating to Parking Enforcement; Ratifying the Actions of the District Manager to Provide Notice Thereof; and Providing for Severability and an Effective Date**

> **On MOTION by and Mr. Cotter seconded by Ms. Moulton, with all in favor, Resolution 2025-10, Amending Resolution 2025-07 to Reset the Date, Time, and Location of the Public Hearing to for August 22, 2025 at 11:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545, Regarding the Adoption of the Rules Relating to Parking Enforcement; Ratifying the Actions of the District Manager to Provide Notice Thereof; and Providing for Severability and an Effective Date, was adopted.**

TENTH ORDER OF BUSINESS **Discussion: Reporting of Speeding in Major Crossroads**

Ms. Gormley stated that an off-duty officer has been engaged to address resident concerns about speeding. No more requests for traffic calming devices have been received.

This item will be removed from future agendas.

ELEVENTH ORDER OF BUSINESS **Consideration of Project Completion Resolutions**

Ms. Ligas presented the following and explained the purpose for each:

A. Resolution 2025-11, Recognizing a Contribution to Off-Set the Series 2023 Assessments; Providing Additional Authorization; Providing for Severability, Conflicts, and an Effective Date

> **On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2025-11, Recognizing a Contribution to Off-Set the Series 2023 Assessments; Providing Additional Authorization; Providing for Severability, Conflicts, and an Effective Date, was adopted.**

B. Resolution 2025-12, Addressing Real Estate Conveyances and Permits; Accepting a Certificate of the District Engineer and Declaring Certain Project Complete; Providing Direction to District Staff; Finalizing Assessments; Authorizing Conveyances; Authorizing a Mutual Release; Providing for a Supplement to the Improvement Lien Book; Providing for Severability, Conflicts, and an Effective Date [2020 Project]

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2025-12, Addressing Real Estate Conveyances and Permits; Accepting a Certificate of the District Engineer and Declaring Certain Project Complete; Providing Direction to District Staff; Finalizing Assessments; Authorizing Conveyances; Authorizing a Mutual Release; Providing for a Supplement to the Improvement Lien Book; Providing for Severability, Conflicts, and an Effective Date [2020 Project], was adopted.

C. Resolution 2025-13, Addressing Real Estate Conveyances and Permits; Accepting a Certificate of the District Engineer and Declaring Certain Project Complete; Providing Direction to District Staff; Finalizing Assessments; Authorizing Conveyances; Authorizing a Mutual Release; Providing for a Supplement to the Improvement Lien Book; Providing for Severability, Conflicts, and an Effective Date [2022 Project]

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2025-13, Addressing Real Estate Conveyances and Permits; Accepting a Certificate of the District Engineer and Declaring Certain Project Complete; Providing Direction to District Staff; Finalizing Assessments; Authorizing Conveyances; Authorizing a Mutual Release; Providing for a Supplement to the Improvement Lien Book; Providing for Severability, Conflicts, and an Effective Date [2022 Project], was adopted.

D. Resolution 2025-14, Authorizing District Staff to Confirm the Satisfaction of the Release Conditions of the Special Assessment Revenue Bonds, Series 2022 (2022 Project Area) and, Upon Satisfaction, Authorizing the Release of the Debt Service Reserve Funds into the Series 2022 Acquisition and Construction Account; Authorizing a Requisition for Payment of the Balance of the 2022 Acquisition and Construction Account; Providing Additional Authorization; and Providing for Severability, Conflicts, and an Effective Date

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, 2025-14, Authorizing District Staff to Confirm the Satisfaction of the Release

Conditions of the Special Assessment Revenue Bonds, Series 2022 (2022 Project Area) and, Upon Satisfaction, Authorizing the Release of the Debt Service Reserve Funds into the Series 2022 Acquisition and Construction Account; Authorizing a Requisition for Payment of the Balance of the 2022 Acquisition and Construction Account; Providing Additional Authorization; and Providing for Severability, Conflicts, and an Effective Date, was adopted.

E. Resolution 2025-15, Addressing Real Estate Conveyances and Permits; Accepting a Certificate of the District Engineer and Declaring Certain Project Complete; Providing Direction to District Staff; Finalizing Assessments; Authorizing Conveyances; Authorizing a Mutual Release; Providing for a Supplement to the Improvement Lien Book; Providing for Severability, Conflicts, and an Effective Date [2023 Project]

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, 2025-15, Addressing Real Estate Conveyances and Permits; Accepting a Certificate of the District Engineer and Declaring Certain Project Complete; Providing Direction to District Staff; Finalizing Assessments; Authorizing Conveyances; Authorizing a Mutual Release; Providing for a Supplement to the Improvement Lien Book; Providing for Severability, Conflicts, and an Effective Date [2023 Project], was adopted.

F. Resolution 2025-16, Authorizing District Staff to Confirm the Satisfaction of the Release Conditions of the Special Assessment Revenue Bonds, Series 2023 (2023 Project Area) and, Upon Satisfaction, Authorizing the Release of the Debt Service Reserve Funds into the Series 2023 Acquisition and Construction Account; Authorizing a Requisition for Payment of the Balance of the 2023 Acquisition and Construction Account; Providing Additional Authorization; and Providing for Severability, Conflicts, and an Effective Date

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, 2025-16, Authorizing District Staff to Confirm the Satisfaction of the Release Conditions of the Special Assessment Revenue Bonds, Series 2023 (2023 Project Area) and, Upon Satisfaction, Authorizing the Release of the Debt Service Reserve Funds into the Series 2023 Acquisition and Construction Account; Authorizing a Requisition for Payment of the Balance of the 2023 Acquisition and Construction Account; Providing Additional Authorization; and Providing for Severability, Conflicts, and an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS **Consideration of Resolution 2025-17, Designating Dates, Times and Locations for**

Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date

Ms. Sanchez presented Resolution 2025-17. The following change was made:

DATES: Delete November and December 2025

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2025-17, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS **Consideration of Resolution 2025-18, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-18. She discussed the benefits of the Agreement and noted that the CDD would more likely be the recipient of aid from other governmental entities than a provider of aid. This Agreement was previously approved and is being presented due to some updates to the Agreement.

On MOTION by Mr. Cotter and seconded by Ms. Multon, with all in favor, Resolution 2025-18, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

FOURTEENTH ORDER OF BUSINESS **Ratification of Atlas Towing Service, Inc. Towing Services Agreement**

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the Atlas Towing Service, Inc. Towing Services Agreement, was ratified.

FIFTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of March 31, 2025**

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the Unaudited Financial Statements as of March 31, 20525 were accepted.

SIXTEENTH ORDER OF BUSINESS **Approval of January 24, 2025 Public Hearing and Regular Meeting Minutes**

> **On MOTION by Mr. Cotter and seconded by Moulton, with all in favor, the January 24, 2025 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

SEVENTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

B. District Engineer (Interim): 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

- **Discussion: Insurance Vertical Assets**
- **NEXT MEETING DATE: May 23, 2025 at 10:00 AM at Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545**
  - **QUORUM CHECK**

The May 23, 2025 meeting will be canceled.

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

There were no Board Members' comments or requests.

NINETEENTH ORDER OF BUSINESS **Public Comments**

Mr. Voss voiced his opinion that some 2025 budget amounts are actually 2024 amounts. Ms. Sanchez stated that she will research the amounts. Mr. Voss asked if towing falls under the HOA Agreement and stated he is uncomfortable calling for towing if there is not a sign. Ms. Gormley stated there are two signs and a third will be installed on the pole with the camera.

TWENTIETH ORDER OF BUSINESS **Adjournment**

> **On MOTION by Mr. Cotter and seconded by Mr. Mellish, with all in favor, the meeting adjourned at 11:45 a.m.**

Secretary/Assistant Secretary

Chair/Vice Chair