

**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 July 26, 2023 at 1:00 p.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

**Present at the meeting were:**

Ryan Zook	Chair
Brian Janek	Assistant Secretary
Brian Panico	Assistant Secretary

**Also present were:**

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

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 1:01 p.m. Supervisors Zook, Panico and Janek were present. Supervisors Mize and Snyder were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Consideration of Acquisition of Infrastructure**

Mr. Kantarzhi distributed the Acquisition of Infrastructure documents.

Ms. Mackie stated that utilities that will be conveyed to the CDD and that will eventually be conveyed to the utility provider, are nearing completion. The CDD is ready to acquire certain stormwater and utility on and off-site infrastructure in an amount not-to-exceed \$5.2 million, in accordance with an Acquisition Agreement between D.R. Horton and the CDD. The Agreement sets forth the processes and procedures for various types of acquisitions.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Acquisition Agreement between the CDD and D.R. Horton, was approved.**

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, acquisition of the on-site and off-site utilities and stormwater improvements and associated improvements, at a not-to-exceed amount of \$5.2 million, was approved.**

#### **FOURTH ORDER OF BUSINESS**

##### **Consideration of Tampa Civil Design, LLC, Agreement for Professional Engineering Services**

Mr. Kantarzhi presented the Tampa Civil Design, LLC, (TCD) Agreement for Professional Engineering Services. Ms. Cerbone stated, as there were no responses to the advertised Request for Qualifications, the Board can to enter into an agreement with Engineer, Tampa Civil Design, LLC for District Engineering Services.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Tampa Civil Design, LLC, Agreement for Professional Engineering Services, was approved.**

#### **FIFTH ORDER OF BUSINESS**

##### **Presentation of Engineer's Report and Capital Improvement Program**

Ms. Mackie stated that the Engineer's Report and Methodology Reports will be approved as part of Resolution 2023-37.

Mr. Couch presented the Engineer's Report and Capital Improvement Program and noted that the estimate on market volatility and overall cost will be revised; otherwise, there are no changes.

#### **SIXTH ORDER OF BUSINESS**

##### **Presentation of Supplemental Special Assessment Methodology Report**

The Board had no questions about the Supplemental Special Assessment Methodology Report.

**Consideration of Resolution 2023-37, Delegating to the Chairman of the Board of Supervisors of Westwood of Pasco Community Development District (the "District") the Authority to Approve the Sale, Issuance and Terms of Sale of Westwood of Pasco Community Development District Capital Improvement Revenue Bonds, Series 2023, as a Single Series of Bonds Under The Master Trust Indenture (the "Series 2023 Bonds") in Order to Finance the Series 2023 Project; Establishing the Parameters for the Principal Amounts, Interest Rates, Maturity Dates, Redemption Provisions and Other Details Thereof; Approving the Form of and Authorizing the Chairman to Accept the Bond Purchase Contract for the Series 2023 Bonds; Approving a Negotiated Sale of the Series 2023 Bonds to the Underwriter; Approving the Forms of the Master Trust Indenture and First Supplemental Trust Indenture and Authorizing the Execution and Delivery Thereof By Certain Officers of the District; Appointing a Trustee, Paying Agent and Bond Registrar for the Series 2023 Bonds; Approving the Form of the Series 2023 Bonds; Approving the Form of and Authorizing the Use of the Preliminary Limited Offering Memorandum and Limited Offering Memorandum Relating to the Series 2023 Bonds; Approving the Form of the Continuing Disclosure Agreement Relating to the Series 2023 Bonds; Authorizing Certain Officers of the District to Take All Actions Required and to Execute and Deliver All Documents, Instruments and Certificates Necessary In Connection with the Issuance, Sale and Delivery of the Series 2023 Bonds; Authorizing the Vice Chairman and Assistant Secretaries to Act in the Stead of the Chairman or the Secretary, as the Case May Be; Specifying the Application of the Proceeds of the Series 2023 Bonds; Authorizing Certain Officers of the District**

**to Take All Actions and Enter Into All  
Agreements Required in Connection with  
the Acquisition and Construction of the  
Series 2023 Project; and Providing an  
Effective Date**

Ms. Wilhelm presented Resolution 2023-37. This is known as the Delegated Award Resolution, which accomplishes the following:

- Delegates authority to the Chair to execute the Bond Purchase Contract, provided it adheres to the parameters set forth.
- Approves the forms of certain documents, as set forth, which are necessary to market, price and sell the bonds.
- Sets forth the parameters for the bonds, including a maximum principal amount of approximately \$5 million.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Resolution 2023-37, Delegating to the Chairman of the Board of Supervisors of Westwood of Pasco Community Development District (the "District") the Authority to Approve the Sale, Issuance and Terms of Sale of Westwood of Pasco Community Development District Capital Improvement Revenue Bonds, Series 2023, as a Single Series of Bonds Under The Master Trust Indenture (the "Series 2023 Bonds") in Order to Finance the Series 2023 Project; Establishing the Parameters for the Principal Amounts, Interest Rates, Maturity Dates, Redemption Provisions and Other Details Thereof; Approving the Form of and Authorizing the Chairman to Accept the Bond Purchase Contract for the Series 2023 Bonds; Approving a Negotiated Sale of the Series 2023 Bonds to the Underwriter; Approving the Forms of the Master Trust Indenture and First Supplemental Trust Indenture and Authorizing the Execution and Delivery Thereof By Certain Officers of the District; Appointing a Trustee, Paying Agent and Bond Registrar for the Series 2023 Bonds; Approving the Form of the Series 2023 Bonds; Approving the Form of and Authorizing the Use of the Preliminary Limited Offering Memorandum and Limited Offering Memorandum Relating to the Series 2023 Bonds; Approving the Form of the Continuing Disclosure Agreement Relating to the Series 2023 Bonds; Authorizing Certain Officers of the District to Take All Actions Required and to Execute and Deliver All Documents, Instruments and Certificates Necessary In Connection with the Issuance, Sale and Delivery of the Series 2023 Bonds; Authorizing the Vice Chairman and Assistant Secretaries to Act in the Stead of the Chairman or the Secretary, as the Case May Be; Specifying the Application of the Proceeds of the Series 2023 Bonds; Authorizing Certain Officers of the District to Take All Actions and Enter Into All Agreements Required in Connection with the Acquisition and Construction of the Series 2023 Project; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS****Consideration of Field Operations Agreement**

Mr. Kantarzhi presented the Field Operations Agreement. Ms. Mackie voiced her belief that the Agreement took into account all comments from District Management and District Counsel. As additional improvements come online, Access Management, will be responsible for maintaining them at no additional increase in the prices listed in the Agreement.

Discussion ensued regarding whether the eventual Amenity Center structure is included in the Agreement.

Mr. Zook asked for the Agreement and/or Exhibits to be revised to include the Amenity Center building. Ms. Mackie suggested identifying all the areas and things on a map.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Field Operations Agreement with Access Residential Management LLC, D/B/A Access Management, in substantial form, and delegating authority to the Chair to coordinate with District Staff to ensure Exhibit A accurately describes the areas to be overseen, was approved.**

**NINTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of June 30, 2023**

Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2023.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Unaudited Financial Statements as of June 30, 2023, were accepted.**

**TENTH ORDER OF BUSINESS****Approval of May 24, 2023 Regular Meeting Minutes**

Ms. Cerbone presented the May 24, 2023 Regular Meeting Minutes.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the May 24, 2023 Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS****Staff Reports**

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

Ms. Mackie stated the bonds will likely be marketed within the next two weeks, with the expectation to schedule the pre-closing on the bonds and approve the Supplemental Special Assessment Resolution at the August meeting.

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

Mr. Clawson stated that construction of the main infrastructure is in its final steps. The first 200 lots are ready, with the final 100 expected within the month, in preparation for the first turnover of utilities.

The conveyance from the Developer to the CDD to the County process and timing were discussed.

“(Interim)” will be removed from future agendas.

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

- **NEXT MEETING DATE: August 23, 2023 at 1:00 PM [Adoption of FY2024 Budget]**
  - **QUORUM CHECK**

**TWELFTH ORDER OF BUSINESS****Board Members’ Comments/Requests**

There were no Board Members’ comments or requests.

**THIRTEENTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

**FOURTEENTH ORDER OF BUSINESS****Adjournment**

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the meeting adjourned at 1:21 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
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Secretary/Assistant Secretary

  
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Chair/Vice Chair