

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

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

Present were:

Ryan Zook
John Snyder
Anne Mize

Chair
Vice Chair
Assistant Secretary

Also present:

Andrew Kantarzhi
Tucker Mackie (via telephone)
Jeremy Couch
Michelle Guerriere
Ethen Broadwater

District Manager
District Counsel
District Engineer
DR Horton
DR Horton

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 10:30 a.m. Supervisors Zook, Snyder and Mize were present. Supervisors Panico and You were absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Brian Panico
[Seat 3]**

Mr. Kantarzhi presented Mr. Brian Panico's resignation from Seat 3.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the resignation of Mr. Brian Panico from Seat 3, was accepted.

▪ **Acceptance of Resignation of Cody You [Seat 5]**

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

Mr. Kantarzhi presented Mr. Cody You's resignation from Seat 5.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the resignation of Mr. Cody You from Seat 5, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment of Ethen Broadwater to Fill Unexpired Term of Seat 3; Term Expires November 2024

Mr. Zook nominated Ethen Broadwater to fill Seat 3. No other nominations were made.

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

- **Consider Appointment of Michelle Guerrier to Fill Unexpired Term of Seat 5; Term Expires November 2024**

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

Mr. Zook nominated Michelle Guerrier to fill Seat 5. No other nominations were made.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the appointment of Ms. Michelle Guerrier 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 Ms. Michelle Guerrier and Mr. Ethen Broadwater. Ms. Guerrier and Mr. Broadwater are familiar with the following:

- 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**

**Acceptance of Resignation of Cody You
[Seat 5]**

This item was presented during the Third Order of Business.

SIXTH ORDER OF BUSINESS

**Consider Consider Appointment of
Michelle Guerrier to Fill Unexpired Term of
Seat 5; Term Expires November 2024**

- **Administration of Oath of Office**

These items were presented during the Fourth Order of Business.

- **Acceptance of Resignations of John Snyder [Seat 2] and Consideration of Appointment to Fill Unexpired Term of Seat 2 and Administration of Oath of Office to Newly Appointed Supervisor**

This item was an addition to the agenda.

Mr. Kantarzhi presented Mr. John Snyder's resignation from Seat 2.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the resignation of Mr. John Snyder from Seat 2, was accepted.

Mr. Zook nominated Ms. Angela Mathews to fill Seat 2.

No other nominations were made.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the appointment of Ms. Angela Mathews to fill Seat 2, was approved.

The Oath of Office will be administered to Ms. Angela Mathews at or before the next meeting.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-05,
Electing and Removing Officers of the
District and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2024-05. Mr. Zook nominated the following slate:

Ryan Zook

Chair

Anne Mize

Vice Chair

Michelle Guerrier

Assistant Secretary

Ethen Broadwater

Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

John Snyder

Vice Chair

Brian Panico

Assistant Secretary

Cody You

Assistant Secretary

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

Craig Wrathell

Secretary

Cindy Cerbone

Assistant Secretary

Andrew Kantarzhi

Assistant Secretary

Craig Wrathell

Treasurer

Jeff Pinder

Assistant Treasurer

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, Resolution 2024-05, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2024/2025 Budget**

A. Proof/Affidavit of Publication

This item was included for informational purposes.

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

Mr. Kantarzhi presented Resolution 2024-06. He reviewed the proposed Fiscal Year 2025 budget, highlighting 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. Broadwater, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the Public Hearing was closed.

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

NINTH ORDER OF BUSINESS

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

These items were included for informational purposes.

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

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the Public Hearing was closed.

Mr. Kantarzhi presented Resolution 2024-07 and read the title.

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

TENTH ORDER OF BUSINESS**Discussion: Amenity Facility Rules**

Ms. Mackie presented draft Amenity Facility Rules in anticipation of the CDD acquiring the Amenity Facilities in advance of the next meeting. The CDD must notice and hold a public hearing before these Rules can be officially enacted. In the interim, the Amenity Facility Rules can be implemented on an interim basis. Although the Non-resident User Fee in the agenda is \$3,000, it was reduced to \$2,000.

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, implementing Interim Amenity Facility Rules, as discussed, and authorizing Staff to schedule the Public Hearing on October 23, 2024 at 10:00 a.m., at the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558, was approved.

ELEVENTH ORDER OF BUSINESS**Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Mr. Kantarzhi presented the Memorandum explaining the requirement for the CDD to develop goals and objectives. He presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals.

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

TWELFTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of July 31, 2024**

Mr. Kantarzhi presented the Unaudited Financial Statements as of July 31, 2024.

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the Unaudited Financial Statements as of July 31, 2024, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of May 22, 2024 Regular Meeting Minutes

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the May 22, 2024 Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

B. District Engineer: Tampa Civil Design, LLC

There were no District Counsel or District Engineer reports.

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**

The next meeting will be held on September 25, 2024, unless cancelled.

FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SIXTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the meeting adjourned at 10:40 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair