

WESTWOOD OF PASCO

**COMMUNITY DEVELOPMENT
DISTRICT**

August 28, 2024

BOARD OF SUPERVISORS

**PUBLIC HEARINGS AND
REGULAR MEETING**

AGENDA

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Westwood of Pasco Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

August 21, 2024

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors

Westwood of Pasco Community Development District

Dear Board Members:

The Board of Supervisors of the Westwood of Pasco Community Development District will hold Public Hearings and a Regular Meeting on August 28, 2024 at 10:00 a.m., or as soon thereafter as the matter may be heard., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Resignation of Brian Panico [Seat 3]
4. Consider Appointment of Ethen Broadwater to Fill Unexpired Term of Seat 3; *Term Expires November 2024*
 - Administration of Oath of Office *(the following will also be provided in a separate package)*
 - A. Required Ethics Training and Disclosure Filing
 - Sample Form 1 2023/Instructions
 - B. Membership, Obligation and Responsibilities
 - C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers
5. Acceptance of Resignation of Cody You [Seat 5]
6. Consider Appointment of Michelle Guerrier to Fill Unexpired Term of Seat 5; *Term Expires November 2024*
 - Administration of Oath of Office

7. Consideration of Resolution 2024-05, Electing and Removing Officers of the District and Providing for an Effective Date
8. Public Hearing on Adoption of Fiscal Year 2024/2025 Budget
 - A. Proof/Affidavit of Publication
 - B. Consideration of Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date
9. Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2024/2025, Pursuant to Florida Law
 - A. Proof/Affidavit of Publication
 - B. Mailed Notice(s) to Property Owners
 - C. Consideration of Resolution 2024-07, Providing for Funding for the FY 2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date
10. Discussion: Amenity Facility Rules
11. Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]
12. Acceptance of Unaudited Financial Statements as of July 31, 2024
13. Approval of May 22, 2024 Regular Meeting Minutes
14. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: *Tampa Civil Design, LLC*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - 4 Registered Voters in District as of April 15, 2024
 - NEXT MEETING DATE: September 25, 2024 at 10:00 AM

○ QUORUM CHECK

SEAT 1	RYAN ZOOK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	JOHN SNYDER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	ETHEN BROADWATER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	ANNE MIZE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	MICHELLE GUERRIER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

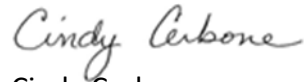
15. Board Members' Comments/Requests

16. Public Comments

17. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294 or Andrew Kantarzhi at (415) 516-2161.

Sincerely,



Cindy Cerbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 867 327 4756

WESTWOOD OF PASCO

COMMUNITY DEVELOPMENT DISTRICT

3

NOTICE OF TENDER OF RESIGNATION

To: Board of Supervisors
Westwood of Pasco Community Development District
Attn: District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

From: Brian Panico

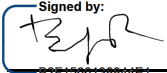
Printed Name

Date: 8/26/2024

Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Westwood of Pasco Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and ☐ personally presented at a duly noticed meeting of the Board of Supervisors, ☐ scanned and electronically transmitted to gillyardd@whhassociates.com or ☐ faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

Signed by:


6271500150001E1...
Signature

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

4A

Daphne Gillyard

From: Kutak Rock Development and Improvement Districts Group
<communications@kutakrock.com>
Sent: Friday, January 5, 2024 4:49 PM
To: Cindy Cerbone
Subject: Ethics Training 2024

You don't often get email from communications@kutakrock.com. [Learn why this is important](#)

KUTAKROCK

Development and Improvement Districts Practice Group



ABOUT US

SERVICES

NEWS & PUBLICATIONS

District Managers,

As of January 1, 2024, all Board Supervisors of Florida Community special districts are required to complete four (4) hours of ethics training each year that addresses at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of Florida. The purpose of this email is to notify you of free, on-demand resources available to Board Supervisors to satisfy this requirement. Further information regarding the requisite training is available on the [Florida Commission on Ethics' \("COE"\) website](#).

Please share this information with Board Supervisors or include in the next available agenda package. As always, if you have any questions, please do not hesitate to reach out to your Kutak Rock attorney.

Free Training Resources

The COE has produced several free, online training tutorials that will satisfy the ethics component of the annual training. The on-demand videos are available at the link below. Further, the website provides additional links to resources that Supervisors can access to complete the training requirements.

Florida Commission on Ethics Training Resources

Please note that the COE-produced content only provides free training for the ethics component of the annual training. However, the Office of the Attorney General of the State of Florida offers a free, two-hour online audio course that covers the Sunshine Law and Public Records Act components of the requisite training. The on-demand audio course is available at the link below.

Office of the Attorney General Training Resources

Compliance

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the ethics training requirements. At this time there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

We have received multiple inquiries as to whether Board Supervisors are required to annually file Form 6 in addition to Form 1. Currently, Board Supervisors continue to be exempt from the requirement to file Form 6.

Finally, with respect to the annual filing of Form 1, beginning this year the Commission on Ethics will be requiring electronic submission of Form 1. Filers, including Board Supervisors, should be receiving an email directly from the Commission on Ethics, providing detailed information about the electronic filing process and the upcoming deadline of July 1, 2024. Note the submission of the forms will no longer be handled through county Supervisor of Election's offices.

Kutak Rock's Development and Improvement Districts Practice Group

Kutak Rock's Florida Development and Improvement Districts Practice Group



Jonathan Johnson
Partner

(850) 264-6882



Lindsay Whelan
Partner

(850) 692-7308



Joseph Brown
Partner

(850) 692-7303



Katie Buchanan
Partner

(850) 294-5184



Michael Eckert
Partner

(850) 567-0558



Wesley Haber
Partner

(850) 566-3413



Tucker Mackie
Partner

(850) 692-7300



Sarah Sandy
Partner

(850) 556-5947



Alyssa Willson
Partner

(850) 661-9973



Jere Earlywine
Of Counsel

(850) 692-7300



Bennett Davenport
Associate

(850) 692-7300



Ryan Dugan
Associate

(850) 692-7333



Kate John
Associate

(850) 692-7330



Kyle Magee
Associate

(850) 692-7300



Michelle Rigoni
Associate

(850) 692-7310



Ashley Ligas
Attorney

(850) 692-7300



Cheryl Stuart
Attorney

(850) 692-7300



Betty Zachem
Attorney

(850) 692-7300



kutakrock.com

[Update your preferences](#) | [Unsubscribe](#) | [Forward to a friend](#) | [View Online](#)

This is a publication of Kutak Rock LLP. It is intended to notify our clients and friends of current events and provide general information.

This is not intended, nor should it be used, as specific legal advice, and it does not create an attorney-client relationship.

© Kutak Rock LLP 2024 – All Rights Reserved. This communication could be considered advertising in some jurisdictions.

The choice of a lawyer is an important decision and should not be based solely upon advertisements.

107 W College Ave, Tallahassee, Florida 32301



2023 Form 1 - Statement of Financial Interests

General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

AGENCY INFORMATION

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over \$2,500 in major sources of income to the reporting person)
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

Secondary Sources of Income

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

Real Property

REAL PROPERTY (Land, buildings owned by the reporting person)
(If you have nothing to report, write "none" or "n/a")

Location/Description

Intangible Personal Property

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000)
(If you have nothing to report, write "none" or "n/a")

Type of Intangible	Business Entity to Which the Property Relates

Liabilities

LIABILITIES (Major debts valued over \$10,000):
(If you have nothing to report, write "none" or "n/a")

Name of Creditor	Address of Creditor

Interests in Specified Businesses

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)
(If you have nothing to report, write "none" or "n/a")

Business Entity # 1

Training

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

Signature of Filer

Digitally signed:

Filed with COE:

E-FILING SAMPLE

2023 Form 1 Instructions

Statement of Financial Interests

Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

When To File:

Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

ATTACHMENTS: A filer may include and submit attachments or other supporting documentation when filing disclosure.

PUBLIC RECORD: The disclosure form is a public record and is required by law to be posted to the Commission's website. Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

QUESTIONS about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

Instructions for Completing Form 1

Primary Sources of Income

[Required by s. 112.3145(3)(b)1, F.S.]

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

Secondary Sources of Income

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**
2. You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

Real Property

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

Intangible Personal Property

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

Liabilities

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

Interests in Specified Businesses

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

Training Certification

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, or an elected local officers of independent special districts, including any person appointed to fill a vacancy on an elected special district board, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

4B

BOARD OF SUPERVISORS

MEMBERSHIP, OBLIGATIONS AND RESPONSIBILITIES

A Community Development District ("District") is a special-purpose unit of local government which is established pursuant to and governed by Chapter 190, Florida Statutes.

The Board

The Community Development District ("District") is governed by a five (5)-member Board of Supervisors ("Board"). Member of the Board "Supervisor(s)" are elected in accordance with Section 190.006, F.S., either upon a one (1)-vote per one (1)-acre basis ("landowner voting") or through traditional elections ("resident voting"), depending upon the number of registered voters in the District and the length of time which has passed since the establishment of the District.

A CDD Board typically meets once per month, but may meet more often if necessary. Board meetings typically last from one (1) to three (3) hours, depending upon the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with an agenda package which will contain the documents pertaining to the business to be considered by the Board at a particular meeting. A Supervisor should be willing to spend time reviewing these packages prior to each meeting, and may consult with District Staff (General Counsel, Management, Engineering, etc.) concerning the business to be addressed.

Qualifications of Supervisors

Each Supervisor must be a resident of the state of Florida and a citizen of the United States. Once a District has transitioned to resident voting, Supervisors must also be residents of the District.

Compensation

By statute, Board Members are entitled to be paid \$200 per meeting for their service, up to an annual cap of \$4,800 per year. To achieve the statutory cap, the District would have to meet twice each month, which is rare.

Sometimes Supervisors who are employees of the primary landowner waive their right to compensation, although this is not always the case.

Responsibilities of Supervisors

The position of Supervisor is that of an elected local public official. It is important to always remember that serving as an elected public official of a District carries with it certain restrictions and obligations. Each Supervisor, upon taking office, must subscribe to an oath of office acknowledging that he/she is a public officer, and as a recipient of public funds, a supporter of the constitutions of the State of Florida and of the United States of America.

Each Supervisor is subject to the same financial disclosure requirements as any other local elected official and must file a Statement of Financial Interests disclosing

sources of income, assets, debts, and other financial data, with the Supervisor of Elections in the County where he/she resides.

A Supervisor must act in accordance with the Code of Ethics for Public Officers and Employees, codified at Part III, Chapter 112, F.S., which addresses acceptance of gifts, conflicts of interest, etc. By law, it is not a conflict of interest for an employee of the developer to serve on a CDD Board of Supervisors.

Since a District is a unit of local government, the Sunshine Law (Chapter 286, F.S.) applies to Districts and to the Supervisors who govern them. In brief, the Sunshine Law states that two(2) or more Supervisors may never meet outside of a publicly noticed meeting of the Board and/to discuss District business.

Florida's Public Records Law (Chapter 119, F.S.) also applies to Districts and Supervisors. All records of the District, and the records of each individual Supervisor relating to the District, are public records. As such, any member of the public may inspect them upon request. Supervisors are therefore urged to keep any District records or documents in a separate file to allow ease of access by the public or press.

Conclusion

The position of Supervisor of a Community Development District is an important one, requiring both the time and the dedication to fulfill the responsibilities of a position of public trust. It should not be undertaken lightly. Each new Supervisor should enter office fully cognizant of the ethical, legal, and time requirements which are incumbent upon those who serve as Supervisors.

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

4C

FLORIDA COMMISSION ON ETHICS



GUIDE to the SUNSHINE AMENDMENT and CODE of ETHICS for Public Officers and Employees

2024

State of Florida

COMMISSION ON ETHICS

Ashley Lukis, *Chair*
Tallahassee

Michelle Anchors, *Vice Chair*
Fort Walton Beach

William P. Cervone
Gainesville

Tina Descovich
Indialantic

Freddie Figgers
Fort Lauderdale

Luis M. Fusté
Coral Gables

Wengay M. Newton, Sr.
St. Petersburg

Kerrie Stillman
Executive Director
P.O. Drawer 15709
Tallahassee, FL 32317-5709
www.ethics.state.fl.us
(850) 488-7864*

*Please direct all requests for information to this number.

TABLE OF CONTENTS

I. HISTORY OF FLORIDA'S ETHICS LAWS.....	1
II. ROLE OF THE COMMISSION ON ETHICS.....	2
III. THE ETHICS LAWS.....	2
A. PROHIBITED ACTIONS OR CONDUCT	3
1. Solicitation or Acceptance of Gifts	3
2. Unauthorized Compensation	4
3. Misuse of Public Position	4
4. Abuse of Public Position	4
5. Disclosure or Use of Certain Information.....	4
6. Solicitation or Acceptance of Honoraria	5
B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS	5
1. Doing Business With One's Agency	5
2. Conflicting Employment or Contractual Relationship.....	6
3. Exemptions	6
4. Additional Exemption	8
5. Lobbying State Agencies by Legislators.....	8
6. Additional Lobbying Restrictions for Certain Public Officers and Employees	8
7. Employees Holding Office	8
8. Professional & Occupational Licensing Board Members	9
9. Contractual Services: Prohibited Employment	9
10. Local Government Attorneys	9
11. Dual Public Employment	9
C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES.....	10
1. Anti-Nepotism Law	10
2. Additional Restrictions	10
D. POST OFFICEHOLDING & EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS	10
1. Lobbying By Former Legislators, Statewide Elected Officers, and Appointed State Officers	10
2. Lobbying By Former State Employees.....	11
3. 6-Year Lobbying Ban	12
4. Additional Restrictions on Former State Employees	12
5. Lobbying By Former Local Government Officers and Employees.....	13

E. VOTING CONFLICTS OF INTEREST	13
F. DISCLOSURES	14
1. Form 1 - Limited Financial Disclosure	15
2. Form 1F - Final Form 1.....	19
3. Form 2 - Quarterly Client Disclosure	19
4. Form 6 - Full and Public Disclosure	20
5. Form 6F - Final Form 6.....	21
6. Form 9 - Quarterly Gift Disclosure	21
7. Form 10 - Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event-Related Expenses	22
8. Form 30 - Donor's Quarterly Gift Disclosure.....	23
9. Forms 1X and 6X – Amendments	24
IV. AVAILABILITY OF FORMS	24
V. PENALTIES	25
A. For Violations of the Code of Ethics	25
B. For Violations by Candidates	25
C. For Violations by Former Officers and Employees	25
D. For Lobbyists and Others.....	26
E. Felony Convictions: Forfeiture of Retirement Benefits	26
F. Automatic Penalties for Failure to File Annual Disclosure.....	26
VI. ADVISORY OPINIONS	27
A. Who Can Request an Opinion.....	27
B. How to Request an Opinion.....	27
C. How to Obtain Published Opinions.....	27
VII. COMPLAINTS.....	28
A. Citizen Involvement	28
B. Referrals.....	28
C. Confidentiality.....	28
D. How the Complaint Process Works	29
E. Dismissal of Complaint at Any Stage of Disposition	30
F. Statute of Limitations.....	30
VIII. EXECUTIVE BRANCH LOBBYING	30
IX. WHISTLE-BLOWER'S ACT	31
X. ADDITIONAL INFORMATION	32
XI. TRAINING	32

I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec. 112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly

were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. Unauthorized Compensation

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. Abuse of Public Position

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. Disclosure or Use of Certain Information

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. *Solicitation or Acceptance of Honoraria*

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. **PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS**

1. *Doing Business With One's Agency*

- a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or

services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

- b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. *Conflicting Employment or Contractual Relationship*

- a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]
- b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]
- c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. *Exemptions*—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

- a) When the business is rotated among all qualified suppliers in a city or county.
- b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter

the contract. NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

- c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.
- d) When an emergency purchase must be made to protect the public health, safety, or welfare.
- e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.
- f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.
- g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.
- h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).
- i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.
- j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of

the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. *Additional Exemptions*

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. *Legislators Lobbying State Agencies*

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. *Additional Lobbying Restrictions for Certain Public Officers and Employees*

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. *Employees Holding Office*

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. *Professional and Occupational Licensing Board Members*

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. *Contractual Services: Prohibited Employment*

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. *Local Government Attorneys*

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. *Dual Public Employment*

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. *Anti-Nepotism Law*

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute “jurisdiction or control” for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. *Additional Restrictions*

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. *Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers*

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. *Lobbying by Former State Employees*

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

- a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.
- b) serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. *6-Year Lobbying Ban*

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. *Additional Restrictions on Former State Employees*

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. *Lobbying by Former Local Government Officers and Employees*

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. FORM 1 - Limited Financial Disclosure

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is

for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

- 3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

- 1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.
- 3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
- 4) Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other

political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

- 5) Members of governing boards of charter schools operated by a city or other public entity.
- 6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

- 1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
- 2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.
- 3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

- 4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.
- 5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
- 6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
- 7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

File with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

Beginning January 1, 2024, all Form 1 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name or organization on the Commission's website.

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the

issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

File with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

Beginning January 1, 2024, all Form 2 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

4. *FORM 6 - Full and Public Disclosure*

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of a city council and candidates for these offices; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name and organization on the Commission's website.

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. *FORM 9 - Quarterly Gift Disclosure*

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other

than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. FORM 30 - Donor's Quarterly Gift Disclosure

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. *FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

Beginning January 1, 2024, LOCAL OFFICERS and EMPLOYEES, and OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file FORM 1 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually, including City Commissioners and Mayors, must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000*, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000*, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000*, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

*Conduct occurring after May 11, 2023, will be subject to a recommended civil penalty of up to \$20,000. [Ch. 2023-49, Laws of Florida.]

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. *Who Can Request an Opinion*

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. *How to Request an Opinion*

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. *How to Obtain Published Opinions*

All of the Commission's opinions are available for viewing or download at its website:
www.ethics.state.fl.us.

VII. COMPLAINTS

A. Citizen Involvement

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website: www.ethics.state.fl.us, or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. Referrals

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

C. Confidentiality

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report

with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4990

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, commissioners of community redevelopment agencies (CRAs), and commissioners of community development districts are required to receive a total of four hours training, per calendar year, in the area of ethics, public

records, and open meetings. The Commission on Ethics does not track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

4D

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____ , by
whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

WESTWOOD OF PASCO

COMMUNITY DEVELOPMENT DISTRICT

5

NOTICE OF TENDER OF RESIGNATION

To: Board of Supervisors
Westwood of Pasco Community Development District
Attn: District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Cody You

From:

Printed Name

8/21/2024

Date:

Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Westwood of Pasco Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and ☐ personally presented at a duly noticed meeting of the Board of Supervisors, ☐ scanned and electronically transmitted to gillyardd@whhassociates.com or ☐ faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

Signed by:


Signature

WESTWOOD OF PASCO

COMMUNITY DEVELOPMENT DISTRICT

7

RESOLUTION 2024-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT
ELECTING AND REMOVING OFFICERS OF THE DISTRICT AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Westwood of Pasco Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to elect and remove Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF WESTWOOD OF PASCO COMMUNITY
DEVELOPMENT DISTRICT THAT:**

SECTION 1. The following is/are elected as Officer(s) of the District effective August 28, 2024:

_____ is elected Chair
_____ is elected Vice Chair
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of August 28, 2024:

<u>Brian Panico</u>	<u>Assistant Secretary</u>
<u>Cody You</u>	<u>Assistant Secretary</u>

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Andrew Kantarzi is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 28TH DAY OF AUGUST, 2024.

ATTEST:

**WESTWOOD OF PASCO COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

8A

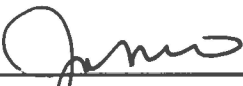
Tampa Bay Times
Published Daily

STATE OF FLORIDA
 COUNTY OF Pasco

} ss


Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida, that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of FY2025 Budget Hearing** was published in said newspaper by print in the issues of: **8/11/24** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco County, Florida** and that the said newspaper has heretofore been continuously published in said **Pasco County, Florida** each day and has been entered as a second class mail matter at the post office in said **Pasco County, Florida** for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



 Signature Affiant

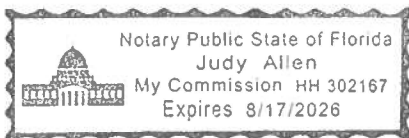
Sworn to and subscribed before me this **08/11/2024**



 Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2025 PROPOSED BUDGET(S); AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("**Board**") of the Westwood of Pasco Community Development District ("**District**") will hold a public hearing and regular meeting as follows:

DATE: August 28, 2024
 TIME: 10:30 a.m.
 LOCATION: Tampa Civil Design, LLC
 17937 Hunting Bow Circle
 Lutz, Florida 33558

The purpose of the public hearing is to receive comments and objections on the adoption of the District's proposed budget(s) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("**Proposed Budget**"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 Ph: (561) 571-0010 ("**District Manager's Office**"), during normal business hours, or by visiting the District's website at westwoodofpasco.net

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and/or meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearing and/or meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the public hearing or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

08/11/2024 District Manager 0000353910

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

8B

RESOLUTION 2024-06
[FY 2025 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**FY 2025**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Westwood of Pasco Community Development District (“**District**”) prior to June 15, 2024, proposed budget(s) (“**Proposed Budget**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.

- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Westwood of Pasco Community Development District for the Fiscal Year Ending September 30, 2025."
- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2025, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2025 or within 60 days following the end of the FY 2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District's website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 28TH DAY OF AUGUST 2024.

ATTEST:

**WESTWOOD OF PASCO COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2025 Budget

Exhibit A: FY 2025 Budget

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1 - 2
Definitions of General Fund Expenditures	3 - 4
Debt Service Fund Budget - Series 2023	5
Amortization Schedule - Series 2023	6 - 7
Assessment Summary	8

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & projected	Budget FY 2025
REVENUES					
Assessment levy: on-roll - gross	\$ -				\$446,612
Allowable discounts (4%)	-				(17,864)
Assessment levy: on-roll - net	-	\$ -	\$ -	\$ -	428,748
Landowner contribution	412,367	61,668	294,928	356,596	-
Total revenues	412,367	61,668	294,928	356,596	428,748
EXPENDITURES					
Professional & administrative					
Management/accounting/recording****	48,000	24,000	24,000	48,000	48,000
Legal	25,000	3,350	21,650	25,000	25,000
Engineering	2,000	-	2,000	2,000	3,000
Audit	4,000	-	4,000	4,000	4,000
Arbitrage rebate calculation*	750	-	750	750	750
Dissemination agent**	1,000	500	500	1,000	1,000
EMMA Software service	-	1,000	-	1,000	1,000
Trustee***	5,500	-	5,500	5,500	5,500
Telephone	200	100	100	200	200
Postage	500	-	500	500	500
Printing & binding	500	250	250	500	500
Legal advertising	1,750	300	1,450	1,750	1,750
Annual special district fee	175	175	-	175	175
Insurance	6,050	5,000	-	5,000	6,500
Contingencies/bank charges	750	252	498	750	750
Website					
Hosting & maintenance	705	-	705	705	705
ADA compliance	210	210	-	210	210
Tax collector	8,774	700	8,074	8,774	8,932
Total professional & administrative	105,864	35,837	69,977	105,814	108,472

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & projected	Budget FY 2025
Field operations					
Property insurance	50,000	-	50,000	50,000	50,000
Field operations management	19,500	8,125	11,375	19,500	19,500
Electricity-street light	35,000	4,800	30,200	35,000	35,000
Irrigation well maintenance	2,500	-	2,500	2,500	2,500
Lake maintenance	10,000	1,500	8,500	10,000	10,000
Monument maintenance	2,000	-	2,000	2,000	2,000
Sign maintenance	500	-	500	500	500
Fence maintenance	1,000	-	1,000	1,000	1,000
Wetlands maintenance	5,000	-	5,000	5,000	5,000
Contract-common area landscaping	80,000	25,698	54,302	80,000	80,000
Irrigation repairs	10,000	-	10,000	10,000	10,000
Mulch	15,000	-	15,000	15,000	15,000
Landscape/plant replacement	10,000	-	10,000	10,000	10,000
Tree trimming & removal	5,000	-	5,000	5,000	5,000
Amenity landscape	5,000	-	5,000	5,000	5,000
Clubhouse maintenance	1,200	-	1,200	1,200	1,200
Janitorial	11,400	-	11,400	11,400	11,400
Pressure washing	3,000	-	3,000	3,000	3,000
Permits	500	-	500	500	500
Pool repairs & maintenance	1,200	-	1,200	1,200	1,200
Pool service contract	18,000	-	18,000	18,000	18,000
General maintenance	2,000	-	2,000	2,000	2,000
Gate maintenance contract	1,500	-	1,500	1,500	1,500
Gate phone/internet	1,200	-	1,200	1,200	1,200
Gate repairs	1,000	-	1,000	1,000	1,000
Amenity water/sewer	2,500	-	2,500	2,500	2,500
Amenity electric	6,000	-	6,000	6,000	6,000
Miscellaneous	5,000	270	5,070	5,340	10,000
Cloud cover-music	276	-	276	276	276
Tot lot/dog park/basketball court	5,000	-	5,000	5,000	5,000
Electricity	2,500	265	2,235	2,500	2,500
Water-irrigation	2,500	-	2,500	2,500	2,500
Total field operations	315,276	32,533	213,583	246,116	320,276
Total expenditures	421,140	68,370	283,560	351,930	428,748
Net increase/(decrease) of fund balance	(8,773)	(6,702)	11,368	4,666	-
Fund balance - beginning (unaudited)	69,776	(4,666)	(11,368)	(4,666)	-
Fund balance - ending (projected)	\$ 61,003	\$ (11,368)	\$ -	\$ -	\$ -

*This expense will be realized the year after the issuance of bonds.

**This expense will be realized when bonds are issued

***This expense is paid from the costs of issuance in the initial year. Thereafter, this will be a budgeted expense.

**** WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording	\$ 48,000
<p>Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	25,000
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	3,000
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	4,000
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation	750
<p>To ensure the District's compliance with all tax regulations, annual computations are</p>	
EMMA Software service	\$1,000
Dissemination agent	1,000
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.</p>	
Trustee	5,500
<p>Annual fee for the service provided by trustee, paying agent and registrar.</p>	
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	500
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages, etc.</p>	
Legal advertising	1,750
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	6,500
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	750
<p>Bank charges and other miscellaneous expenses incurred during the year.</p>	
Website	
<p>Hosting & maintenance</p>	
	705
<p>ADA compliance</p>	
	210
Tax collector	8,932

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Property insurance	50,000
Field operations management	19,500
Electricity-street light	35,000
Irrigation well maintenance	2,500
Lake maintenance	10,000
Monument maintenance	2,000
Sign maintenance	500
Fence maintenance	1,000
Wetlands maintenance	5,000
Contract-common area landscaping	80,000
Irrigation repairs	10,000
Mulch	15,000
Landscape/plant replacement	10,000
Tree trimming & removal	5,000
Amenity landscape	5,000
Clubhouse maintenance	1,200
Janitorial	11,400
Pressure washing	3,000
Permits	500
Pool repairs & maintenance	1,200
Pool service contract	18,000
General maintenance	2,000
Gate maintenance contract	1,500
Gate phone/internet	1,200
Gate repairs	1,000
Amenity water/sewer	2,500
Amenity electric	6,000
Miscellaneous	10,000
Cloud cover-music	276
Tot lot/dog park/basketball court	5,000
Electricity	2,500
Water-irrigation	2,500
Total expenditures	<u><u>\$428,748</u></u>

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2023
FISCAL YEAR 2025**

	Fiscal Year 2024				
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Revenue & Expenditures	Proposed Budget FY 2025
REVENUES					
Special assessment - on-roll	\$ -				\$ 276,221
Allowable discounts (4%)	-				(11,049)
Assessment levy: net	-	\$ -	\$ -	\$ -	265,172
Special assessment: off-roll	259,649	129,824	129,825	259,649	-
Developer contribution	-	-	10,938	10,938	-
Interest	-	3,578	-	3,578	-
Total revenues	259,649	133,402	140,763	274,165	265,172
EXPENDITURES					
Debt service					
Principal	55,000	-	55,000	55,000	55,000
Interest	140,023	37,567	102,456	140,023	202,368
Tax collector	-	-	-	-	5,524
Cost of issuance	-	5,925	-	5,925	-
Total expenditures	195,023	43,492	157,456	200,948	262,892
Excess/(deficiency) of revenues over/(under) expenditures	64,626	89,910	(16,693)	73,217	2,280
OTHER FINANCING SOURCES/(USES)					
Transfers out	-	(66,476)	-	(66,476)	-
Total other financing sources/(uses)	-	(66,476)	-	(66,476)	-
Net increase/(decrease) in fund balance	64,626	23,434	(16,693)	6,741	2,280
Fund balance:					
Beginning fund balance (unaudited)	167,391	162,942	186,376	162,942	169,683
Ending fund balance (projected)	\$ 232,017	\$ 186,376	\$ 169,683	\$ 169,683	171,963
Use of fund balance:					
Debt service reserve account balance (required)					(64,912)
Principal and Interest expense - November 1, 2025					(99,912)
Projected fund balance surplus/(deficit) as of September 30, 2025					\$ 7,139

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/24			101,183.75	101,183.75	3,720,000.00
05/01/25	55,000.00	4.625%	101,183.75	156,183.75	3,665,000.00
11/01/25			99,911.88	99,911.88	3,665,000.00
05/01/26	60,000.00	4.625%	99,911.88	159,911.88	3,605,000.00
11/01/26			98,524.38	98,524.38	3,605,000.00
05/01/27	60,000.00	4.625%	98,524.38	158,524.38	3,545,000.00
11/01/27			97,136.88	97,136.88	3,545,000.00
05/01/28	65,000.00	4.625%	97,136.88	162,136.88	3,480,000.00
11/01/28			95,633.75	95,633.75	3,480,000.00
05/01/29	70,000.00	4.625%	95,633.75	165,633.75	3,410,000.00
11/01/29			94,015.00	94,015.00	3,410,000.00
05/01/30	70,000.00	4.625%	94,015.00	164,015.00	3,340,000.00
11/01/30			92,396.25	92,396.25	3,340,000.00
05/01/31	75,000.00	5.400%	92,396.25	167,396.25	3,265,000.00
11/01/31			90,371.25	90,371.25	3,265,000.00
05/01/32	80,000.00	5.400%	90,371.25	170,371.25	3,185,000.00
11/01/32			88,211.25	88,211.25	3,185,000.00
05/01/33	85,000.00	5.400%	88,211.25	173,211.25	3,100,000.00
11/01/33			85,916.25	85,916.25	3,100,000.00
05/01/34	90,000.00	5.400%	85,916.25	175,916.25	3,010,000.00
11/01/34			83,486.25	83,486.25	3,010,000.00
05/01/35	90,000.00	5.400%	83,486.25	173,486.25	2,920,000.00
11/01/35			81,056.25	81,056.25	2,920,000.00
05/01/36	95,000.00	5.400%	81,056.25	176,056.25	2,825,000.00
11/01/36			78,491.25	78,491.25	2,825,000.00
05/01/37	105,000.00	5.400%	78,491.25	183,491.25	2,720,000.00
11/01/37			75,656.25	75,656.25	2,720,000.00
05/01/38	110,000.00	5.400%	75,656.25	185,656.25	2,610,000.00
11/01/38			72,686.25	72,686.25	2,610,000.00
05/01/39	115,000.00	5.400%	72,686.25	187,686.25	2,495,000.00
11/01/39			69,581.25	69,581.25	2,495,000.00
05/01/40	120,000.00	5.400%	69,581.25	189,581.25	2,375,000.00
11/01/40			66,341.25	66,341.25	2,375,000.00
05/01/41	130,000.00	5.400%	66,341.25	196,341.25	2,245,000.00
11/01/41			62,831.25	62,831.25	2,245,000.00
05/01/42	135,000.00	5.400%	62,831.25	197,831.25	2,110,000.00
11/01/42			59,186.25	59,186.25	2,110,000.00
05/01/43	140,000.00	5.400%	59,186.25	199,186.25	1,970,000.00
11/01/43			55,406.25	55,406.25	1,970,000.00
05/01/44	150,000.00	5.625%	55,406.25	205,406.25	1,820,000.00
11/01/44			51,187.50	51,187.50	1,820,000.00
05/01/45	160,000.00	5.625%	51,187.50	211,187.50	1,660,000.00
11/01/45			46,687.50	46,687.50	1,660,000.00
05/01/46	170,000.00	5.625%	46,687.50	216,687.50	1,490,000.00
11/01/46			41,906.25	41,906.25	1,490,000.00
05/01/47	180,000.00	5.625%	41,906.25	221,906.25	1,310,000.00
11/01/47			36,843.75	36,843.75	1,310,000.00

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
05/01/48	190,000.00	5.625%	36,843.75	226,843.75	1,120,000.00
11/01/48			31,500.00	31,500.00	1,120,000.00
05/01/49	200,000.00	5.625%	31,500.00	231,500.00	920,000.00
11/01/49			25,875.00	25,875.00	920,000.00
05/01/50	210,000.00	5.625%	25,875.00	235,875.00	710,000.00
11/01/50			19,968.75	19,968.75	710,000.00
05/01/51	225,000.00	5.625%	19,968.75	244,968.75	485,000.00
11/01/51			13,640.63	13,640.63	485,000.00
05/01/52	235,000.00	5.625%	13,640.63	248,640.63	250,000.00
11/01/52			7,031.25	7,031.25	250,000.00
05/01/53	250,000.00	5.625%	7,031.25	257,031.25	-
11/01/53			-	-	-
Total	3,720,000.00		3,845,327.54	7,565,327.54	

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2025 ASSESSMENTS**

On-Roll Assessments					
<u>Product/Parcel</u>	<u>Units</u>	<u>FY 2025 O&M Assessment per Unit</u>	<u>FY 2025 DS Assessment per Unit</u>	<u>FY 2025 Total Assessment per Unit</u>	<u>FY 2024 Total Assessment per Unit</u>
TH	325	\$1,374.19	\$849.91	\$2,224.10	\$798.32
Total	325				

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

9A

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Pasco

}ss

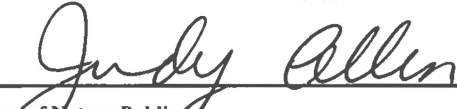
Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of FY2025 Budget & O&M Assessment Hearings** was published in said newspaper by print in the issues of: **8/ 4/24** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

Sworn to and subscribed before me this **.08/04/2024**



Signature of Notary Public

Personally known _____ **X** _____ or produced identification

Type of identification produced _____



WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FY 2025 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") for the Westwood of Pasco Community Development District ("District") will hold the following public hearings and regular meeting:

DATE: August 28, 2024
TIME: 10:30 a.m.
LOCATION: Tampa Civil Design, LLC 17937
Hunting Bow Circle, Lutz, Florida 33558

The first public hearing is being held pursuant to Chapter 190, Florida Statutes, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("FY 2025"). The second public hearing is being held pursuant to Chapters 190, Florida Statutes, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District to fund the Proposed Budget for FY 2025; to consider the adoption of an assessment roll; and to provide for the levy, collection, and enforcement of O&M Assessments. At the conclusion of the public hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A regular Board meeting of the District will also be held where the Board may consider any other District business that may properly come before it.

Description of Assessments

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. A description of the services to be funded by the O&M Assessments, and the properties to be improved and benefitted from the O&M Assessments, are all set forth in the Proposed Budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing:

Land Use	Total Units	EAU/ERU Factor	Proposed Annual O&M Assessment per Unit*
Residential Unit	325	1.00	\$1,415.42

*Includes collection costs and early payment discounts

NOTE: THE DISTRICT RESERVES ALL RIGHTS TO CHANGE THE LAND USES, NUMBER OF UNITS, EQUIVALENT ASSESSMENT OR RESIDENTIAL UNIT ("EAU/ERU") FACTORS, AND O&M ASSESSMENT AMOUNTS AT THE PUBLIC HEARING, WITHOUT FURTHER NOTICE.

The proposed O&M Assessments as stated include collection costs and/or early payment discounts imposed on assessments collected by the Pasco County ("County") Tax Collector on the tax bill. Moreover, pursuant to Section 197.3632(4), Florida Statutes, the lien amount shall serve as the "maximum rate" authorized by law for O&M Assessments, such that no public hearing on O&M Assessments shall be held or notice provided in future years unless the O&M Assessments are proposed to be increased or another criterion within Section 197.3632(4), Florida Statutes, is met. Note, the O&M Assessments do not include debt service assessments previously levied by the District, if any. For FY 2025, the District intends to have the County Tax Collector collect the O&M Assessments imposed on all benefitted property. It is important to pay your O&M Assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title or, for direct billed O&M Assessments, may result in a foreclosure action which also may result in a loss of title. The District's decision to collect O&M Assessments on the County tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the public hearings and meeting may be obtained at the offices of the District Manager, Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 Ph: (561) 571-0010 ("District Manager's Office"), during normal business hours, or by visiting the District's website at westwoodofpasco.com. The public hearings and meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone. Any person requiring special accommodations at the public hearings or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearings and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office. Please note that all affected property owners have the right to appear at the public hearings and meeting and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that, accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager



WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

9B

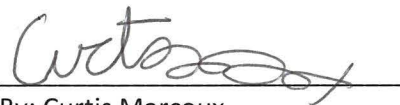
STATE OF FLORIDA)
COUNTY OF PALM BEACH)

AFFIDAVIT OF MAILING

BEFORE ME, the undersigned authority, this day personally appeared Curtis Marcoux, who by me first being duly sworn and deposed says:

1. I am over eighteen (18) years of age and am competent to testify as to the matters contained herein. I have personal knowledge of the matters stated herein.
2. I, Curtis Marcoux, am employed by Wrathell, Hunt and Associates, LLC, and, in the course of that employment, serve as and/or assist the Financial Analyst for the Westwood of Pasco Community Development District ("**District**"). Among other things, my duties include preparing and transmitting correspondence relating to the District.
3. I do hereby certify that on July 29, 2024, and in the regular course of business, I caused letters, in the forms attached hereto as **Exhibit A**, to be sent notifying affected landowner(s) in the District of their rights under Florida law, and with respect to the District's anticipated imposition of operations and maintenance assessments. I further certify that the letters were sent to the addressees identified in the letters or list, if any, included in **Exhibit A** and in the manner identified in **Exhibit A**.
4. I do hereby certify that the attached document(s) were made at or near the time of the occurrence of the matters set forth by, or from information transmitted by, a person having knowledge of those matters; were and are being kept in the course of the regularly conducted activity of the District; and were made as a regular practice in the course of the regularly conducted activity of the District.

FURTHER AFFIANT SAYETH NOT.


By: Curtis Marcoux

SWORN AND SUBSCRIBED before me by means of ☒ physical presence or ☐ online notarization this 29th day of July 2024, by Curtis Marcoux, for Wrathell, Hunt and Associates LLC, who ☒ is personally known to me or ☐ has provided _____ as identification, and who ☐ did or ☒ did not take an oath.



DAPHNE GILLYARD
Notary Public
State of Florida
Comm# HH390392
Expires 8/20/2027

NOTARY PUBLIC

Print Name: _____

Notary Public, State of Florida

Commission No.: _____

My Commission Expires: _____


Daphne Gillyard
HH390392
8/20/2027

EXHIBIT A: Copies of Forms of Mailed Notices, including Addresses

Westwood of Pasco
Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013
THIS IS NOT A BILL – DO NOT PAY

July 29, 2024

VIA FIRST CLASS U.S. MAIL

DR HORTON INC
12602 TELECOM DR
TAMPA, FL 33637
PARCEL ID: See "Exhibit B" Attached

RE: Westwood of Pasco Community Development District
FY 2025 Budget and O&M Assessments

Dear Property Owner:

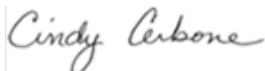
Pursuant to Florida law, the Westwood of Pasco Community Development District ("**District**") will be holding a meeting and public hearings for the purposes of (i) adopting the District's proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("**FY 2025**"), and (ii) levying operations and maintenance assessments ("**O&M Assessments**") to fund the Proposed Budget as follows:

DATE: August 28, 2024
TIME: 10:00 a.m.
LOCATION: Tampa Civil Design, LLC
17937 Hunting Bow Circle
Lutz, Florida 33558

The proposed O&M Assessment information for your property, schedule of assessments, and total revenue to be collected to fund the Proposed Budget for FY 2025 is set forth in **Exhibit A** attached hereto. The public hearings and meeting are open to the public and will be conducted in accordance with Florida law. A copy of the Proposed Budget, assessment roll, and the agenda for the public hearings and meeting may be obtained by contacting the offices of the District Manager, Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 Ph: (561) 571-0010 ("**District Manager's Office**"). The public hearings and meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone. Any person requiring special accommodations because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearings or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District.

All affected property owners have the right to appear and comment at the public hearings and meeting and may file written objections with the District Manager's Office within twenty (20) days of issuance of this notice. Each person who decides to appeal any decision made by the District's Board of Supervisors with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Sincerely,



Cindy Cerbone
District Manager

EXHIBIT A
Summary of O&M Assessments – FY 2025

1. **Proposed Budget / Total Revenue.** From all O&M Assessments levied to fund the Proposed Budget, the District expects to collect no more than **\$460,012** in gross revenue.
2. **Unit of Measurement.** O&M Assessments are allocated on a per acre basis for undeveloped property and on an Equivalent Assessment Unit or Equivalent Residential Unit (collectively herein, “**EAU/ERU**”) basis for platted lots.
3. **Schedule of O&M Assessments:**

Land Use	Total Units / Acres	EAU/ERU Factor	Proposed Annual O&M Assessment*
Residential Units	325	1.00	\$1,415.42

**includes collection costs and early payment discounts*

Note, the O&M Assessments do not include debt service assessments previously levied by the District, if any. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for O&M Assessments, such that no public hearing on O&M Assessments shall be held or notice provided in future years unless the O&M Assessments are proposed to be increased or another criterion within Section 197.3632(4) is met.

4. **Collection.** By operation of law, each year’s O&M Assessment constitutes a lien against the property levied on, just as do each year’s property taxes. For FY 2025, the District intends to have the Pasco County (“**County**”) Tax Collector collect the O&M Assessments imposed on all benefitted property. For delinquent assessments initially billed directly by the District, the District may initiate a foreclosure action or may place the delinquent assessments on the next year’s County tax bill. **IT IS IMPORTANT TO PAY YOUR O&M ASSESSMENT BECAUSE FAILURE TO PAY WILL CAUSE A TAX CERTIFICATE TO BE ISSUED AGAINST THE PROPERTY WHICH MAY RESULT IN LOSS OF TITLE OR, FOR DIRECT BILLED ASSESSMENTS, MAY RESULT IN A FORECLOSURE ACTION WHICH ALSO MAY RESULT IN A LOSS OF TITLE.** The District’s decision to collect O&M Assessments on the County tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

Westwood of Pasco
Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013
THIS IS NOT A BILL – DO NOT PAY

July 29, 2024

VIA FIRST CLASS U.S. MAIL

DR HORTON INC
3501 RIGA BLVD SUITE 100
TAMPA, FL 33619
PARCEL ID: See "Exhibit B" Attached

RE: Westwood of Pasco Community Development District
FY 2025 Budget and O&M Assessments

Dear Property Owner:

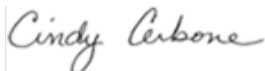
Pursuant to Florida law, the Westwood of Pasco Community Development District ("**District**") will be holding a meeting and public hearings for the purposes of (i) adopting the District's proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("**FY 2025**"), and (ii) levying operations and maintenance assessments ("**O&M Assessments**") to fund the Proposed Budget as follows:

DATE: August 28, 2024
TIME: 10:00 a.m.
LOCATION: Tampa Civil Design, LLC
17937 Hunting Bow Circle
Lutz, Florida 33558

The proposed O&M Assessment information for your property, schedule of assessments, and total revenue to be collected to fund the Proposed Budget for FY 2025 is set forth in **Exhibit A** attached hereto. The public hearings and meeting are open to the public and will be conducted in accordance with Florida law. A copy of the Proposed Budget, assessment roll, and the agenda for the public hearings and meeting may be obtained by contacting the offices of the District Manager, Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 Ph: (561) 571-0010 ("**District Manager's Office**"). The public hearings and meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone. Any person requiring special accommodations because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearings or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District.

All affected property owners have the right to appear and comment at the public hearings and meeting and may file written objections with the District Manager's Office within twenty (20) days of issuance of this notice. Each person who decides to appeal any decision made by the District's Board of Supervisors with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Sincerely,



Cindy Cerbone
District Manager

EXHIBIT A
Summary of O&M Assessments – FY 2025

1. **Proposed Budget / Total Revenue.** From all O&M Assessments levied to fund the Proposed Budget, the District expects to collect no more than **\$460,012** in gross revenue.
2. **Unit of Measurement.** O&M Assessments are allocated on a per acre basis for undeveloped property and on an Equivalent Assessment Unit or Equivalent Residential Unit (collectively herein, “**EAU/ERU**”) basis for platted lots.

3. **Schedule of O&M Assessments:**

Land Use	Total Units / Acres	EAU/ERU Factor	Proposed Annual O&M Assessment*
Residential Units	325	1.00	\$1,415.42

**includes collection costs and early payment discounts*

Note, the O&M Assessments do not include debt service assessments previously levied by the District, if any. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for O&M Assessments, such that no public hearing on O&M Assessments shall be held or notice provided in future years unless the O&M Assessments are proposed to be increased or another criterion within Section 197.3632(4) is met.

4. **Collection.** By operation of law, each year’s O&M Assessment constitutes a lien against the property levied on, just as do each year’s property taxes. For FY 2025, the District intends to have the Pasco County (“**County**”) Tax Collector collect the O&M Assessments imposed on all benefitted property. For delinquent assessments initially billed directly by the District, the District may initiate a foreclosure action or may place the delinquent assessments on the next year’s County tax bill. **IT IS IMPORTANT TO PAY YOUR O&M ASSESSMENT BECAUSE FAILURE TO PAY WILL CAUSE A TAX CERTIFICATE TO BE ISSUED AGAINST THE PROPERTY WHICH MAY RESULT IN LOSS OF TITLE OR, FOR DIRECT BILLED ASSESSMENTS, MAY RESULT IN A FORECLOSURE ACTION WHICH ALSO MAY RESULT IN A LOSS OF TITLE.** The District’s decision to collect O&M Assessments on the County tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

EXHIBIT B:

PARCELID	NAME1
20-26-18-0130-00000-0010	D R HORTON INC
20-26-18-0130-00000-0020	D R HORTON INC
20-26-18-0130-00000-0080	D R HORTON INC
20-26-18-0130-00000-0090	D R HORTON INC
20-26-18-0130-00000-0100	D R HORTON INC
20-26-18-0130-00000-0110	D R HORTON INC
20-26-18-0130-00000-0120	D R HORTON INC
20-26-18-0130-00000-0130	D R HORTON INC
20-26-18-0130-00000-0140	D R HORTON INC
20-26-18-0130-00000-0150	D R HORTON INC
20-26-18-0130-00000-0160	D R HORTON INC
20-26-18-0130-00000-0170	D R HORTON INC
20-26-18-0130-00000-0180	D R HORTON INC
20-26-18-0130-00000-0190	D R HORTON INC
20-26-18-0130-00000-0200	D R HORTON INC
20-26-18-0130-00000-0210	D R HORTON INC
20-26-18-0130-00000-0220	D R HORTON INC
20-26-18-0130-00000-0230	D R HORTON INC
20-26-18-0130-00000-0240	D R HORTON INC
20-26-18-0130-00000-0250	D R HORTON INC
20-26-18-0130-00000-0260	D R HORTON INC
20-26-18-0130-00000-0270	D R HORTON INC
20-26-18-0130-00000-0280	D R HORTON INC
20-26-18-0130-00000-0290	D R HORTON INC
20-26-18-0130-00000-0300	D R HORTON INC
20-26-18-0130-00000-0310	D R HORTON INC
20-26-18-0130-00000-0320	D R HORTON INC
20-26-18-0130-00000-0330	D R HORTON INC
20-26-18-0130-00000-0340	D R HORTON INC
20-26-18-0130-00000-0350	D R HORTON INC
20-26-18-0130-00000-0360	D R HORTON INC
20-26-18-0130-00000-0370	D R HORTON INC
20-26-18-0130-00000-0380	D R HORTON INC
20-26-18-0130-00000-0390	D R HORTON INC
20-26-18-0130-00000-0400	D R HORTON INC
20-26-18-0130-00000-0410	D R HORTON INC
20-26-18-0130-00000-0420	D R HORTON INC
20-26-18-0130-00000-0430	D R HORTON INC
20-26-18-0130-00000-0440	D R HORTON INC
20-26-18-0130-00000-0450	D R HORTON INC
20-26-18-0130-00000-0460	D R HORTON INC
20-26-18-0130-00000-0470	D R HORTON INC
20-26-18-0130-00000-0480	D R HORTON INC

20-26-18-0130-00000-0490	D R HORTON INC
20-26-18-0130-00000-0500	D R HORTON INC
20-26-18-0130-00000-0510	D R HORTON INC
20-26-18-0130-00000-0520	D R HORTON INC
20-26-18-0130-00000-0530	D R HORTON INC
20-26-18-0130-00000-0540	D R HORTON INC
20-26-18-0130-00000-0550	D R HORTON INC
20-26-18-0130-00000-0560	D R HORTON INC
20-26-18-0130-00000-0570	D R HORTON INC
20-26-18-0130-00000-0580	D R HORTON INC
20-26-18-0130-00000-0590	D R HORTON INC
20-26-18-0130-00000-0600	D R HORTON INC
20-26-18-0130-00000-0610	D R HORTON INC
20-26-18-0130-00000-0620	D R HORTON INC
20-26-18-0130-00000-0630	D R HORTON INC
20-26-18-0130-00000-0640	D R HORTON INC
20-26-18-0130-00000-0650	D R HORTON INC
20-26-18-0130-00000-0660	D R HORTON INC
20-26-18-0130-00000-0670	D R HORTON INC
20-26-18-0130-00000-0680	D R HORTON INC
20-26-18-0130-00000-0690	D R HORTON INC
20-26-18-0130-00000-0700	D R HORTON INC
20-26-18-0130-00000-0710	D R HORTON INC
20-26-18-0130-00000-0720	D R HORTON INC
20-26-18-0130-00000-0730	D R HORTON INC
20-26-18-0130-00000-0740	D R HORTON INC
20-26-18-0130-00000-0750	D R HORTON INC
20-26-18-0130-00000-0760	D R HORTON INC
20-26-18-0130-00000-0770	D R HORTON INC
20-26-18-0130-00000-0780	D R HORTON INC
20-26-18-0130-00000-0790	D R HORTON INC
20-26-18-0130-00000-0800	D R HORTON INC
20-26-18-0130-00000-0810	D R HORTON INC
20-26-18-0130-00000-0820	D R HORTON INC
20-26-18-0130-00000-0830	D R HORTON INC
20-26-18-0130-00000-0840	D R HORTON INC
20-26-18-0130-00000-0850	D R HORTON INC
20-26-18-0130-00000-0860	D R HORTON INC
20-26-18-0130-00000-0870	D R HORTON INC
20-26-18-0130-00000-0890	D R HORTON INC
20-26-18-0130-00000-0900	D R HORTON INC
20-26-18-0130-00000-0910	D R HORTON INC
20-26-18-0130-00000-0980	D R HORTON INC
20-26-18-0130-00000-1000	D R HORTON INC

20-26-18-0130-00000-1010	D R HORTON INC
20-26-18-0130-00000-1020	D R HORTON INC
20-26-18-0130-00000-1030	D R HORTON INC
20-26-18-0130-00000-1040	D R HORTON INC
20-26-18-0130-00000-1050	D R HORTON INC
20-26-18-0130-00000-1070	D R HORTON INC
20-26-18-0130-00000-1080	D R HORTON INC
20-26-18-0130-00000-1090	D R HORTON INC
20-26-18-0130-00000-1180	D R HORTON INC
20-26-18-0130-00000-1190	D R HORTON INC
20-26-18-0130-00000-1200	D R HORTON INC
20-26-18-0130-00000-1210	D R HORTON INC
20-26-18-0130-00000-1220	D R HORTON INC
20-26-18-0130-00000-1230	D R HORTON INC
20-26-18-0130-00000-1240	D R HORTON INC
20-26-18-0130-00000-1250	D R HORTON INC
20-26-18-0130-00000-1260	D R HORTON INC
20-26-18-0130-00000-1270	D R HORTON INC
20-26-18-0130-00000-1280	D R HORTON INC
20-26-18-0130-00000-1290	D R HORTON INC
20-26-18-0130-00000-1300	D R HORTON INC
20-26-18-0130-00000-1310	D R HORTON INC
20-26-18-0130-00000-1320	D R HORTON INC
20-26-18-0130-00000-1330	D R HORTON INC
20-26-18-0130-00000-1340	D R HORTON INC
20-26-18-0130-00000-1350	D R HORTON INC
20-26-18-0130-00000-1360	D R HORTON INC
20-26-18-0130-00000-1370	D R HORTON INC
20-26-18-0130-00000-1380	D R HORTON INC
20-26-18-0130-00000-1390	D R HORTON INC
20-26-18-0130-00000-1400	D R HORTON INC
20-26-18-0130-00000-1410	D R HORTON INC
20-26-18-0130-00000-1420	D R HORTON INC
20-26-18-0130-00000-1430	D R HORTON INC
20-26-18-0130-00000-1440	D R HORTON INC
20-26-18-0130-00000-1450	D R HORTON INC
20-26-18-0130-00000-1460	D R HORTON INC
20-26-18-0130-00000-1470	D R HORTON INC
20-26-18-0130-00000-1480	D R HORTON INC
20-26-18-0130-00000-1490	D R HORTON INC
20-26-18-0130-00000-1500	D R HORTON INC
20-26-18-0130-00000-1510	D R HORTON INC
20-26-18-0130-00000-1520	D R HORTON INC
20-26-18-0130-00000-1530	D R HORTON INC

20-26-18-0130-00000-1540	D R HORTON INC
20-26-18-0130-00000-1550	D R HORTON INC
20-26-18-0130-00000-1560	D R HORTON INC
20-26-18-0130-00000-1570	D R HORTON INC
20-26-18-0130-00000-1580	D R HORTON INC
20-26-18-0130-00000-1590	D R HORTON INC
20-26-18-0130-00000-1600	D R HORTON INC
20-26-18-0130-00000-1610	D R HORTON INC
20-26-18-0130-00000-1620	D R HORTON INC
20-26-18-0130-00000-1630	D R HORTON INC
20-26-18-0130-00000-1640	D R HORTON INC
20-26-18-0130-00000-1650	D R HORTON INC
20-26-18-0130-00000-1660	D R HORTON INC
20-26-18-0130-00000-1670	D R HORTON INC
20-26-18-0130-00000-1680	D R HORTON INC
20-26-18-0130-00000-1690	D R HORTON INC
20-26-18-0130-00000-1700	D R HORTON INC
20-26-18-0130-00000-1710	D R HORTON INC
20-26-18-0130-00000-1720	D R HORTON INC
20-26-18-0130-00000-1730	D R HORTON INC
20-26-18-0130-00000-1740	D R HORTON INC
20-26-18-0130-00000-1750	D R HORTON INC
20-26-18-0130-00000-1760	D R HORTON INC
20-26-18-0130-00000-1770	D R HORTON INC
20-26-18-0130-00000-1780	D R HORTON INC
20-26-18-0130-00000-1790	D R HORTON INC
20-26-18-0130-00000-1800	D R HORTON INC
20-26-18-0130-00000-1810	D R HORTON INC
20-26-18-0130-00000-1820	D R HORTON INC
20-26-18-0130-00000-1830	D R HORTON INC
20-26-18-0130-00000-1840	D R HORTON INC
20-26-18-0130-00000-1850	D R HORTON INC
20-26-18-0130-00000-1860	D R HORTON INC
20-26-18-0130-00000-1870	D R HORTON INC
20-26-18-0130-00000-1880	D R HORTON INC
20-26-18-0130-00000-1890	D R HORTON INC
20-26-18-0130-00000-1900	D R HORTON INC
20-26-18-0130-00000-1910	D R HORTON INC
20-26-18-0130-00000-1920	D R HORTON INC
20-26-18-0130-00000-1930	D R HORTON INC
20-26-18-0130-00000-1940	D R HORTON INC
20-26-18-0130-00000-1950	D R HORTON INC
20-26-18-0130-00000-1960	D R HORTON INC
20-26-18-0130-00000-1970	D R HORTON INC

20-26-18-0130-00000-1980	D R HORTON INC
20-26-18-0130-00000-1990	D R HORTON INC
20-26-18-0130-00000-2000	D R HORTON INC
20-26-18-0130-00000-2010	D R HORTON INC
20-26-18-0130-00000-2020	D R HORTON INC
20-26-18-0130-00000-2030	D R HORTON INC
20-26-18-0130-00000-2040	D R HORTON INC
20-26-18-0130-00000-2050	D R HORTON INC
20-26-18-0130-00000-2060	D R HORTON INC
20-26-18-0130-00000-2070	D R HORTON INC
20-26-18-0130-00000-2080	D R HORTON INC
20-26-18-0130-00000-2090	D R HORTON INC
20-26-18-0130-00000-2100	D R HORTON INC
20-26-18-0130-00000-2110	D R HORTON INC
20-26-18-0130-00000-2120	D R HORTON INC
20-26-18-0130-00000-2130	D R HORTON INC
20-26-18-0130-00000-2140	D R HORTON INC
20-26-18-0130-00000-2150	D R HORTON INC
20-26-18-0130-00000-2160	D R HORTON INC
20-26-18-0130-00000-2170	D R HORTON INC
20-26-18-0130-00000-2180	D R HORTON INC
20-26-18-0130-00000-2190	D R HORTON INC
20-26-18-0130-00000-2200	D R HORTON INC
20-26-18-0130-00000-2210	D R HORTON INC
20-26-18-0130-00000-2220	D R HORTON INC
20-26-18-0130-00000-2230	D R HORTON INC
20-26-18-0130-00000-2240	D R HORTON INC
20-26-18-0130-00000-2250	D R HORTON INC
20-26-18-0130-00000-2260	D R HORTON INC
20-26-18-0130-00000-2270	D R HORTON INC
20-26-18-0130-00000-2280	D R HORTON INC
20-26-18-0130-00000-2290	D R HORTON INC
20-26-18-0130-00000-2300	D R HORTON INC
20-26-18-0130-00000-2310	D R HORTON INC
20-26-18-0130-00000-2320	D R HORTON INC
20-26-18-0130-00000-2330	D R HORTON INC
20-26-18-0130-00000-2340	D R HORTON INC
20-26-18-0130-00000-2350	D R HORTON INC
20-26-18-0130-00000-2360	D R HORTON INC
20-26-18-0130-00000-2370	D R HORTON INC
20-26-18-0130-00000-2380	D R HORTON INC
20-26-18-0130-00000-2390	D R HORTON INC
20-26-18-0130-00000-2400	D R HORTON INC
20-26-18-0130-00000-2410	D R HORTON INC

20-26-18-0130-00000-2420	D R HORTON INC
20-26-18-0130-00000-2430	D R HORTON INC
20-26-18-0130-00000-2440	D R HORTON INC
20-26-18-0130-00000-2450	D R HORTON INC
20-26-18-0130-00000-2460	D R HORTON INC
20-26-18-0130-00000-2470	D R HORTON INC
20-26-18-0130-00000-2480	D R HORTON INC
20-26-18-0130-00000-2490	D R HORTON INC
20-26-18-0130-00000-2500	D R HORTON INC
20-26-18-0130-00000-2510	D R HORTON INC
20-26-18-0130-00000-2520	D R HORTON INC
20-26-18-0130-00000-2530	D R HORTON INC
20-26-18-0130-00000-2540	D R HORTON INC
20-26-18-0130-00000-2550	D R HORTON INC
20-26-18-0130-00000-2560	D R HORTON INC
20-26-18-0130-00000-2570	D R HORTON INC
20-26-18-0130-00000-2580	D R HORTON INC
20-26-18-0130-00000-2590	D R HORTON INC
20-26-18-0130-00000-2600	D R HORTON INC
20-26-18-0130-00000-2610	D R HORTON INC
20-26-18-0130-00000-2620	D R HORTON INC
20-26-18-0130-00000-2630	D R HORTON INC
20-26-18-0130-00000-2640	D R HORTON INC
20-26-18-0130-00000-2650	D R HORTON INC
20-26-18-0130-00000-2660	D R HORTON INC
20-26-18-0130-00000-2670	D R HORTON INC
20-26-18-0130-00000-2680	D R HORTON INC
20-26-18-0130-00000-2690	D R HORTON INC
20-26-18-0130-00000-2700	D R HORTON INC
20-26-18-0130-00000-2710	D R HORTON INC
20-26-18-0130-00000-2720	D R HORTON INC
20-26-18-0130-00000-2730	D R HORTON INC
20-26-18-0130-00000-2740	D R HORTON INC
20-26-18-0130-00000-2750	D R HORTON INC
20-26-18-0130-00000-2760	D R HORTON INC
20-26-18-0130-00000-2770	D R HORTON INC
20-26-18-0130-00000-2780	D R HORTON INC
20-26-18-0130-00000-2790	D R HORTON INC
20-26-18-0130-00000-2800	D R HORTON INC
20-26-18-0130-00000-2810	D R HORTON INC
20-26-18-0130-00000-2820	D R HORTON INC
20-26-18-0130-00000-2830	D R HORTON INC
20-26-18-0130-00000-2840	D R HORTON INC
20-26-18-0130-00000-2850	D R HORTON INC

20-26-18-0130-00000-2860	D R HORTON INC
20-26-18-0130-00000-2870	D R HORTON INC
20-26-18-0130-00000-2880	D R HORTON INC
20-26-18-0130-00000-2890	D R HORTON INC
20-26-18-0130-00000-2900	D R HORTON INC
20-26-18-0130-00000-2910	D R HORTON INC
20-26-18-0130-00000-2920	D R HORTON INC
20-26-18-0130-00000-2930	D R HORTON INC
20-26-18-0130-00000-2940	D R HORTON INC
20-26-18-0130-00000-2950	D R HORTON INC
20-26-18-0130-00000-2960	D R HORTON INC
20-26-18-0130-00000-2970	D R HORTON INC
20-26-18-0130-00000-2980	D R HORTON INC
20-26-18-0130-00000-2990	D R HORTON INC
20-26-18-0130-00000-3000	D R HORTON INC
20-26-18-0130-00000-3010	D R HORTON INC
20-26-18-0130-00000-3020	D R HORTON INC
20-26-18-0130-00000-3030	D R HORTON INC
20-26-18-0130-00000-3040	D R HORTON INC
20-26-18-0130-00000-3050	D R HORTON INC
20-26-18-0130-00000-3060	D R HORTON INC
20-26-18-0130-00000-3070	D R HORTON INC
20-26-18-0130-00000-3080	D R HORTON INC
20-26-18-0130-00000-3090	D R HORTON INC
20-26-18-0130-00000-3100	D R HORTON INC
20-26-18-0130-00000-3110	D R HORTON INC
20-26-18-0130-00000-3120	D R HORTON INC
20-26-18-0130-00000-3130	D R HORTON INC
20-26-18-0130-00000-3140	D R HORTON INC
20-26-18-0130-00000-3150	D R HORTON INC
20-26-18-0130-00000-3160	D R HORTON INC
20-26-18-0130-00000-3170	D R HORTON INC
20-26-18-0130-00000-3180	D R HORTON INC
20-26-18-0130-00000-3190	D R HORTON INC
20-26-18-0130-00000-3200	D R HORTON INC
20-26-18-0130-00000-3210	D R HORTON INC
20-26-18-0130-00000-3220	D R HORTON INC
20-26-18-0130-00000-3230	D R HORTON INC
20-26-18-0130-00000-3240	D R HORTON INC
20-26-18-0130-00000-3250	D R HORTON INC

Westwood of Pasco
Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431
Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013
THIS IS NOT A BILL – DO NOT PAY

July 26, 2024

VIA FIRST CLASS U.S. MAIL

XXX

XXX

XXX

PARCEL ID: XXX

RE: Westwood of Pasco Community Development District
FY 2025 Budget and O&M Assessments

Dear Property Owner:

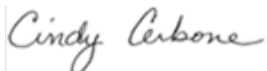
Pursuant to Florida law, the Westwood of Pasco Community Development District (“**District**”) will be holding a meeting and public hearings for the purposes of (i) adopting the District’s proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**FY 2025**”), and (ii) levying operations and maintenance assessments (“**O&M Assessments**”) to fund the Proposed Budget as follows:

DATE: August 28, 2024
TIME: 10:30 a.m.
LOCATION: Tampa Civil Design, LLC
17937 Hunting Bow Circle
Lutz, Florida 33558

The proposed O&M Assessment information for your property, schedule of assessments, and total revenue to be collected to fund the Proposed Budget for FY 2025 is set forth in **Exhibit A** attached hereto. The public hearings and meeting are open to the public and will be conducted in accordance with Florida law. A copy of the Proposed Budget, assessment roll, and the agenda for the public hearings and meeting may be obtained by contacting the offices of the District Manager, Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 Ph: (561) 571-0010 (“**District Manager’s Office**”). The public hearings and meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone. Any person requiring special accommodations because of a disability or physical impairment should contact the District Manager’s Office at least forty-eight (48) hours prior to the public hearings or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District.

All affected property owners have the right to appear and comment at the public hearings and meeting and may file written objections with the District Manager’s Office within twenty (20) days of issuance of this notice. Each person who decides to appeal any decision made by the District’s Board of Supervisors with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Sincerely,



Cindy Cerbone
District Manager

EXHIBIT A
Summary of O&M Assessments – FY 2025

1. **Proposed Budget / Total Revenue.** From all O&M Assessments levied to fund the Proposed Budget, the District expects to collect no more than **\$460,012** in gross revenue.
2. **Unit of Measurement.** O&M Assessments are allocated on a per acre basis for undeveloped property and on an Equivalent Assessment Unit or Equivalent Residential Unit (collectively herein, “**EAU/ERU**”) basis for platted lots.
3. **Schedule of O&M Assessments:**

Land Use	Total Units / Acres	EAU/ERU Factor	Proposed Annual O&M Assessment*
Residential Units	325	1.00	\$1,415.42

**includes collection costs and early payment discounts*

Note, the O&M Assessments do not include debt service assessments previously levied by the District, if any. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for O&M Assessments, such that no public hearing on O&M Assessments shall be held or notice provided in future years unless the O&M Assessments are proposed to be increased or another criterion within Section 197.3632(4) is met.

4. **Collection.** By operation of law, each year’s O&M Assessment constitutes a lien against the property levied on, just as do each year’s property taxes. For FY 2025, the District intends to have the Pasco County (“**County**”) Tax Collector collect the O&M Assessments imposed on all benefitted property. For delinquent assessments initially billed directly by the District, the District may initiate a foreclosure action or may place the delinquent assessments on the next year’s County tax bill. **IT IS IMPORTANT TO PAY YOUR O&M ASSESSMENT BECAUSE FAILURE TO PAY WILL CAUSE A TAX CERTIFICATE TO BE ISSUED AGAINST THE PROPERTY WHICH MAY RESULT IN LOSS OF TITLE OR, FOR DIRECT BILLED ASSESSMENTS, MAY RESULT IN A FORECLOSURE ACTION WHICH ALSO MAY RESULT IN A LOSS OF TITLE.** The District’s decision to collect O&M Assessments on the County tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

PARCELID	NAME1	ADDRESS1	CITY	STATE	ZIP
20-26-18-0130-00000-1150	BANTA HENRY SCOTT & JENNIE LISA	17264 AMBER ASPEN WAY	LAND O' LA	FL	34638
20-26-18-0130-00000-0060	BATTAFARANO FRANK SALVATORE	3757 BURMESE TEAK PL	LAND O LAI	FL	34638
20-26-18-0130-00000-0920	BERLIN KRISTI L	17229 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-0950	BROOKS SASHA MARIE	17241 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-0970	CARTER LYDIA VERONICA	17249 AMBER ASPEN WAY	LAND OLAK	FL	34638
20-26-18-0130-00000-0030	DEL VALLE MAXIMO ALEJANDRO & CAROLINA	3769 BURMESE TEAK PL	LAND OLAK	FL	34638
20-26-18-0130-00000-0990	GEARY MARCI JOCELYN & LALONE PATRICK RUSSELL	17257 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-0880	GONZALEZ FRANCIA ALVAREZ	17209 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-0040	GUERRERO ESTEBAN RICARDO & PFITZER BRUNA D'ANDREA	3765 BURMESE TEAK PL	LAND O LAI	FL	34638
20-26-18-0130-00000-1170	HERNANDEZ JOSMARY BEATRIZ M & MEDINA MARIA V M	17272 AMBER ASPEN WAY	LAND O' LA	FL	34638
20-26-18-0130-00000-0930	KREUSER KAYLA ANN & DANIEL VINCENT	17233 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-1060	LODES TRAVIS G & KIMBERLY MEGHAN L & ET AL	17226 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-1120	MCMANAMEY PETER CHARLES	17254 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-1140	MEDINA MARIA ESTHER ELIAS	17260 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-0960	MIRABELLA TYLER DEAN & QUINONEZ ALEXANDRA	17245 AMBER ASPEN WAY	LAND O' LA	FL	34638
20-26-18-0130-00000-1100	PANCHAGNULA CHANDRA SEKHAR & CHIDIPOTHU ANITHA	4739 EMPRISE WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-0050	RUIZ DAYANIS & CESPEDES DAMIAN PEREZ	3761 BURMESE TEAK PL	LAND O LAI	FL	34638
20-26-18-0130-00000-0940	SILVA RAMOS SIMON MIGUEL & RAMIREZ DE SILVA MARTHA CECILIA	17237 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-1160	TROW DANIELLE	17268 AMBER ASPEN WAY	LAND O LAI	FL	34638
20-26-18-0130-00000-0070	TSALOPOULOS ANNA VEATRIKI	3753 BURMESE TEAK PL	LAND O LAI	FL	34638
20-26-18-0130-00000-1130	VASA DILEEP	31400 SUN KETTLE LOOP	WESLEY CH	FL	33545-231
20-26-18-0130-00000-1110	ZAINULABEDDIN MOHAMMED ALI & NOUREEN ALI	17246 AMBER ASPEN WAY	LAND OLAK	FL	34638

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

9C

RESOLUTION 2024-07
[FY 2025 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2025 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Westwood of Pasco Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in Pasco County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("**FY 2025**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

WHEREAS, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT:

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B** ("**Assessment Roll**").

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

- a. **Benefit Findings.** The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.
 - b. **O&M Assessment Imposition.** Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance ("**O&M Assessment(s)**") is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
 - c. **Maximum Rate.** Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.
3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District's Board hereby certifies for collection the FY 2025 installment of the District's previously levied debt service special assessments ("**Debt Assessments**," and together with the O&M Assessments, the "**Assessments**") in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same.
4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes*, the District is authorized to collect and enforce the Assessments as set forth below.
 - a. **Tax Roll Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the "**Tax Roll Property**" identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* ("**Uniform Method**"). That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County property taxes. The District's Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.
 - b. **Future Collection Methods.** The District's decision to collect Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in

future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B**, is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 28th day of August, 2024.

ATTEST:

**WESTWOOD OF PASCO COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget
Exhibit B: Assessment Roll

WESTWOOD OF PASCO

COMMUNITY DEVELOPMENT DISTRICT

10

**AMENITY FACILITIES RULES, POLICIES AND
FEES

OF THE

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT**

Adopted , 2024

**AMENITY FACILITY POLICIES:
Westwood of Pasco Community Development District**

Law Implemented: ss. 190.011, 190.035, Fla. Stat. (2024)

EFFECTIVE DATE: [REDACTED], 2024

In accordance with Chapter 190 of the Florida Statutes, and on, [REDACTED], 2024 at a duly noticed public meeting and after a duly noticed public hearing, the Board of Supervisors of the Westwood of Pasco Community Development District adopted the following rules / policies to govern the operation of the District's Amenity Facilities. All prior rules / policies of the District governing this subject matter are hereby rescinded.

DEFINITIONS

"Access Card" – shall mean the identification card issued to Patrons.

"Amenity Facilities" or "Amenity" - shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the amenity center, a swimming pool, playground, basketball court, stormwater ponds, multi-purpose room, and dog park together with their appurtenant facilities and areas.

"Amenity Facilities Policies" or "Policies" - shall mean these Rules, Policies and Fees for the Amenity Facilities of the District, as amended from time to time.

"Amenity Manager" - shall mean the District Manager or that person or firm so designated by the District's Board.

"Annual User Fee" - shall mean the fee established by the District for any person that is not a Resident and wishes to become a Non-Resident User. The amount of the Annual User Fee is set forth herein, and that amount is subject to change based on Board action.

"Board" - shall mean Board of Supervisors of the Westwood of Pasco Community Development District.

"District" - shall mean the Westwood of Pasco Community Development District, a political subdivision of the State of Florida, created pursuant to Chapter 190 of the Florida Statutes.

"District Manager" - shall mean the professional management company with which the District has contracted to provide management services to the District.

"Guest" - shall mean any Non-Resident invited by a Patron to participate in the use of the Amenity Facilities.

"Non-Resident User" - shall mean any person or persons not currently residing in or owning property in the District who is paying the Annual User Fee to the District for the non-exclusive privilege to use the Amenity Facilities.

"Patron" or "Patrons" - shall mean Residents, Non-Resident Users, and Renters who are eighteen (18) years of age or older.

"Property Owner" or "Resident" - shall mean that person or persons having fee simple ownership of property within the District.

"Renter" - shall mean any tenant residing in a Resident's home pursuant to a valid rental or lease agreement.

PURPOSE

This document, prepared and agreed to by the Board, applies to all Patrons for the usage of all Amenity Facilities within the District. Compliance with the Policies and provisions is mandatory and will be enforced.

The Board, the District Manager, the Amenity Manager and Staff shall have full authority to enforce these Policies. However, the Board by a vote at a public meeting, District Manager, and/or Amenity Manager shall have the authority in their sole discretion to waive strict application of any of these Policies when prudent, necessary or in the best interest of the District and Patrons, provided however, any permanent waiver must be approved by the Board and such a temporary waiver of any Policy by the Amenity Manager shall not constitute a continuous, ongoing waiver of said Policy.

The Board reserves the right to amend, modify, or delete, in part or in their entirety, these Policies, when necessary, at a duly-noticed Board meeting, and will notify the Patrons of any changes. Use of the Amenity Facilities may be subject to payment of applicable fees or rates set by the District. To change or modify rates or fees beyond the increases specifically allowed by District rules and regulations, the Board must hold a duly-noticed public hearing on said rates and fees.

ANNUAL USER FEE

The Annual User Fee for any Non-Resident User is identified in **Exhibit A** attached hereto. This payment must be paid in full at the time of completion of the Non-Resident User application. This fee will permit the use of all Amenity Facilities for one (1) full year from the date of receipt of payment by the District. Each subsequent renewal shall be paid in full on the anniversary date of application for use of the Amenity Facilities by such Non-Resident User. Such fee may be increased, by action of the Board, to reflect increased costs of operation of the Amenity Facilities; such increase may not exceed ten percent (10%) per year. Annual User Fees may be renewed no more than thirty (30) days in advance of the date of expiration and for no more than one calendar year. Multi-year memberships are not available. The Annual User Fee is nonrefundable and nontransferable. The use of the Amenity Facilities is not available for commercial purposes.

ACCESS CARDS

- (1) Patrons must use, or present upon request, their Access Cards to gain access to the Amenity Facilities. Patrons will scan their Access Cards in the card reader in order to unlock the doors or access gate. Under no circumstance should a Patron provide an Access Card to another person to allow him or her to use the Amenity Facilities.
- (2) Each Patron family will receive two (2) Access Cards per lot (not per Patron) upon registration with the Amenity Manager.

- (3) Access Cards are the property of the District and are non-transferable except in accordance with the Policies.
- (4) All lost or stolen cards need to be reported immediately to the Amenity Manager. The charge to replace lost or stolen cards is identified in **Exhibit A** attached hereto. A Patron with a lost or stolen Access Card will be financially responsible for damages resulting from unreported loss or theft of the access card.

GUESTS

- (1) Patrons bringing a Guest(s) are responsible for any and all actions taken by such Guest(s). Violation by a Guest on any of these Policies could result in loss of that Patron's privileges. Guests must be accompanied by the Patron.
- (2) Guests must be accompanied by the Patron.
- (3) Except for Registered Events (as defined herein), no more than two (2) persons per Patron are permitted as Guests to the Amenity Facilities at one time. For purposes of this limitation, Resident Patrons are limited to two (2) guests per homeowner (according to property appraiser records), Non-Resident User Patrons are limited to two (2) guests per Non-Resident User, and Renter Patrons are limited to two (2) guests per person named on the lease as the renter/tenant of the Resident's home.
- (4) For purposes of Registered Events, the number of Guests is instead limited to the event registration information approved by the Amenity Manager, which may not exceed the room or meeting space maximum pursuant to applicable building and safety codes.
- (5) Babysitters/caregivers are considered Guests and must provide a notarized written statement from the child's or children's parents or guardians authorizing custodial rights and proof of proper identification listing an emergency contact.

RENTER'S PRIVILEGES

- (1) Property Owners who rent out or lease out their residential unit(s) in the District shall have the right to designate the Renter of their residential unit(s) as the beneficial users of the Property Owner's Amenity Facilities privileges.
- (2) In order for the Renter to be entitled to use the Amenity Facilities, the Renter must complete the Non-Resident User application. The Annual User Fee will then be waived for the Renter. A Renter who is designated as the beneficial user of the Property Owner's Amenity Facilities privileges shall be entitled to the same rights and privileges to use the Amenity Facilities as the Property Owner.

- (3) During the period when a Renter is designated as the beneficial user of the Property Owner's privilege to use the Amenity Facilities, the Property Owner shall not be entitled to use the Amenity Facilities with respect to that property.
- (4) Property Owners shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Property Owners are responsible for the behavior of their respective Renter.
- (5) Renters shall be subject to such other rules and regulations as the Boards may adopt from time to time.

GENERAL FACILITY PROVISIONS

All Patrons and Guests using the Amenity Facilities are expected to conduct themselves in a responsible, courteous and safe manner, in compliance with the Policies. Violation of the Policies and/or misuse or destruction of Amenity Facility equipment may result in the suspension or termination of Amenity Facility privileges with respect to the offending Patron or Guest.

The Board reserves the right to amend, modify or delete, in part or in their entirety, these Policies when necessary, at duly-noticed Board meeting. However, in order to change or modify rates or fees beyond the increases specifically allowed for by the District's rules and regulations, the Board must hold duly-noticed public hearings on said rates and fees.

- (1) In order to enter and/or utilize the following Amenity Facilities, children under 18 years of age must be accompanied by a Patron or Guest who is 18 years of age or older unless specifically stated elsewhere in the Policies:

<u>Amenity Facility</u>	<u>Age of Minor Requiring Accompaniment</u>
Playgrounds/Tot Lot	Under 10 years of age
Basketball Facilities	Under 12 years of age
Pool Facilities	Under 14 years of age
Dog Park	Under 16 years of age
Multi-Purpose Room	Under 14 years of age
Stormwater Ponds	Under 13 years of age

- (2) Pets and Service Animals. Dogs and all other pets (with the exception of service animals, as such term is defined by the Americans with Disabilities Act) shall not be permitted at the Amenity Facilities (with the exception of the dog park). Dogs and all other pets (with the exception of service animals, as such term is defined by the Americans with Disabilities Act) must be kept on a leash at all times on property that is owned by the District other than the Dog Park, including, but not limited to the stormwater pond banks. As a point of

clarity, animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

- (3) Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns or in any way which blocks the normal flow of traffic.
- (4) Fireworks of any kind are not permitted anywhere at or on the Amenity Facilities or adjacent areas.
- (5) The Boards, Amenity Manager(s) and/or the District Manager(s) shall have full authority to enforce these policies.
- (6) Smoking of any kind using any device is not permitted at any Amenity Facility.
- (7) Glass and other breakable items are not permitted at any Amenity Facility.
- (8) Patrons and their Guests shall treat all staff members with courtesy and respect.
- (9) Off-road bikes/vehicles are prohibited on all property owned, maintained or operated by the District or on any of the Amenity Facilities.
- (10) The District will not offer childcare services at any of the Amenity Facilities.
- (11) Skateboarding and rollerblading are not allowed on the Amenity Facilities property at any time.
- (12) Events/performances at any Amenity Facility, including those by outside entertainers, must be approved in advance by the Amenity Manager.
- (13) Alcoholic beverages are not permitted at any Amenity Facility.
- (14) Commercial advertisements shall not be posted or circulated in the Amenity Facilities. Except as may otherwise be permitted by law, petitions, posters or promotional material shall not be originated, solicited, circulated or posted on Amenity Facilities property unless approved in writing by the Amenity Manager.
- (15) The Amenity Facilities shall not be used for commercial purposes. The term "commercial purposes" shall mean those activities which involve, in any way, the provision of goods or services for compensation. Notwithstanding the foregoing, the District may authorize community events or limited use of District facilities which involve the provision of goods or services pursuant to a separate agreement.
- (16) Firearms or any other weapons are not permitted in any of the Amenity Facilities unless otherwise authorized pursuant to Florida law.

- (17) Amenity Manager reserve the right to authorize all programs and activities, including the number of participants, equipment and supplies usage, facility reservations, etc., at all Amenity Facilities, except fees that have been established by the Board.
- (18) Loitering (the offense of standing idly or prowling in a place, at a time or in a manner not usual for law-abiding individuals, under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity) is not permitted at any Amenity Facility.
- (19) All Patrons and Guests shall abide by and comply with any and all federal, state and local laws and ordinances while present at or utilizing the Amenity Facilities and shall ensure that any minor for whom they are responsible also complies with the same.
- (20) Portable grills of all kinds are prohibited at the Amenity Facilities.

AMENITY FACILITY OPERATIONS

Hours: The Amenity Facilities are available for use by Patrons during normal operating hours to be established and posted by the Amenity Manager.

Emergencies: After contacting 911, when appropriate, all emergencies and injuries must be reported to the office of the Amenity Manager (phone number 813-421-9898).

Please note that the Amenity Facilities are unattended facilities. Persons using the Amenity Facilities do so at their own risk. Staff members are not present to provide personal training, exercise consultation or athletic instruction, unless otherwise noted, to Patrons or Guests. Persons interested in using the Amenity Facilities are encouraged to consult with a physician prior to commencing a fitness program.

LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY

- (1) Each Patron and each Guest, as a condition of using the Amenity Facilities, assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on or in any of the Amenity Facilities.
- (2) No person shall remove from the room in which it is placed or from any Amenity Facility, any property or furniture belonging to the District or its contractors without proper authorization from the Amenity Manager. Patrons shall be liable for any property damage and/or personal injury at the Amenity Facilities or at any activity or function operated organized, arranged or sponsored by the District or its contractors, which is caused by the Patron or the Patron's Guest or family member(s). The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses it suffers due to property damage or personal injury caused by a Patron or the Patron's Guest or family member(s).

- (3) Any Patron, Guest or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by the District or its contractors or who engages in any contest, game, function, exercise, competition or other activity operated organized, arranged or sponsored by the District or its contractors, either on or off the Amenity Facilities' premises, shall do so at his or her own risk, and shall hold the Amenity Facilities' owners, the District, the Board, District employees, District representatives, District contractors and District agents, harmless from any and all loss, cost, claim, injury, damage or liability sustained or incurred by him or her, resulting therefrom and/or from any act or omission of the District or their respective operators, supervisors, employees, contractors or agents. Any Patron shall have, owe, and perform the same obligation to the District and their respective operators, supervisors, employees, representatives, contractors, and agents hereunder with respect to any loss, cost, claim, injury, damage or liability sustained or incurred by any Guest or Patron.
- (4) Should any party bound by these Policies bring suit against the District, Board or staff, agents or employee of the District or any Amenity Facility operator or its officers, employees, representatives, contractors or agents in connection with any event operated organized, arranged or sponsored by the District or any other claim or matter in connection with any event operated organized, arranged or sponsored by the District, and fail to obtain judgment therein against the District or the Amenity Facilities' operators, officers, employees, representatives, contractors or agents, said party bringing suit shall be liable to the prevailing party (i.e. the District, etc.) for all costs and expenses incurred by it in the defense of such suit, including court costs and attorney's fees through all appellate proceedings.

GENERAL SWIMMING POOL RULES
NO LIFEGUARD ON DUTY -SWIM AT YOUR OWN RISK

- (1) Usage by children is subject to age accompaniment requirements set forth herein.
- (2) Guests must be accompanied by a Patron. Patrons are responsible for the conduct of their guests.
- (3) No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
- (4) Hanging on the lane lines, interfering with the lap-swimming lane, and diving are prohibited.
- (5) Any music playing device and/or televisions are not permitted unless they are personal units equipped with headphones.
- (6) Swimming is permitted only during designated hours as posted at the pool, and such hours are subject to change at the discretion of the Amenity Manager. Swimming after dusk is

prohibited by the Florida Department of Health. Patrons and Guests swim at their own risk and must adhere to swimming pool rules at all times.

- (7) Showers are required before entering the pool.
- (8) Alcohol and glass containers are prohibited.
- (9) Food is prohibited on the pool deck area.
- (10) Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area.
- (11) The Amenity Manager is authorized to direct the discontinued usage of play equipment, such as floats, rafts, snorkels, dive sticks, and flotation devices during times of peak or scheduled activity at the pool or if the equipment causes a safety concern.
- (12) Pool availability may be limited or rotated in order to facilitate maintenance of the facility. Depending upon usage, the pool may be closed for various periods of time to facilitate maintenance and to maintain health code regulations.
- (13) Bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area or inside the Amenity Facilities.
- (14) The Amenity Manager reserves the right to authorize all programs and activities (including the number of participants, equipment and supplies usage, etc.) conducted at the pool, including swim lessons and aquatic/recreational programs.
- (15) Any person swimming during non-posted swimming hours may be suspended from using the facility.
- (16) Proper swim attire, swimsuits or board shorts, shirts that are made of dry fit material must be worn in the pool. No street clothes, cut offs or gym shorts are permitted in the pool at any time.
- (17) No chewing gum is permitted in the pool or on the pool deck area.
- (18) For the comfort of others, the changing of diapers or clothes is not allowed poolside.
- (19) No one shall pollute the pool. Anyone who pollutes the pool is liable for any costs incurred in treating and reopening the pool.
- (20) Radio controlled watercraft are not allowed in the pool area.
- (21) Pool entrances must be kept clear at all times.
- (22) No swinging on ladders, fences or railings is allowed.
- (23) Pool furniture is not to be removed from the pool area.

- (24) Loud, profane or abusive language is absolutely prohibited.
- (25) No physical or verbal abuse will be tolerated.
- (26) Tobacco products are not allowed in the pool area.
- (27) Illegal drugs are not permitted.
- (28) Chemicals used in the pool/spa may affect certain hair or fabric colors. The District is not responsible for these effects.
- (29) The pool **and covered lanai area** may not be rented or reserved at any time; however, access may be limited at certain times for various District functions or Registered Events.
- (30) Food, beverages, glass containers, and animals are prohibited in the pool.
- (31) Pets are prohibited in the pool area. Individuals with a disability and service animal trainers may be accompanied by a service animal, as defined in Chapter 413.08, F.S., but the service animal is not allowed to enter the water in order to prevent a direct threat to the health of pool patrons.

SWIMMING POOL: POOLSIDE CABANA AND SEATING POLICY

All poolside cabana and seating are available on a first-come-first-service basis. Reservations are prohibited.

SWIMMING POOL: FECES POLICY

- (1) If contamination occurs, the pool will be closed for twelve (12) hours or more as necessary so that remedial measures may be taken to ensure safe swimming conditions in accordance with Department of Health rules.
- (2) Parents/guardians should take their children to the restroom before entering the pool.
- (3) Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers and a swimsuit over the swim diaper.

DISTRICT PLAYGROUND/TOT LOT POLICIES

- (1) The playground is intended for use by children between the ages of 5-12 years old. Usage by children is subject to age accompaniment requirements set forth herein.
- (2) No roughhousing on the playground.

- (3) Persons using the playground must clean up all trash brought to the playground. Food and glass containers are prohibited.
- (4) Do not use the play equipment when it is wet.
- (5) Wear proper footwear – no bare feet.
- (6) The use of profanity or disruptive behavior is absolutely prohibited.
- (7) Patrons and Guests who use the playground do so at their own risk.
- (8) The playgrounds may not be reserved or rented by Patrons; however, they may be reserved by the District for District-sponsored events or functions.
- (9) The playground's operating hours are to be established and posted by the Amenity Manager.
- (10) Failure to follow the above rules may result in restriction from use of the playground.

MULTI-PURPOSE ROOM POLICIES

- (1) Usage by children is subject to age accompaniment requirements set forth herein.
- (2) Persons using the multi-purpose room must clean up all trash brought therein. Each person is responsible for wiping off surfaces after use.
- (3) Food and beverages are permitted only in designated areas and must be in non-breakable containers with screw top or sealed lids. Glass containers are prohibited.
- (4) Smoking of any kind and alcoholic beverages are not permitted within the multi-purpose room.
- (5) Patrons and Guests may not use or enter the multi-purpose room when clothes are wet.
- (6) Pets are not permitted in the multi-purpose room.
- (7) Report any spills or accidents to the facility manager immediately.
- (8) Furniture, games, décor, and accessories may not be removed from the multi-purpose room.
- (9) Wear proper footwear and clothing – no bare feet, swimwear, or wet clothing is permitted.
- (10) The use of profanity or disruptive behavior or roughhousing is absolutely prohibited. Keep noise levels to a minimum to avoid disturbing other users. Music playing devices are not permitted unless they are personal units equipped with headphones.

- (11) The multi-purpose room may not be reserved or rented by Patrons; however, they may be reserved by the District for District-sponsored events or functions.
- (12) The multi-purpose room's operating hours are to be established and posted by the Amenity Manager.
- (13) Members and their guests will be held responsible for any damage to the furniture, equipment, or game accessories. Costs for repair or replacement of damaged items may be charged to the responsible member's account.
- (14) The multi-purpose room is an unattended facility. Persons using the facility do so at their own risk. The District's staff and contractors are not responsible for any accidents, injuries, or lost, stolen, damaged, or misplaced items. Any theft or suspicious activity should be reported to the facility manager immediately. Users caught stealing or damaging property will face disciplinary action, which may include suspension of facility privileges and legal action.
- (15) Failure to follow the above rules may result in restriction from use of the multi-purpose room. Facility staff and management have the authority to enforce these rules.

DOG PARK POLICIES

- (1) The park's operating hours are to be established and posted by the Amenity Manager.
- (2) The park is not staffed and shall be used at the user's own risk. The District is not responsible for injuries to visiting dogs, their owners, or others using the park. Voluntary use of the park evidences waiver of any claims against the District resulting from activities occurring at the park.
- (3) Usage by children is subject to age accompaniment requirements set forth herein.
- (4) Users of the park must dispose of trash in proper receptacle.
- (5) All dog handlers are responsible for the behavior of their dogs at all times.
- (6) Dogs must be leashed while entering and exiting dog park.
- (7) Dog waste must be cleaned up by handler immediately.
- (8) Handlers must be within dog park and supervising their dog with leash readily available.
- (9) Handlers must be at least 16 years of age.
- (10) Aggressive dogs must be removed immediately.
- (11) Dogs should be under voice control.

- (12) Dogs shall be up-to-date on vaccinations prior to entering the park, and shall have current rabies and applicable license tags clipped to their collars at all times
- (13) Handlers must immediately fill in any holes dug by their dogs.
- (14) Dogs in heat, with fleas, skin conditions, or are otherwise ill are not allowed in the park.
- (15) Limit two (2) dogs per dog handler.
- (16) Puppies under four months of age shall not enter the dog park.
- (17) Human or dog food inside the dog park is prohibited.
- (18) Dog toys are not permitted inside the dog park.
- (19) The dog park is designated a “No Smoking” area.

BASKETBALL COURT

All Patrons and Guests using the Basketball Court are expected to conduct themselves in a responsible, courteous and safe manner. Disregard or violation of the Policies and misuse or destruction of court equipment may result in the suspension or termination of court privileges. Guests may use the court only if accompanied by a Patron.

Please note that the court is an unattended facility and persons using the facility do so at their own risk. Persons interested in using the court are encouraged to consult with a physician prior to using the facility.

Policies:

- (1) Proper etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
- (2) Persons using the court must supply their own equipment.
- (3) The court is for the play of basketball only. Pets, roller blades, bikes, skates, skateboards, and scooters are prohibited from the court.
- (4) Beverages are permitted at the court if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the courts. Alcoholic beverages are not permitted on courts.
- (5) No chairs other than those provided by the District are permitted on the courts.

FISHING AND POND POLICY

- (1) Patrons and Guests thirteen (13) years of age and older may fish in the District's lakes/retention ponds ("**Ponds**") within the District, provided that such use does not violate any ordinance, resolution, law, permit requirement, or regulation of any governmental entity relating to the Ponds.
- (2) Guests fishing in the Ponds must be accompanied by a Patron when fishing in the Ponds.
- (3) Patrons and Guests fishing in the Ponds must present, upon request, a District-issued fishing pass. Patrons may obtain the pass, and replacements thereof, from the Amenity Manager free of charge.
- (4) No children under the age of thirteen (13) are allowed on the Pond banks at any time, unless accompanied by an adult.
- (5) Pets are not allowed in the Ponds or on the Pond banks at an time.
- (6) Patrons and Guests fishing in the Ponds shall remove and properly dispose of all garbage, fishing line, hooks and all other materials/supplies.
- (7) The District request that everyone respect your fellow neighbor/property owner and access the Ponds through the proper access points. Patrons and Guests may not fish from Ponds that are only accessible from private property without written permission from the private property owner.
- (8) No watercraft except authorized maintenance vehicles are allowed in the Ponds. Any violation of this policy will be reported to the local authorities.
- (9) The District has a catch and release policy for all fish and any other aquatic wildlife caught in the Ponds, requiring that any fish or other aquatic wildlife caught immediately be returned to the Ponds from where it was caught. The purpose of the Ponds is to help facilitate the District's natural water system for run off and overflow. As a result, contaminants may be present in the water. Anyone who violates this provision does so at their own risk.
- (10) Swimming is prohibited in all of the Ponds. Please use the pool at the Amenity Facilities for swimming activities.
- (11) Beware of wildlife - water moccasins and other snakes, alligators, snapping turtles, and other wildlife which may pose a threat to your safety are commonly found in stormwater management facilities in Florida.

EVENT SPACE RENTAL POLICIES – REGISTERED EVENTS

Patrons may reserve space in the Amenity Facilities (“**Event Space**”) by registration with the Amenity Manager's office for various meetings, classes, events, etc. Upon approval by the Amenity Manager, the requested event will be considered a “**Registered Event**.”

Below are the guidelines set forth and agreed upon by the Board and Amenity Manager regarding Registered Events:

- (1) Registered Events are limited to a maximum of five (5) hours per event, including set up and clean up time. The five (5) hour limitation can only be exceeded upon specific authorization from the Boards.
- (2) Patrons may not hold more than four (4) Registered Events in any twelve (12) month period.
- (3) The daily guest limitation shall not apply to Registered Events. The maximum number of persons attending any event shall not exceed the limitation determined by the Amenity Manager, which in no case may exceed the room or meeting space maximum pursuant to applicable building and safety codes.
- (4) Applicant must be a Patron who will be responsible for ensuring that their Guests adhere to the policies set forth herein.
- (5) All applicants will be required to fill out and sign the Amenity Facility Event Space Rental Application available from the Amenity Manager's office, a form of which is attached hereto as **Exhibit C** (form may be updated from time to time).
- (6) Registered Events are subject to the schedule of fees/deposits set forth herein and Exhibit A.
- (7) Reservations of Event Space are on a first come, first serve basis and are subject to approval by the Amenity Manager. Amenity Manager has the authority to reasonably deny a reservation request. Denial of a request may be appealed in writing to the Board for consideration. Reservations are not available when the Event Space has been otherwise reserved for use by the District or HOA.
- (8) Registered Events are not available for rentals during January 1, Easter Sunday, Memorial Day Weekend, July 4, Labor Day Weekend, Thanksgiving Day, December 24, December 25, December 31 or any other weekend on which a federal holiday falls on either a Monday or Friday.
- (9) In the event the Patron wishes to cancel the reservation once the reservation has been approved and confirmed by the Amenity Manager, such cancellation must occur at least

one (1) week prior to the date of reservation. Any cancellation within one (1) week of the date of such reservation will forfeit its refundable deposit.

- (10) Upon application for use of the Amenity Facilities, the Amenity Manager will determine if a paid attendant will be necessary. If an attendant is necessary, the party requesting the Event Space will be required to pay the costs associated with the attendant.
- (11) Additional Event Liability Insurance coverage in the amount of One Million Dollars (\$1,000,000) may be required for certain events the District determines should require additional Event Liability coverage on a case by case basis (to be reviewed by the District Manager or the Boards). The District shall be named as an additional insured party on any such policies, and a certificate of insurance illustrating the appropriate coverage amount and parties is to be provided to the District Manager prior to the event.
- (12) During Registered Events, except for the Event Space, all other areas of the Amenity Facilities, including the pool and pool area, including the surrounding decks and furniture, shall remain open to all Patrons and their Guests during normal operating hours.
- (13) No open burning or campfires are allowed at the Amenity Facilities or other District property.
- (14) Patrons are not allowed to bring or use grills or smokers at the Amenity Facilities.
- (15) At the conclusion of a Registered Event, the Patron must place all garbage and remnants of the event in a dumpster or garbage can, wipe off all counter tops and furniture, and restore items to their original position.

Schedule of Fees/Deposits:

A non-refundable room cleanup fee will be charged to Patrons as is identified in Exhibit A attached hereto.

A refundable security deposit in the amount set forth in Exhibit A shall be charged to the persons making the reservation and shall be submitted to the Amenity Manager's Office in the form of a separate check (which shall be made payable to the District). The deposit will be returned after the Registered Event is complete provided there is no evidence of damage to the facility and the Patron abided by these Policies. The Amenity Manager shall determine the amount of deposit to be returned, if any. If damages occurred to the Event Space or its surrounding property or facilities, the Patron reserving the room will be liable for any expenses incurred by the District to hire an outside contractor to remediate the damage. To receive a full refund of the deposit, the following must be completed:

- 1. No adhesives permitted on walls or windows.
- 2. All furniture and other District property must be located in their original position.

3. No damage has occurred to Event Space and its surrounding property and facilities.

Indemnification

Each organization, group or individual reserving the use of Event Space (or any part thereof) agrees to indemnify and hold harmless the District, officers, agents, contractors and employees thereof from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of or in connection with, whether whole or in part, the renter's use of the District lands, premises and/or Amenity Facilities, including litigation or any appellate proceeding with respect thereto. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.38, *Florida Statutes* or other statute.

RULES RELATING TO SUSPENSION AND TERMINATION OF PRIVILEGES

A Patron's or Guest's privileges at any or all Amenity Facilities may be subject to various lengths of suspension or termination for up to one (1) calendar year, and a Patron or Guest may also be required to pay restitution for any property damage, if he or she (each a "**Violation**"):

- (1) Fails to abide by the Policies and Fees for the Amenity Facilities established and approved by the Board.
- (2) Submits false information to the District or Amenity Manager.
- (3) Permits unauthorized use of an Access Card.
- (4) Exhibits unsatisfactory behavior, deportment or appearance.
- (5) Fails to pay fees owed to the District in a proper and timely manner.
- (6) Treats District supervisors, staff, facility management, contractors or other representatives or other Patrons in an unreasonable or abusive manner.
- (7) Engages in conduct that is improper or likely to endanger the health, welfare, safety, harmony or reputation of the District or its supervisors, staff, facility management, contractors, other representatives or other Patrons.
- (8) Damages or destroys District property.
- (9) As it relates to a Patron, such Patron's Guest(s) violates any of the above.

Administrative Reimbursement

The Board may, in its discretion, require payment by a Patron of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation (“**Administrative Reimbursement**”). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity Facility access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

Property Damage Reimbursement

If damage to District property occurred in connection with a Violation, the Patron or Guest who caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property (“**Property Damage Reimbursement**”). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity Facility access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

District Suspension and Termination Process

Removal Authority

The District Manager and the Amenity Manager or its designee, such as onsite staff or personnel under contract with the District, if any, each have the independent ability to remove any person from the Amenity Facilities if a Violation occurs, or if in his or her discretion, it is in the District’s best interest to do so.

Process

In response to any Violation of the Policies, including, but not limited to, those set forth in the preceding paragraph, the District shall follow the process outlined below with regard to suspension or termination of a person’s privileges:

(1) Initial Suspension. The Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person’s access to the Amenity Facilities until a date not later than the next regularly scheduled meeting date of the Board in which the Violation occurred that is scheduled to occur at least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the Policies violated, the time, date, and location of the next regular Board meeting where the person’s suspension will be presented to the Board, and a statement that the person has a right to appear before such Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the minor’s parent or guardian’s address.

(2) Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.

a. At the Board meeting referenced in the letter sent under Section (1) above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.

b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.

c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.

d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.

e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

(3) Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined herein. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section (1) above, and the hearing shall be conducted in accordance with Section (2) above.

(4) Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards

or key fobs associated with an address within the District until such time as the outstanding amounts are paid.

(5) **Appeal of Board Suspension.** After the hearing held by the Board required by Section (2) above, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal (“**Appeal Request**”). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board’s determination as required by Section (2)(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District’s suspension or termination and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered; instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board’s decision on appeal shall be final.

(6) **Legal Action; Criminal Prosecution; Trespass.** If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at an Amenity Facility, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the Amenity Facilities after expiration of a suspension imposed by the District.

(7) **Severability.** If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

EXHIBIT A

Non-Resident User Fee	The annual Non-Resident User Fee is \$3,000, which may increased or decreased each year by the District. The fee is to be paid annually.
Access Card Replacement Fee	\$35
Registered Event Security Deposit (refundable)	\$500
Registered Event Cleaning Fee (non-refundable)	\$100
Administrative Reimbursement (related to violations of Rules)	\$500

EXHIBIT B
NON-RESIDENT USER APPLICATION

**Westwood of Pasco Community Development District
NON-RESIDENT MEMBERSHIP APPLICATION**

Name: _____

Date of Birth: _____ Phone: _____

Social Security#: _____ Driver's License #(s): _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone # 1: _____ Cell Phone # 2: _____

Name of Company: _____

Position Held: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Marital Status: Married ☐ Single ☐

Name of Spouse: _____ Date of Birth: _____

Social Security #: _____ Driver's License #: _____

Spouse's Employment: _____

Position Held: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Children/Birthdates: _____

What prompted your interest in the Amenity Facilities?

☐ Annual Non-Resident Patron Fee: \$ _____

Please make checks payable to Westwood of Pasco Community Development District.

Signature(s) of Applicant(s): _____

Date: _____

Applicant(s) acknowledges and agrees that by execution of this membership application that they shall be bound by all the terms and conditions of the Rules and Regulations of the Westwood of Pasco CDD, as currently in effect and as may be amended from time to time.

** Prices subject to change at any time, at the sole discretion of the District's Board of Supervisors.*

EXHIBIT C
AMENITY FACILITY EVENT SPACE RENTAL APPLICATION

Westwood of Pasco Community Development District

Amenity Facility Event Space Rental Application

Name of Applicant: _____ Date: _____
Organization (if applicable): _____
Street Address: _____ City: _____ State: _____
Daytime Phone: _____ Facility/Room Requested: _____
Intended Use: _____
Date Requested: _____ Time (5 hr. max.) From: _____ To: _____ Estimated Attendance: _____

I agree to indemnify and hold harmless the Westwood of Pasco Community Development District ("District") and the agents, supervisors, officers, directors, employees and staff of the District from any and all liability, claims, actions, suits, or demands by any person, corporation or other entity, for injuries, death, property damage or damages of any nature, arising out of, or in connection with, the use of the Amenity Facilities. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat., or other statute.

I have read, understand and agree to abide by all policies and rules of the District. I acknowledge that failure to adhere to the District's policies and rules may result in the suspension or termination of my privileges to use the facility. I also understand that I am financially responsible for any damages caused by me, my family members, and/or my guests. If requested, I will obtain an event insurance policy naming the District and agents, supervisors, officers, directors, employees and staff thereof as additional insureds.

Signature of Applicant

Date

I have read and understood the following (please initial each):

1. _____ There is a maximum capacity of [_____] persons in the Event Space.
2. _____ The five (5) hour maximum time limit includes setup and clean up time and applies to all attendees. No persons are permitted in the Event Space after the end of the Registered Event. Please schedule accordingly.
3. _____ Each Patron may rent a portion of the Amenity Facility a maximum of four (4) times per calendar year.
4. _____ Alcohol is not permitted in the Amenity Facilities, including the Event Space.
5. _____ The Amenity Facilities (except for the Event Space during the Registered Event) are to remain accessible to all Patrons. Additional tables and chairs are available upon request.
6. _____ Once the Registered Event is completed, all guests are required to exit. Upon conclusion of the event, standard guest policy applies. The Patron shall be responsible for enforcement of this provision.
7. _____ The deposit check may be picked up only after the Amenity Manager inspects the Event Space. If the Event Space is in satisfactory condition and there is no property damage, the check will be shredded within 48 hours if not timely picked up.
8. _____ The deposit check may not be returned, and additional fees may be assessed, if the Event Space is not in satisfactory condition post-Registered Event or there is property damage to the Event Space, or if the Registered Event is not kept within the identified times.
9. _____ Registered Events in the Event Space are being held in a public facility and may be subject to surveillance by the District's security company.

Deposit Amount

Check Number

Cleanup Fee

Check Number

Received By

Receipt Number

Approved By

Date

WESTWOOD OF PASCO

COMMUNITY DEVELOPMENT DISTRICT

11

Memorandum

To: Board of Supervisors

From: District Management

Date: August 28, 2024

RE: HB7013 - Special Districts Performance Measures and Standards Reporting

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

Exhibit A: Goals, Objectives and Annual Reporting Form

WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT
Performance Measures/Standards & Annual Reporting Form
October 1, 2024 – September 30, 2025

1. COMMUNITY COMMUNICATION AND ENGAGEMENT

Goal 1.1 Public Meetings Compliance

Objective: Hold at least two (2) regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of two (2) regular board meetings was held during the fiscal year.

Achieved: Yes ☐ No ☐

Goal 1.2 Notice of Meetings Compliance

Objective: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised with 7 days' notice per statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes ☐ No ☐

Goal 1.3 Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes ☐ No ☐

2. **INFRASTRUCTURE AND FACILITIES MAINTENANCE**

Goal 2.1 District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one (1) inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.

Standard: Minimum of one (1) inspection was completed in the Fiscal Year by the district's engineer.

Achieved: Yes ☐ No ☐

3. **FINANCIAL TRANSPARENCY AND ACCOUNTABILITY**

Goal 3.1 Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval and adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes ☐ No ☐

Goal 3.2 Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD website.

Standard: CDD website contains 100% of the following information: most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 3.3 Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit said results to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

District Manager

Chair/Vice Chair, Board of Supervisors

Print Name

Print Name

Date

Date

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JULY 31, 2024**

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JULY 31, 2024**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 5,662	\$ -	\$ -	\$ 5,662
Investments				
Revenue	-	107,219	-	107,219
Reserve	-	65,176	-	65,176
Interest	-	359	-	359
Construction	-	-	533	533
Due from Developer	30,209	-	89	30,298
Undeposited funds	26,746	-	-	26,746
Utility deposit	1,510	-	-	1,510
Total assets	<u>\$ 64,127</u>	<u>\$ 172,754</u>	<u>\$ 622</u>	<u>\$ 237,503</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	11,748	-	89	11,837
Due to Landowner	9	-	9,144	9,153
Landowner advance	51,000	-	-	51,000
Total liabilities	<u>62,757</u>	<u>-</u>	<u>9,233</u>	<u>71,990</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred revenue	<u>30,209</u>	<u>-</u>	<u>-</u>	<u>30,209</u>
Total deferred inflows of resources	<u>30,209</u>	<u>-</u>	<u>-</u>	<u>30,209</u>
Fund balances:				
Restricted				
Debt service	-	172,754	-	172,754
Capital projects	-	-	(8,611)	(8,611)
Unassigned	<u>(28,839)</u>	<u>-</u>	<u>-</u>	<u>(28,839)</u>
Total fund balances	<u>(28,839)</u>	<u>172,754</u>	<u>(8,611)</u>	<u>135,304</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 64,127</u>	<u>\$ 172,754</u>	<u>\$ 622</u>	<u>\$ 237,503</u>

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JULY 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 26,745	\$ 120,515	\$ 412,367	29%
Total revenues	<u>26,745</u>	<u>120,515</u>	<u>412,367</u>	29%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	4,000	40,000	48,000	83%
Legal	1,297	6,226	25,000	25%
Engineering	-	-	2,000	0%
Audit	-	-	4,000	0%
Arbitrage rebate calculation	-	-	750	0%
Dissemination agent	83	833	1,000	83%
EMMA software service	-	1,000	-	N/A
Trustee	-	-	5,500	0%
Telephone	17	167	200	84%
Postage	-	11	500	2%
Printing & binding	42	417	500	83%
Legal advertising	163	1,433	1,750	82%
Annual special district fee	-	175	175	100%
Insurance	722	5,722	6,050	95%
Contingencies/bank charges	4	268	750	36%
Website				
Hosting & maintenance	-	-	705	0%
ADA compliance	-	210	210	100%
Property appraiser & tax collector	-	850	8,774	10%
Total professional & administrative	<u>6,328</u>	<u>57,312</u>	<u>105,864</u>	54%

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JULY 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
Field Services				
Property insurance	-	-	50,000	0%
Field operations management	3,250	14,225	19,500	73%
Electricity-street light	7,400	20,000	35,000	57%
Irrigation well maintenance	-	-	2,500	0%
Lake maintenance	500	3,000	10,000	30%
Monument maintenance	-	-	2,000	0%
Sign maintenance	-	506	500	101%
Fence maintenance	375	375	1,000	38%
Wetlands maintenance	-	-	5,000	0%
Contract-common area landscaping	8,446	46,904	80,000	59%
Irrigation repairs	-	-	10,000	0%
Mulch	-	-	15,000	0%
Landscape/plant replacement	-	-	10,000	0%
Tree trimming & removal	-	-	5,000	0%
Amenity landscape	-	-	5,000	0%
Clubhouse maintenance	-	-	1,200	0%
Janitorial	-	-	11,400	0%
Pressure washing	-	-	3,000	0%
Permits	-	-	500	0%
Pool repairs & maintenance	-	-	1,200	0%
Pool service contract	-	-	18,000	0%
General maintenance	-	-	2,000	0%
Gate maintenance contract	-	-	1,500	0%
Gate phone/internet	-	-	1,200	0%
Gate repairs	-	-	1,000	0%
Amenity water/sewer	-	-	2,500	0%
Amenity electric	-	-	6,000	0%
Miscellaneous	-	820	5,000	16%
Cloud cover-music	-	-	276	0%
Tot lot/dog park/basketball court	-	-	5,000	0%
Electricity	262	909	2,500	36%
Water-irrigation	-	-	2,500	0%
Total field services	<u>20,233</u>	<u>86,739</u>	<u>315,276</u>	28%
Total expenditures	<u>26,561</u>	<u>144,051</u>	<u>421,140</u>	34%
Net change in fund balances	184	(23,536)	(8,773)	
Fund balances - beginning	<u>(29,023)</u>	<u>(5,303)</u>	<u>-</u>	
Fund balances - ending	<u>\$ (28,839)</u>	<u>\$ (28,839)</u>	<u>\$ (8,773)</u>	

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2023
FOR THE PERIOD ENDED JULY 31, 2024**

	Current Month	Year To Date
REVENUES		
Special assessment: off-roll	\$ -	\$ 259,649
Interest	696	6,648
Developer contribution	-	10,938
Total revenues	<u>696</u>	<u>277,235</u>
EXPENDITURES		
Interest	-	195,023
Cost of issuance	-	5,925
Total debt service	<u>-</u>	<u>200,948</u>
Excess/(deficiency) of revenues over/(under) expenditures	696	76,287
OTHER FINANCING SOURCES/(USES)		
Transfers out	-	(66,476)
Total other financing sources	<u>-</u>	<u>(66,476)</u>
Net change in fund balances	696	9,811
Fund balances - beginning	172,058	162,943
Fund balances - ending	<u>\$ 172,754</u>	<u>\$ 172,754</u>

**WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2023
FOR THE PERIOD ENDED JULY 31, 2024**

	Current Month	Year To Date
REVENUES		
Interest	\$ 2	\$ 45
Total revenues	<u>2</u>	<u>45</u>
EXPENDITURES		
Construction costs	-	74,257
Total expenditures	<u>-</u>	<u>74,257</u>
OTHER FINANCING SOURCES/(USES)		
Transfer in	-	66,476
Total other financing sources/(uses)	<u>-</u>	<u>66,476</u>
Net change in fund balances	2	(7,736)
Fund balances - beginning	(8,613)	(875)
Fund balances - ending	<u>\$ (8,611)</u>	<u>\$ (8,611)</u>

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**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	Chair
John Snyder	Vice Chair
Brian Panico	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Tucker Mackie (via telephone)	District Counsel
Ryan Dugan (via telephone)	Kutak Rock LLP
Cody You	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

72 Mr. Zook nominated the following slate:

73	Ryan Zook	Chair
74	John Snyder	Vice Chair
75	Brian Panico	Assistant Secretary
76	Anne Mize	Assistant Secretary
77	Cody You	Assistant Secretary

78 No other nominations were made.

79 This Resolution removes the following from the Board:

80	Brian Janek	Assistant Secretary
81	Jamie Sanchez	Assistant Secretary

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

83	Craig Wrathell	Secretary
84	Cindy Cerbone	Assistant Secretary
85	Andrew Kantarzhi	Assistant Secretary
86	Craig Wrathell	Treasurer
87	Jeffrey Pinder	Assistant Treasurer

88

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

92

93

94 **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**

100

101

102

103

104

105

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 10:30 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 10:30 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

219 There was no report.

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

221 • NEXT MEETING DATE: June 26, 2024 at 10:00 AM

222 ○ QUORUM CHECK

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

224

225 THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

226

227 There were no Board Members' comments or requests.

228

229 FOURTEENTH ORDER OF BUSINESS

Public Comments

230

231 No members of the public spoke.

232

233 FIFTEENTH ORDER OF BUSINESS

Adjournment

234

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

237

238

239

240

241

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

242
243
244
245
246

Secretary/Assistant Secretary

Chair/Vice Chair

WESTWOOD OF PASCO
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS



Brian E. Corley
Supervisor of Elections
PO Box 300
Dade City FL 33526-0300

1-800-851-8754
www.PascoVotes.gov

April 22, 2024

Ms. Daphne Gillyard
Wrathell, Hunt and Associates, LLC
2300 Glades Rd, Suite 410W
Boca Raton FL 33431

Dear Ms. Gillyard:

Pursuant to your request, the following voter registration statistics are provided for their respective community development districts as of April 15, 2024.

• Avalon Park West Community Development District	544
• Heritage Pines West Community Development District	1,969
• Parkview at Long Lake Ranch Community Development District	337
• PTC Community Development District	3
• Riverwood Estates Community Development District	2
• Silverado Community Development District	803
• Summerstone Community Development District	529
• Towns at Woodsdale Community Development District	0
• TSR Community Development District	4,862
• Vida's Way Community Development District	0
• Westwood of Pasco Community Development District	4
• Whispering Pines Community Development District	104
• Woodcreek Community Development District	6

As always, please call me if you have any questions or need additional information.

Sincerely,

Tiffannie A. Alligood
Chief Administrative Officer

WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 25, 2023 CANCELED	Regular Meeting	1:00 PM
November 15, 2023*	Regular Meeting	1:00 PM
December 27, 2023 CANCELED	Regular Meeting	1:00 PM
January 24, 2024 CANCELED	Regular Meeting	1:00 PM
February 28, 2024 CANCELED	Regular Meeting	1:00 PM
March 27, 2024 CANCELED	Regular Meeting	1:00 PM
April 24, 2024 CANCELED	Regular Meeting	1:00 PM
May 22, 2024	Regular Meeting	10:00 AM
June 26, 2024 CANCELED	Regular Meeting	10:00 AM
July 24, 2024 CANCELED	Regular Meeting	10:00 AM
August 28, 2024	Regular Meeting	10:00 AM
September 25, 2024	Regular Meeting	10:00 AM

*Exception

The November meeting is one week earlier to accommodate the Thanksgiving holiday