

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

The Board of Supervisors of the Westwood of Pasco Community Development District held a Public Hearing and Regular Meeting on August 27, 2025 at 9:00 a.m., or as soon thereafter as the matter may be heard, at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

**Present:**

Ryan Zook  
Ethen Broadwater  
Michelle Guerrier

Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Andrew Kantarzhi  
Ryan Dugan (via telephone)  
Jeremy Couch

District Manager  
District Counsel  
District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 9:14 a.m.

Supervisors Zook, Broadwater and Guerrier were present. Supervisors Mize and Supervisor-Elect Angela Mathews 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 Supervisor, Angela Mathews [Seat 2] (the following will be provided under separate cover)**

**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**

This item was deferred.

**FOURTH ORDER OF BUSINESS**

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

This item was deferred.

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

- A. **Proof/Affidavit of Publication**
- B. **Consideration of Resolution 2025-10, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Kantarzhi presented Resolution 2025-10 and stated the proposed Fiscal Year 2026 budget is unchanged from when it was last presented to the Board on June 13, 2025.

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

**On MOTION by Mr. Zook and seconded by Ms. Guerrier, with all in favor, Resolution 2025-10, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-11, Providing for Funding for the FY 2026 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**

Mr. Kantarzhi presented Resolution 2025-11 and read the title.

**On MOTION by Mr. Zook and seconded by Ms. Guerrier, with all in favor, Resolution 2025-11, Providing for Funding for the FY 2026 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.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Mr. Kantarzhi presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.

**On MOTION by Mr. Zook and seconded by Ms. Guerrier, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.**

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

Mr. Kantarzhi noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

**On MOTION by Mr. Zook and seconded by Ms. Guerrier, with all in favor, authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of July 31, 2025**

**On MOTION by Mr. Zook and seconded by Ms. Guerrier, with all in favor, the Unaudited Financial Statements as of July 31, 2025, were accepted.**

**NINTH ORDER OF BUSINESS**

**Approval of June 13, 2025 Regular Meeting Minutes**

**On MOTION by Mr. Zook and seconded by Ms. Guerrier, with all in favor, the June 13, 2025 Regular Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS**

**Staff Reports**

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

Mr. Dugan stated an agreement for additional budget funding for unforeseen expenditures is needed. Staff will draft a conditional funding obligation agreement with the Developer using the same format from the previous fiscal year. He asked for a motion to approve the funding agreement today and stated he will work with the Chair between meetings to have it executed.

**On MOTION by Mr. Zook and seconded by Ms. Guerrier, with all in favor, authorizing District Counsel to draft a conditional obligation funding agreement, similar to the previous fiscal year, and work with the Chair in between meetings to have it executed, was approved.**

Regarding the status of the CDD's maintenance agreements, Mr. Kantarzhi stated the pool cleaning services contract is with Glisten, the janitorial contract is with Imperium, the pond maintenance is with A&B, and the towing contract is with 813. The service agreements that have not been approved at a meeting will be brought back for ratification. Mr. Dugan asked for a motion to approve the agreements.

**On MOTION by Mr. Zook and seconded by Ms. Guerrier, with all in favor, the pool cleaning agreement, janitorial services agreement, pond maintenance agreement, and the towing agreement, as listed by Mr. Kantarzhi, subject to**

review and finalization of the insurance requirements, as applicable, by District Staff and the Chair, were approved.

**B. District Engineer: Tampa Civil Design, LLC**

**C. Field Operations Manager: Folio Association Management**

There were no District Engineer or Field Operations Manager reports.

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

- **76 Registered Voters in District as of April 15, 2025**
- **Property Insurance on Vertical Assets**
- **Form 1 Submission and Ethics Training**
- **NEXT MEETING DATE: September 24, 2025 at 9:00 AM**
  - **QUORUM CHECK**

**ELEVENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TWELFTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Zook and seconded by Ms. Guerrier, with all in favor, the meeting adjourned at 9:22 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair