

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

The Board of Supervisors of the Westwood of Pasco Community Development District held Multiple Public Hearings and a Regular Meeting on January 25, 2023 at 1:00 p.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

Present were:

Ryan Zook	Chair
John Snyder	Vice Chair
Anne Mize	Assistant Secretary

Also present, were:

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 1:10 p.m.

▪ **Administration of Oath of Office to Elected Supervisors**

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

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

Supervisors Mize, Snyder and Zook were present, in person. Supervisor-Elect Janek was not present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

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

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

All 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**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-28, 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. Cerbone presented Resolution 2023-28 and recapped the Landowners' Election results as follows:

Seat 1	Ryan Zook	78 votes	4-year Term
Seat 2	John Snyder	78 votes	4-year Term
Seat 4	Anne Mize	77 votes	2-year Term
Seat 5	Brian Janek	77 votes	2-year Term

There were no nominations for Seat 3.

On MOTION by Ms. Mize and seconded by Mr. Zook, with all in favor, Resolution 2023-28, 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 2023-29,
Designating Certain Officers of the District,
and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2023-29. Mr. Zook nominated the following slate:

Chair	Ryan Zook
Vice Chair	John Snyder
Assistant Secretary	Anne Mize
Assistant Secretary	Brian Janek
Assistant Secretary	Cindy Cerbone
Assistant Secretary	Jamie Sanchez
Assistant Secretary	Andrew Kantarzhi

No other nominations were made. Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-29, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

A. Affidavit/Proof of Publication

The affidavit of publication was included for informational purposes.

- B. Consideration of Resolution 2023-30, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Westwood of Pasco Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Public Hearings for Items 6B, 7B and 8B, were opened.

No members of the public spoke on this item.

Ms. Cerbone presented Resolution 2023-30.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-30, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Westwood of Pasco Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

- A. Affidavits of Publication**

The affidavits of publication were included for informational purposes.

- B. Consideration of Resolution 2023-31, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Ms. Cerbone stated that the Rules of Procedure are the same as for other CDDs.

No members of the public spoke on this item.

Ms. Cerbone presented Resolution 2023-31

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-31, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget****A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2023-32, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone presented the proposed Fiscal Year 2022 budget, which is a Landowner-funded budget, and is unchanged since it was last presented.

No members of the public spoke on this item.

Ms. Cerbone presented Resolution 2023-32.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-32, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Public Hearings were closed.

NINTH ORDER OF BUSINESS**Approval of Minutes**

Ms. Cerbone presented the following:

- A. October 26, 2022 Organizational Meeting**
- B. November 29, 2022 Landowners' Meeting**

On MOTION by Ms. Mize and seconded by Mr. Snyder, with all in favor, the October 26, 2022 Organizational Meeting and November 29, 2022 Landowners' Meeting Minutes, as presented, were approved.

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

Ms. Mackie stated the Bond Resolution authorizing the bond validation process will be presented at the next meeting.

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

Mr. Couch distributed the draft Engineer's Report.

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

- **NEXT MEETING DATE: February 22, 2023 at 1:00 P.M.**
 - **QUORUM CHECK**

The next meeting will be on February 22, 2023, unless canceled.

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

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS**Public Comments**

There were no public comments.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Snyder and seconded by Mr. Zook, with all in favor, the meeting adjourned at 1:22 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair