

**MINUTES OF MEETING  
TOWNS AT WOODSDALE COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Towns at Woodsdale Community Development District held a Regular Meeting and Audit Committee Meeting on November 15, 2023 at 10:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544.

**Present at the meeting were:**

Ryan Zook  
Gene Wrightenberry  
Rob Boos

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Andrew Kantarzhi  
Cindy Cerbone (via telephone)  
Tucker Mackie (via telephone)  
Ryan Dugan (via telephone)  
Boyan Pargov (via telephone)  
Alex Gormley

District Manager  
Wrathell, Hunt and Associates, LLC (WHA)  
District Counsel  
Kutak Rock LLP  
District Engineer  
Access Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 10:02 a.m.

Supervisors Zook, Boos and Wrightenberry were present. Supervisors Neel and Gelbert were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Consideration of Disclosure Technology  
Services, LLC EMMA® Filing Assistance  
Software as a Service License Agreement**

- **Invoice 1007**

Mr. Kantarzhi presented the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement and Invoice #1007, in the amount of \$1,500, for a one-year subscription for all bond issues.

Mr. Dugan stated the Agreement helps the CDD meet its continuing disclosure obligations while the bonds are outstanding.

Ms. Cerbone stated the Agreement is supplemental to the Dissemination Agent Agreement and asked for approval contingent upon speaking to Mr. Wrathell and vetting the Agreement. Staff's findings will be emailed to the Board.

**On MOTION by Mr. Wrihtenberry and seconded by Mr. Boos, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement and Invoice #1007, in the amount of \$1,500, contingent upon District Management confirming that the CDD is not already supplying some or all the obligatory services, were approved.**

**FOURTH ORDER OF BUSINESS****Recess Regular Meeting/Commencement  
of Audit Selection Committee Meeting**

**On MOTION by Mr. Boos and seconded by Mr. Wrihtenberry, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting convened.**

**FIFTH ORDER OF BUSINESS****Review of Response to Request for  
Proposals (RFP) for Annual Audit Services**

- A. Affidavit of Publication**
- B. RFP Package**
- C. Respondents**
  - I. Berger, Tombs, Elam, Gaines & Frank**
  - II. Carr, Riggs & Ingram, LLC**
- D. Auditor Evaluation Matrix/Ranking**

Mr. Kantarzhi deemed both respondents well qualified and noted the Berger, Tombs, Elam, Gaines & Frank (BTEGF) fee is \$3,695 including bonds issuance and the Carr, Riggs & Ingram, LLC (CRI) fee is \$6,000 plus \$5,000 per bond issuance for a total of \$11,000. He recommended scoring full points to each respondent in each category except scoring CRI 15 points in the price category, rather than 20.

Mr. Zook asked if the respondents completed an audit for any of the CDDs on which he serves as a Board Member. Ms. Cerbone stated she will find out.

Ms. Cerbone stated, having worked with both firms, she deems both competent.

Mr. Kantarzhi presented the overall scores and ranking, as follows:

#1	Berger, Tombs, Elam, Gaines & Frank	100 points
#2	Carr, Riggs & Ingram, LLC	95 points

**On MOTION by Mr. Wrightenberry and seconded by Mr. Boos, with all in favor, accepting Mr. Kantarzhi's overall scores and ranking as the Audit Committee's scores and ranking, was approved.**

#### SIXTH ORDER OF BUSINESS

#### Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

**On MOTION by Mr. Boos and seconded by Mr. Wrightenberry, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting, reconvened.**

#### SEVENTH ORDER OF BUSINESS

#### Consider Recommendation of Audit Selection Committee

- Award of Contract

**On MOTION by Mr. Wrightenberry and seconded by Mr. Zook, with all in favor, the Audit Selection Committee scores, ranking and recommendation, were accepted and awarding the Annual Audit Services contract to Berger, Tombs, Elam, Gaines & Frank, the #1 ranked respondent to the RFP for Annual Audit Services, was approved.**

**EIGHTH ORDER OF BUSINESS****Approval of October 25, 2023 Regular Meeting Minutes**

The following changes were made:

Line 19: Change “Bryan” to “Boyan” and “District Counsel” to “District Engineer”

**On MOTION by Mr. Wrightenberry and seconded by Mr. Zook, with all in favor, the October 25, 2023 Regular Meeting Minutes, as amended, were approved.**

**NINTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kutak Rock LLP****B. District Engineer: Heidt Design, LLC**

There were no reports from District Counsel or the District Engineer.

**C. Field Operations Manager: Access Management**

Mr. Kantarzhi introduced Ms. Alex Gormley, of Access Management. A Board Member discussed working with Ms. Gormley in other CDDs and HOAs. Ms. Gormley stated she will perform weekly inspections and email monthly reports.

Regarding the status of the Amenity Center, Mr. Zook stated that he anticipates completion by May 2024, as the permits were just received and the contract is being vetted. The entry sign and the mail kiosks will be completed in December.

Mr. Kantarzhi asked about transferring HOA Maintenance Agreements over to the CDD. Mr. Zook stated there are none at this time.

Discussion ensued regarding the CDD being Developer-funded so there is no issue with the Developer maintaining the ponds transferred to the CDD, having discussions with Mr. Gelbert about transferring all Maintenance Agreements at the same time the Amenity Center is conveyed to the CDD in May 2024, submitting funding requests 30-days prior to the actual transfer, ensuring cleanliness of the sales office and maintaining the pond banks.

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

- **NEXT MEETING DATE: January 24, 2024 at 10:00 AM**

○ **QUORUM CHECK**

The next meeting will be January 24, 2024, unless cancelled.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

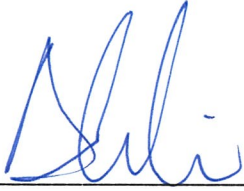
No members of the public spoke.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

<p><b>On MOTION by Mr. Boos and seconded by Mr. WRIGHTENBERRY, with all in favor, the meeting adjourned at 10:21 a.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair