

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

The Board of Supervisors of the Westwood of Pasco Community Development District held a Regular Meeting on February 22, 2023 at 1:00 p.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

Present were:

Ryan Zook
Anne Mize
Brian Janek

Chair
Assistant Secretary
Assistant Secretary

Also present, were:

Cindy Cerbone (via telephone)
Jamie Sanchez
Andrew Kantarzhi
Michal Szymonowicz (via telephone)
Michael Hoyos (via telephone)
Tucker Mackie (via telephone)
Cynthia Wilhelm (via telephone)
Jeremy Couch

District Manager
Wrathell, Hunt and Associates, LLC (WHA)
Wrathell, Hunt and Associates, LLC (WHA)
Wrathell, Hunt and Associates, LLC (WHA)
Wrathell, Hunt and Associates, LLC (WHA)
District Counsel
Bond Counsel
Interim District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 1:00 p.m.

Supervisors Mize, Janek and Zook were present, in person. Supervisor Snyder 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
Supervisor Brian Janek [SEAT 5] *(the***

following will be provided in a separate package)

Mr. Kantarzhi stated the Oath of Office was administered to Supervisor Janek prior to the meeting. Having served on other Boards, Mr. Janek is 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

Consider Appointment to Fill Seat 3; Term Expires November 2024

Ms. Mize nominated Mr. Brian Panico to fill Seat 3. No other nominations were made.

On MOTION by Ms. Mize and seconded by Mr. Zook, with all in favor, the appointment of Mr. Brian Panico to Seat 3, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-33, Designating Certain Officers of the District, and Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2023-33. Mr. Kantarzhi stated that Supervisor-Appointee Panico is not present. He noted that the current slate of officers is as follows:

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

This item was deferred to the next meeting.

SIXTH ORDER OF BUSINESS

Presentation of Engineer's Report and Capital Improvement Program

Ms. Mackie stated that she was unable to speak with Mr. Couch prior to the meeting. She noted that some textual revisions to the Engineer's Report were submitted. The electrical undergrounding was included in the Petition to Establish and she did not see that reflected in the estimated costs. The total costs are quite high already, at over \$15 million. To the extent that costs presented in the Engineer's Report need to be updated today, that can be done, reflecting that there will be additional edits and approving a not-to-exceed amount, in terms of the overall bond issuance.

Mr. Couch stated he will take that into consideration and include it in the Report. He stated construction on the site is continuing without any problems.

Ms. Mackie asked if the Board wants the Report or Appendix F presented generally or in detail. The consensus was that it is not necessary to present the Report.

Mr. Zook asked if clarification was received regarding the daycare facility. Mr. Couch stated the Report does not consider the daycare facility; he will include it in the revised Report.

Ms. Mize asked if a motion is needed or if the discussion regarding the intention to update Appendix F will suffice.

Ms. Mackie stated if Appendix F is being reviewed, which has a 20% contingency line item for market volatility and the 20% contingency for additional costs, that should be an adequate master CIP cost, even including the undergrounding. If that is acceptable, a line item adjustment can be made that keeps the total cost the same in the final version of this Report.

Mr. Couch stated the cost of undergrounding was included in the Report underlying assumptions; the cost will be broken out as a line item.

Ms. Mackie stated the circulated revisions and those discussed at the meeting today will be made and, when the Board considers Resolution 2023-25, it is understood that the Reports

will be approved in preliminary format. Should the master CIP cost increase, it would affect the Assessment Methodology and the amount to be validated; however, it does not appear that the total will change.

SEVENTH ORDER OF BUSINESS**Presentation of Master Special Assessment Methodology Report**

Mr. Szymonowicz presented the Master Special Assessment Methodology Report dated February 22, 2023. The Methodology is based upon the Engineer's Report that was just discussed. While the descriptions of the proposed improvements to be provided to the lands within the CDD might change, the total estimated cost of the CIP is \$16,262,771.60. The CDD is projected to include 325 townhome units.

Mr. Szymonowicz stated the Assessment Methodology assumes to fully fund the full cost of the CIP, up to \$22,590,000, in long-term bonds; the Developer projects that there will be only a single product type in the CDD. The benefit and the responsibility to pay for the bonds will be equally apportioned to all townhomes, resulting a maximum bond assessment apportionment of \$69,507.69 on each of the proposed 325 townhomes.

EIGHTH ORDER OF BUSINESS

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

Mr. Kantarzhi presented Resolution 2023-25 and read the title.

On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, 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, was adopted.

NINTH ORDER OF BUSINESS

Consideration of 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

Mr. Kantarzhi presented Resolution 2023-26 and read the title.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-26, Setting a Public Hearing on April 26, 2023 at 1:00 p.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558, 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, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2023-27, Authorizing the Issuance of Not to Exceed \$22,590,000 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

Mr. Kantarzhi presented Resolution 2023-27 and read the title.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2023-27, Authorizing the Issuance of Not to Exceed \$22,590,000 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, was adopted.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of January 31, 2023

Mr. Kantarzhi presented the Unaudited Financial Statements as of January 31, 2023.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Unaudited Financial Statements as of January 31, 2023, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of January 25, 2023 Public Hearings and Regular Meeting Minutes

Mr. Kantarzhi presented the January 25, 2023 Public Hearings and Regular Meeting Minutes.

On MOTION by Ms. Mize and seconded by Mr. Janek, with all in favor, the January 25, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock LLP*

Ms. Mackie stated the bond validation complaint will be filed; she will coordinate the hearing date to ensure a Board Member is able to attend.

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

There was no report.

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

- **NEXT MEETING DATE: March 22, 2023 at 1:00 P.M.**

- **QUORUM CHECK**

The next meeting will be March 22, 2023, unless canceled.

Mr. Zook will work with Staff regarding the CDD's future maintenance needs and Operations and Maintenance (O&M) budget.

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

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS**Public Comments**

There were no public comments.

SIXTEENTH ORDER OF BUSINESS**Adjournment**

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the meeting adjourned at 1:25 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

A handwritten signature in blue ink, featuring a series of sharp, intersecting lines and a long horizontal stroke extending to the right.

Chair/Vice Chair