

**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 May 22, 2024 at 10:00 a.m., or as soon thereafter as the matter could be heard., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

Present were:

Ryan Zook
John Snyder
Brian Panico

Chair
Vice Chair
Assistant Secretary

Also present:

Andrew Kantarzhi
Tucker Mackie (via telephone)
Ryan Dugan (via telephone)
Cody You

District Manager
District Counsel
Kutak Rock LLP
DR Horton

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 10:05 a.m.

Supervisors Zook, Panico and Snyder were present. Supervisors Mize and Janek were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Brian Janek
(Seat 5)**

Mr. Kantarzhi presented Mr. Brian Janek's resignation.

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, the resignation of Mr. Brian Janek from Seat 5, was accepted.

FOURTH ORDER OF BUSINESS

**Consider Appointment of Cody You to Fill
Unexpired Term of Seat 5; Term Expires
November 2024**

Mr. Panico nominated Mr. Cody You to fill Seat 5. No other nominations were made.

On MOTION by Mr. Panico and seconded by Mr. Zook, with all in favor, the appointment of Mr. Cody You to fill Seat 5, was approved.

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

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Cody You.

Mr. Snyder left the meeting.

Mr. Kantarzhi provided and explained the following as they apply to serving on a CDD Board:

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Cost of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Publics Officers**

Mr. Dugan stated that Board Members should contact District Counsel or District Management with any questions.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-01,
Electing and Removing Officers of the
District and Providing for an Effective Date**

Mr. Zook nominated the following slate:

Ryan Zook	Chair
John Snyder	Vice Chair
Brian Panico	Assistant Secretary
Anne Mize	Assistant Secretary
Cody You	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Brian Janek	Assistant Secretary
Jamie Sanchez	Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Cindy Cerbone	Assistant Secretary
Andrew Kantarzhi	Assistant Secretary
Craig Wrathell	Treasurer
Jeffrey Pinder	Assistant Treasurer

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, Resolution 2024-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Kantarzhi presented Resolution 2024-02. He reviewed the proposed Fiscal Year 2025 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes.

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 28, 2024 at 10:00 a.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2024-03. The following changes were made to the Fiscal Year 2025 Meeting Schedule:

DATES: Delete "November __, 2024" and "December __" Regular Meetings

TIMES: Change "10:00 AM" to "10:30 AM"

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, Resolution 2024-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Designating a Date, Time and Location for a Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date

Mr. Kantarzhi presented Resolution 2024-04.

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, Resolution 2024-04, Designating a Date, Time and Location of November 5,

2024 at 10:00 a.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558, for the Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS**Ratification Items****A. Cebra Landscape, LLC Landscape and Irrigation Maintenance Agreement**

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, the Cebra Landscape, LLC Landscape and Irrigation Maintenance Agreement, was ratified.

B. Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, was ratified.

C. Westwood Amendment and Assignment of Solar Lighting Lease Agreement [Gig Fiber, LLC and Westwood of Pasco Neighborhood Association, Inc.]

On MOTION by Mr. Panico and seconded by Mr. Zook, with all in favor, the Westwood Amendment and Assignment of Solar Lighting Lease Agreement related to the Gig Fiber, LLC and Westwood of Pasco Neighborhood Association, Inc., was ratified.

TENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of April 30, 2024**

On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.

ELEVENTH ORDER OF BUSINESS**Approval of November 15, 2023 Regular Meeting and Audit Committee Meeting Minutes**

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, the November 15, 2023 Regular Meeting and Audit Committee Meeting Minutes, were approved.

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

- **Consideration of Resolution 2024-___, Delegating Authority of Chair to Execute Contracts**

This was an addition to the agenda.

Mr. Kantarzhi presented the unnumbered Resolution; the number will be determined. Mr. Dugan discussed the reason for this Resolution and stated the threshold is usually between \$10,000 and \$25,000; this can be revisited for ratification.

The Board agreed to put forth a \$25,000 threshold in the Resolution.

On MOTION by Mr. Zook and seconded by Mr. You, with all in favor, amending the agenda to add this item, was approved.

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, Resolution 2024-___, A Resolution of the Board of Supervisors of the Towns at Woodsdale Community Development District, Authorizing the Chairperson to Take the Necessary Actions to Award for Certain Contracts, Agreements and other Documents that do not exceed \$25,000; and Providing an Effective Date, was adopted.

Mr. Dugan stated that work with CDD Staff and the Developer on acquisition of the Amenity Center improvements is underway.

B. District Engineer: Tampa Civil Design, LLC

There was no report.

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

- **NEXT MEETING DATE: June 26, 2024 at 10:00 AM**
 - **QUORUM CHECK**

The next meeting will be on June 26, 2024 at 10:00 a.m., unless cancelled.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

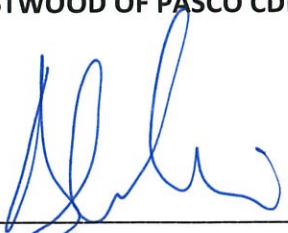
No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Panico and seconded by Mr. You, with all in favor, the meeting adjourned at 10:22 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair