

**MINUTES OF MEETING
WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of the Westwood of Pasco Community Development District was held on October 26, 2022 at 1:00 p.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Boulevard, Wesley Chapel, Florida 33544.

Present at the meeting were:

Ryan Zook	Chair
John Snyder	Vice Chair
Anne Mize	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC (WHA)
Tucker Mackie	District Counsel
Ryan Dugan (via telephone)	Kutak Rock LLP
Jeremy Couch	Interim District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 1:12 p.m. Mr. Ryan Zook, Ms. Anne Mize and Mr. John Snyder, named in the Petition to Establish the District as Initial Board Supervisors, were present. Mr. Daniel Larrison and Mr. Brian Janek, also named in the Petition to Establish the District as Initial Board Supervisors, were not present.

▪ **Administration of Oath of Office to Initial Board of Supervisors**

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

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Mize, Mr. Zook and Mr. Snyder.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS**Administration of Oath of Office to Initial Board of Supervisors *(the following will also be provided in a separate package)***

The Oath of Office was administered during the First Order of Business.

Ms. Cerbone stated the Supervisors are already familiar with the following:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict**

Ms. Cerbone will email Form 1, along with information on how the form can be submitted electronically, to each Supervisor.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2023-01. Mr. Zook nominated the following:

Chair	Ryan Zook
Vice Chair	John Snyder
Secretary	Craig Wrathell
Assistant Secretary	Anne Mize
Assistant Secretary	Andrew Kantarzhi
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

On MOTION by Mr. Zook and seconded by Mr. Snyder, with all in favor, Resolution 2023-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-02, Designating a Date, Time, and Location for Landowners' Meeting of the District, and Providing for an Effective Date

Ms. Cerbone presented Resolution 2023-02.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-02, Designating a Date, Time, and Location of November 29, 2022 at 1:00 p.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545, for a Landowners' Meeting of the District, and Providing for an Effective Date, was adopted.

ORGANIZATIONAL MATTERS**SIXTH ORDER OF BUSINESS**

Consideration of the Following Organizational Matters:

- A. Resolution 2023-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date
- Agreement for District Management Services: *Wrathell, Hunt and Associates, LLC*

Ms. Cerbone presented Resolution 2023-03 and the Fee Schedule and Management Agreement. WHA will charge a discounted Management Fee of \$2,000 per month until bonds are issued.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-03, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC as the District Manager and Methodology Consultant; Providing an Effective Date, was adopted.

B. Resolution 2023-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- **Fee Agreement: *Kutak Rock LLP***

Ms. Mackie presented Resolution 2023-04 and the Kutak Rock LLP Fee Agreement.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-04, Appointing Kutak Rock LLP as District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date, was adopted.

C. Resolution 2023-05, Designating a Registered Agent and Registered Office of the District and Providing for an Effective Date

Ms. Cerbone presented Resolution 2023-05.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-05, Designating Tucker F. Mackie as Registered Agent and 107 West College Avenue, Tallahassee, Florida 32301 as the Registered Office of the District and Providing for an Effective Date, was adopted.

D. Resolution 2023-06, Appointing an Interim District Engineer for the Westwood of Pasco Community Development District, Authorizing Its Compensation and Providing an Effective Date

- **Interim Engineering Services Agreement: *Tampa Civil Design, LLC***

Ms. Cerbone presented Resolution 2023-06 and the Interim Engineering Services Agreement and accompanying Exhibits.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-06, Appointing an Interim District Engineer for the Westwood of Pasco Community Development District, Authorizing Its Compensation and Providing an Effective Date, the Interim Engineering Services Agreement and accompanying Exhibits, all in substantial form, was adopted.

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

Ms. Cerbone presented the RFQ for Engineering Services and Competitive Selection Criteria.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Request for Qualifications (RFQ) for Engineering Services and Competitive Selection Criteria and authorizing Staff to advertise, was approved.

F. Board Member Compensation: 190.006 (8), F.S.

The Board Members declined compensation.

G. Resolution 2023-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

Ms. Cerbone presented Resolution 2023-07. The following change was made:

Section 2: Change "2300 Glades Road, Suite 410W, Boca Raton, Florida 33431" to "Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Suite 102, Lutz, Florida 33558"

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-07, as amended, Designating 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Primary Administrative Office and the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Suite 102, Lutz, Florida 33558 as the Principal Headquarters of the District and Providing an Effective Date, was adopted.

H. Resolution 2023-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date

- **Authorization to Obtain General Liability and Public Officers' Insurance**

Ms. Cerbone presented Resolution 2023-08.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers, and Providing for an Effective Date, was adopted, and authorizing Staff to obtain General Liability and Public Officers' Insurance, was approved.

- I. Resolution 2023-09, Providing for the Public’s Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date**

Ms. Cerbone presented Resolution 2023-09.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-09, Providing for the Public’s Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date, was adopted.

- J. Resolution 2023-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date**

Ms. Cerbone presented Resolution 2023-10.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date, was adopted.

- K. Resolution 2023-11, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District’s Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2023-11.

The following change was made:

Title and throughout, where necessary: Insert “and Vice Chair” after “Chair”

This Resolution grants the Chair and Vice Chair the authority to work with the District Engineer, District Counsel and District Staff and to execute certain documents in between meetings, to avoid delays in construction.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-11, as amended, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date, was adopted.

L. Resolution 2023-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District and Providing for an Effective Date

Ms. Cerbone presented Resolution 2023-12.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District and Providing for an Effective Date, was adopted.

M. Authorization of Request for Proposals (RFP) for Annual Audit Services

Ms. Cerbone presented the RFP For Annual Audit Services.

- **Designation of Board of Supervisors as Audit Committee**

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Request for Proposals for Annual Auditing Services, authorizing the District Manager to advertise and designating the Board of Supervisors as the Audit Committee, was approved.

N. Strange Zone, Inc., Quotation #M22-1042 for District Website Design, Maintenance and Domain Web-Site Design Agreement

Ms. Cerbone presented the Strange Zone, Inc. (SZI) proposal.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Strange Zone, Inc., Quotation #M22-1042 for District Website Design, Maintenance and Domain Web-Site Design Agreement, in the amount of \$1,679.99, was approved.

O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit

Ms. Cerbone presented the ADA Site Compliance proposal.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 annually, was approved.

P. Resolution 2023-13, to Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices [Rule Development and Rulemaking]

These items were included for informational purposes.

Ms. Cerbone presented Resolution 2023-13.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-13, to Designate Date, Time and Place of January 25, 2023 at 1:00 p.m., at the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Suite 102, Lutz, Florida 33558, for a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

Q. Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Ms. Cerbone presented Resolution 2023-14.

The following will be inserted into the Fiscal Year 2023 Meeting Schedule:

DATES: Fourth Wednesday of each month beginning January 2023.

TIME: 1:00 PM

LOCATION: the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Suite 102, Lutz, Florida 33558.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.

- R. Resolution 2023-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2023-15.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

- S. Stormwater Management Needs Analysis Reporting Requirements**

Ms. Cerbone stated CDDs are required to prepare and submit a 20-year Stormwater Management Needs Analysis Report to document the future needs of its stormwater system. As there is no interim reporting requirement, the CDD's first Report will be due in 2027.

BANKING MATTERS

SEVENTH ORDER OF BUSINESS

Consideration of the Following Banking Matters:

- A. Resolution 2023-16, Designating a Public Depository for Funds of the District and Providing an Effective Date**

Ms. Cerbone presented Resolution 2023-16.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-16, Designating Truist Bank as the Public Depository for Funds of the District and Providing an Effective Date, was adopted.

B. Resolution 2023-17, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date

Ms. Cerbone presented Resolution 2023-17.

On MOTION by Mr. Zook and seconded by Ms. Mize with all in favor, Resolution 2023-17, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date, was adopted.

BUDGETARY MATTERS

EIGHTH ORDER OF BUSINESS

Consideration of the Following Budgetary Matters:

A. Resolution 2023-18, Approving the Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law and Providing for an Effective Date

Ms. Cerbone presented Resolution 2023-18. She reviewed the proposed Fiscal Year 2023 budget, which will be a partial-year, Landowner-funded budget, with expenses funded as they are incurred. As previously discussed, WHA will charge a discounted Management Fee of \$2,000 per month until bonds are issued.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-18, Approving the Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law for January 25, 2023 at 1:00 p.m., at the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Suite 102, Lutz, Florida 33558, and Providing for an Effective Date, was adopted.

B. Fiscal Year 2022/2023 Budget Funding Agreement

Ms. Cerbone presented the Fiscal Year 2022/2023 Budget Funding Agreement.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Fiscal Year 2022/2023 Budget Funding Agreement, was approved.

- C. Resolution 2023-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes**

Ms. Cerbone presented Resolution 2023-19.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, was adopted.

- D. Resolution 2023-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2023-20.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date, was adopted.

- E. Resolution 2023-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date**

Ms. Cerbone presented Resolution 2023-21.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.

- F. Resolution 2023-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2023-22.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

- G. Resolution 2023-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date**

Ms. Cerbone presented Resolution 2023-23.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

- H. Consideration of E-Verify Memo with MOU**

Ms. Cerbone presented the E-Verify Memo related to the requirement for all employers to verify employment eligibility utilizing the E-Verify System and for the CDD to enroll with E-Verify and execute a Memorandum of Understanding (MOU) with E-Verify.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, acknowledging the E-Verify Memo requirements, as set forth in the Memorandum of Understanding, and authorizing enrollment and utilization of the E-Verify program, was approved.

BOND FINANCING RELATED MATTERS

NINTH ORDER OF BUSINESS

Consideration of the Following Bond
Financing Related Matters:**A. Bond Financing Team Funding Agreement**

Ms. Mackie presented the Bond Financing Team Funding Agreement.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Bond Financing Team Funding Agreement, was approved.

B. Engagement of Bond Financing Professionals

Ms. Mackie presented the following, noting that the Nabors Giblin & Nickerson, P.A. Bond Counsel Agreement was sent electronically in advance of the meeting. The consensus was that all Agreements must conform to D.R. Horton protocol.

I. Underwriter/ Investment Banker: *FMSbonds, Inc.*

II. Bond Counsel: *Nabors Giblin & Nickerson, P.A.*

III. Trustee, Paying Agent and Registrar: *U.S. Bank Trust Company, N.A.*

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the FMSbonds, Inc. Agreement for Underwriting Services and G-17 Disclosure, Nabors Giblin & Nickerson, P.A. Bond Counsel Agreement, and US Bank Trust Company, N.A. Engagement Letter to serve as Trustee, Paying Agent and Registrar, in substantial form subject to compliance with D.R. Horton protocol were approved.

C. Resolution 2023-24, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date

Ms. Cerbone presented Resolution 2023-24. This Resolution enables placement of the assessments on the tax bill utilizing the Property Appraiser and Tax Collector.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-24, Designating a Date, Time, and Location of January 25, 2023 at 1:00 p.m., at the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Suite 102, Lutz, Florida 33558 for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date, was adopted.

- D. Presentation of Engineer's Report
- E. Presentation of Master Special Assessment Methodology Report
- F. Resolution 2023-25, Declaring Special Assessments; Indicating the Location, Nature and Estimated Cost of Those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution
- G. Resolution 2023-26, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District Generally Described as the Westwood of Pasco Community Development District in Accordance with Chapters 170, 190 and 197, Florida Statutes
- H. Resolution 2023-27, Authorizing the Issuance of Not to Exceed \$_____ Westwood of Pasco Community Development District Capital Improvement Revenue Bonds, in One or More Series; Approving the Form of a Master Trust Indenture; Appointing a Trustee, Registrar and Paying Agent; Approving a Capital Improvement Program; Authorizing the Commencement of Validation Proceedings Relating to the Bonds; and Providing an Effective Date

Items 9D through 9H were deferred.

A. District Counsel: *Kutak Rock LLP*

There was no report.

B. District Engineer (Interim): *Tampa Civil Design, LLC*

Mr. Couch stated construction is ongoing; earthwork is almost complete.

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

There was no report.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

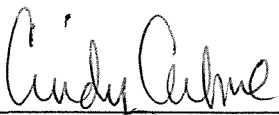
No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS

Adjournment

<p>On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the meeting adjourned at 1:50 p.m.</p>

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair