

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

The Board of Supervisors of the Westwood of Pasco Community Development District held a Special Meeting on January 17, 2025 at 9:00 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:

Ryan Zook	Chair
Anne Mize	Vice Chair
Ethen Broadwater	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Ryan Dugan (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 9:11 a.m. and stated that he administered the Oath of Office to Supervisors-Elect Ms. Anne Mize and Mr. Ethen Broadwater prior to the meeting; therefore, a quorum was established for today's meeting.

Supervisors Zook, Mize and Broadwater were present. Supervisor-Appointee Angela Mathews and Supervisor-Elect Guerrier were absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Supervisors [Ethen Broadwater - Seat 3, Ann Mize - Seat 4, Michelle Guerrier - Seat 5] (the following will be provided in a separate package)

This item was addressed during the First Order of Business.

Ms. Mize and Mr. Broadwater are familiar with the following:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

- B. Membership, Obligations 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**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-04, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2025-04 and recapped the results of the Landowners' Election, as follows:

Seat 3	Ethan Broadwater	249 votes	2-year term
Seat 4	Anne Mize	250 votes	4-year term
Seat 5	Michelle Guerrier	250 votes	4-year term

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2025-04, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Administration of Oath of Office to Angela Mathews [Seat 2]

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Electing and Removing Officers of the District and Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2025-01. Mr. Zook nominated the following:

Ryan Zook	Chair
Anne Mize	Vice Chair
Angela Mathews	Assistant Secretary
Ethen Broadwater	Assistant Secretary

Michelle Guerrier

Assistant Secretary

No other nominations were made.

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

Craig Wrathell

Secretary

Cindy Cerbone

Assistant Secretary

Andrew Kantarzhi

Assistant Secretary

Craig Wrathell

Treasurer

Jeff Pinder

Assistant Treasurer

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2025-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS**Consider Termination of Field Operations
Manager Services with Access
Management**

Mr. Kantarzhi presented the draft termination letter to Access Management. It was noted that the letter will be updated to reflect the termination date of February 28, 2025.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the termination of Field Operations Manager Services with Access Management, and the Notice of Termination letter, as amended to reflect a termination date of February 28, 2025, was approved.

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

Mr. Kantarzhi distributed the draft Field Operations Agreement between the CDD and Home Encounter HECM, LLC, prepared by District Counsel.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Field Operations Agreement between the CDD and Home Encounter HECM, LLC, was approved.

WESTWOOD OF PASCO CDD
NINTH ORDER OF BUSINESS

January 17, 2025

**Presentation of Audited Financial Report
for the Fiscal Year Ended September 30,
2023, Prepared by Berger, Toombs, Elam,
Gaines & Frank**

Mr. Kantarzhi presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

**A. Consideration of Resolution 2025-05, Hereby Accepting the Audited Annual Financial
Report for the Fiscal Year Ended September 30, 2023**

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor,
Resolution 2025-05, Hereby Accepting the Audited Annual Financial Report for
the Fiscal Year Ended September 30, 2023, was adopted.**

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-03,
Designating the Location of the Local
District Records Office and Providing an
Effective Date**

This item was deferred.

ELEVENTH ORDER OF BUSINESS

**Ratification of Suncoast Pool Service
Agreement for Pool Cleaning Services**

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the
Suncoast Pool Service Agreement for Pool Cleaning Services, was ratified.**

TWELFTH ORDER OF BUSINESS

Discussion: Towing Agreement

Mr. Kantarzhi stated the Towing Agreement will be addressed in between meetings and will be presented for consideration at a future meeting.

THIRTEENTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of November 30, 2024**

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the
Unaudited Financial Statements as of November 30, 2024, were accepted.**

FOURTEENTH ORDER OF BUSINESS**Approval of Minutes**

- A. **October 23, 2024 Public Hearings and Regular Meeting**
- B. **November 5, 2024 Landowners' Meeting**

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the October 23, 2024 Public Hearings and Regular Meeting Minutes and the November 5, 2024 Landowners' Meeting Minutes, both as presented, were approved.

FIFTEENTH 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**

- **UPCOMING MEETINGS**
 - **January 22, 2025 at 9:00 AM**
 - **February 26, 2025 at 9:00 AM**
 - **QUORUM CHECK**

The January 22, 2025 meeting will be canceled. It was noted that the next meeting will likely be held in April or May 2025.

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

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

EIGHTEENTH ORDER OF BUSINESS**Adjournment**

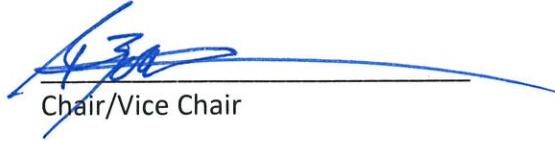
On MOTION by Ms. Mize and seconded by Mr. Broadwater, with all in favor, the meeting adjourned at 9:15 a.m.

WESTWOOD OF PASCO CDD

January 17, 2025



Secretary/Assistant Secretary



Chair/Vice Chair