

**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 October 24, 2025, as soon after at 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  
Mary Moulton  
Brandy Kelly

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Jaime Sanchez  
Jere Earlywine (via telephone)  
Chloe Rodriguez  
Angel Rodriguez  
William “Woody” Hughes  
Diana Watts  
Charles Sellon  
John Voss

District Manager  
District Counsel  
Access Management  
Access Management  
Forestar  
Resident  
Resident  
Resident/HOA President

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 10:03 a.m.

Supervisors Moulton, Cotter, and Kelly were present. Supervisor Mellish was not present. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Ms. Sanchez explained the protocols for public comment.

Resident and HOA President John Voss asked if Staff can provide the list of homeowners that are on the Mailed Notice in Excel format. Ms. Sanchez will email an Excel file to Mr. Voss.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Ethan Mellish  
[Seat 1]**

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the resignation of Ethan Mellish from Seat 1, was accepted.**

**FOURTH ORDER OF BUSINESS**

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

Mr. Cotter nominated Woody Hughes to fill Seat 1. No other nominations were made.

**On MOTION by Mr. Cotter and seconded by Ms. Kelly, with all in favor, the appointment of Woody Hughes to Seat 1, 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**

**FIFTH ORDER OF BUSINESS**

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

This item was deferred.

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

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-01, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2026-01. Mr. Cotter nominated the following slate:

- |                  |                     |
|------------------|---------------------|
| Christian Cotter | Chair               |
| Mary Moulton     | Vice Chair          |
| Brandy Kelley    | Assistant Secretary |
| Woody Hughes     | Assistant Secretary |

No other nominations were made.

This Resolution removes the following from the Board:

- |               |                     |
|---------------|---------------------|
| Ethan Mellish | 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. Kelly, with all in favor, Resolution 2026-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02, Amending Resolution 2025-09 to Resetting the Public Hearing Regarding Proposed Budget for Fiscal Year 2025/2026, Ratifying the Actions of the District Manager and Chairman in Resetting Such Public Hearing; Providing a Severability Clause; and Providing an Effective Date**

Ms. Sanchez presented Resolution 2026-02.

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2026-02, Amending Resolution 2025-09 to Resetting the Public Hearing Regarding Proposed Budget for Fiscal Year 2025/2026, Ratifying the**

**Actions of the District Manager and Chairman in Resetting Such Public Hearing; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2026-03, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Sanchez presented Resolution 2026-03. The proposed Fiscal Year 2026 budget is the same as the budget that was presented at the last meeting, with the following exception:

Page 2, Property insurance line item: Increased from \$22,578 to \$25,000

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

Mr. Voss asked why the CDD allocates based on equivalent residential units (ERUs) instead of another Operations and Maintenance (O&M) method.

A resident asked for an explanation of the budget process and assessments. Ms. Sanchez explained that the Board previously met and approved a proposed/preliminary Fiscal Year 2026 budget, which was exactly the same as the one in the agenda, with the exception of the change to the property insurance amount. She discussed how the Professional and Administrative and Field Operations amounts are set and calculated; the mailed notices; and the meeting notification requirement. The budget is based on what the anticipated expenditures. The Board will begin transitioning to a resident-controlled Board in the near future and several residents are interested in serving on the CDD Board.

With regard Mr. Voss' question, Ms. Sanchez stated the O&M can be one number but, depending on the unit types, it is typical for a District to stratify the O&M. It can be accomplished in other ways but that is what the CDD decided. Asked if the O&M can be changed to keep the same amount per unit type in the future, Mr. Earlywine stated it can be

accomplished in alternative ways if there is a justification for it. The CDD Board is granted authority to make its own decisions and has discretion in that regard.

Resident Charles Sellon voiced his opinion that the CDD has no caps on what it can project under its budgets and has enormous power. He asked when the Board will transition. Ms. Sanchez stated that the current Board is looking to turn control over to the residents as soon as possible. Mr. Earlywine stated District Staff is working on making sure all the project components are complete; everything is done except for turnover of the stormwater management permit. As soon as that is completed, the Board will transition to resident-controlled in the second quarter of 2026. Mr. Earlywine discussed the election and Board member appointment process.

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

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2026-03, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**NINTH 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 2025/2026, 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 2026-04, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; 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 2026-04 and read the title.

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

Mr. Voss asked if there is a special assessment plan. Mr. Earlywine explained that they are called non-ad valorem special assessments. This is the annual budget meeting and this is the annual assessment resolution, which is a funding mechanism for the Fiscal Year 2026 budget that was just adopted. Mr. Voss noted that the District's assets are spread around the CDD and asked if there will be an effort to move properties to their proper place before the turnover. Mr. Earlywine stated the projects were developed by two Developers at different times, which is why there is some confusion but it is somewhat straightforward. Staff is working with the Water Management District to make sure everything is geographically where it should be. The CDD is responsible for the structures within its boundaries, plus the off-site amenities.

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

**On MOTION by and Mr. Cotter seconded by Ms. Moulton, with all in favor, Resolution 2026-04, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; 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.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-05, Amending Resolution 2025-10 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**

Ms. Sanchez presented Resolution 2026-05 and read the title.

**On MOTION by and Mr. Cotter seconded by Ms. Kelly, with all in favor, Resolution 2026-05, Amending Resolution 2025-10 to Reset the Date, Time, and Location of the Public Hearing to January 23, 2026 at 10:00 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.**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Ms. Sanchez presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards. She noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

**On MOTION by Mr. Cotter and seconded by Ms. Kelly, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-06, Amending and Restating Resolution 2025-11 Recognizing a Contribution to Off-Set the Series 2023 Assessments; Providing Additional Authorization; Providing for Severability, Conflicts, and an Effective Date**

Mr. Earlywine presented Resolution 2026-06. This is a cleanup item.

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2026-06, Amending and Restating 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.**

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Tampa Metropolitan Area  
YMCA, Inc. Amenities Usage Agreement**

Ms. Sanchez presented the Amenities Usage Agreement between the CDD and Tampa Metropolitan Area YMCA, Inc.

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the Tampa Metropolitan Area YMCA, Inc. Amenities Usage Agreement, was ratified.**

**FOURTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of September 30, 2025**

**On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the Unaudited Financial Statements as of September 30, 2025, were accepted.**

**FIFTEENTH ORDER OF BUSINESS**

**Approval of April 25, 2025 Regular Meeting  
Minutes**

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the April 25, 2025 Regular Meeting Minutes, as presented, were approved.**

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

There was no report.

Ms. Moulton stated transferring the permits to O&M continues. Mr. Voss was correct about a permit that the Board is going to ask to be transferred to the HOA that is not part of this CDD. It was developed in the New River section and the Board will approach the HOA with a request to transfer and a map showing the portion that is HOA. Mr. Earlywine stated that is a detail he had not mentioned. Referencing an area map, Mr. Earlywine stated Ms. Moulton is talking about a pod to the west of the CDD boundary that is going to have its own permit for the stormwater structure. Ms. Moulton anticipated that Mr. Voss would receive an area map within the next week.

**B. District Engineer: Stantec Consulting Services**

There was no report.

**C. Operations Manager: Access Management**

Mr. Rodriguez introduced Chloe Rodriguez, the new Assistant Manager for the HOA and the CDD. She will provide administrative support off site, so she will work in the Clubhouse and at the HOA amenity. He reported that police were patrolling the streets near the townhomes. The pool area was recently closed for one week for general maintenance and has re-opened.

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

- **988 Registered Voters in District**
- **Property Insurance on Vertical Assets**
- **Form 1 Submission and Ethics Training**
- **Hard Copy Agendas vs Tablets**
- **NEXT MEETING DATE: January 23, 2026 at 10:00 AM**
  - **QUORUM CHECK**

**SEVENTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**EIGHTEENTH ORDER OF BUSINESS**

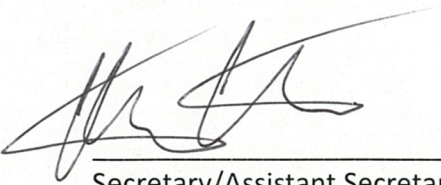
**Public Comments**

Mr. Voss stated, for two months, he has been trying to get the Zephyrhills bypass cleaned up and mowed because he thinks it is an eyesore and a potential fire hazard. In researching ownership, he learned that the land is not owned by the County and is a dedicated plat. He asked if the area in question is owned by the CDD or the Developer. Mr. Earlywine asked for the exact address. Ms. Sanchez stated she will email the information to Mr. Voss.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Cotter and seconded by Mr. Hughes, with all in favor, the meeting adjourned at 10:40 a.m.**



---

Secretary/Assistant Secretary



---

Chair/Vice Chair