

**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 on May 22, 2024 at 10:00 a.m., at the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

Present at the meeting were:

Ryan Zook	Chair
Gene Wrightenberry	Vice Chair
Bret Gelbert	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Tucker Mackie (via telephone)	District Counsel
Ryan Dugan (via telephone)	Kutak Rock LLP
Boyan Pargov (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 10:24 a.m.

Supervisors Zook, Wrightenberry and Gelbert were present. Supervisors Boos and Neel were absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2024-03, 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

Mr. Kantarzhi presented Resolution 2024-03. 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. Gelbert and seconded by Mr. Wrightenberry, with all in favor, Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 28, 2024 at 10:00 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.

▪ **Consideration of Fiscal Year 2024 Budget Funding Agreement**

This item was an addition to the agenda.

Mr. Dugan stated Mr. Kantarzhi previously distributed the Joint Budget Funding Agreement for Fiscal Year 2024 and, before today's meeting, District Counsel circulated it to DR Horton; the other party in the Agreement. This Agreement relates to the current fiscal year funding obligations. It is understood that there is agreement on transferring the funding obligation from Boos to DR Horton and this essentially would carry out that agreement. Beginning in April, any invoices or expenses attributed to April 1st and forward would be the responsibility of DR Horton. This is a standard budget funding agreement but, due to the change in circumstances, it is being presented to the Board for consideration.

Mr. Dugan suggested a quick procedural motion to amend the agenda to include this item, followed by a motion to approve the Budget Funding Agreement.

On MOTION by Mr. Gelbert and seconded by Mr. Zook, with all in favor, amending the agenda to include consideration of the Fiscal Year 2024 Funding Agreement, was approved.

On MOTION by Mr. Wrightenberry and seconded by Mr. Zook, with all in favor, the Joint Budget Funding Agreement for Fiscal Year 2024, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, 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 2024-04. The following change was made to the Fiscal Year 2025 Meeting Schedule;

DATES: Delete "November 2024" and "December 2024" Regular Meetings

On MOTION by Mr. Gelbert and seconded by Mr. Wrightenberry, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, 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 2024-05 and read the title.

On MOTION by Mr. Wrightenberry and seconded by Mr. Boos, with all in favor, Resolution 2024-05, Designating a Date, Time and Location of November 5, 2024 at 10:00 a.m., at Tampa Civil Design, LLC 17937 Hunting Bow Circle, Lutz Florida, 33558 for a Landowners' Meeting and Election, Providing for Publication, Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Update: Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

Mr. Kantarzhi presented the Kutak Rock Memorandum regarding the Required Ethics Training and Disclosure Filing. He will follow up with every Supervisor to make sure they registered with the Commission on Ethics (COE) so they can file Form 1 electronically and to ensure that everyone is working on completing the ethics training requirement.

SEVENTH ORDER OF BUSINESS**Consideration of Streetlight Agreement**

Mr. Dugan reported the following:

- Referencing a draft of a streetlighting agreement, Mr. Dugan stated the current situation is that the Developer proposes to enter into an agreement with the Withlacoochee River Electric Cooperative (WREC) to provide streetlighting to the community.
- Staff has been communicating with the parties and trying to get the service agreement and account transferred to the CDD but this particular operation requires a new agreement and a new account setup.
- Staff reviewed WREC's standard agreement with the CDD and is presenting it to the Board for consideration and approval, with the understanding that there is still a process to go through to submit a service request with the WREC and for a five-year deposit amount.
- Staff has been conferring with the Developer trying to decide the funding obligation for the deposit. The conversations are ongoing.
- Today, the Developer is asking the Board to enter into this agreement, with a direction to Staff to carry out the necessary steps to facilitate the funding of the deposit and submit the application for service to the WREC.

Mr. Zook stated Staff needs to make sure the refunded deposit gets back to the correct entity that is paying for it, which is Boos Woodsdale LLC. Ms. Mackie stated Staff will prepare the agreement and include it on the next agenda.

On MOTION by Mr. Wrightenberry and seconded by Mr. Gelbert, with all in favor, entering into a Streetlighting Agreement with the Withlacoochee River Electric Cooperative, directing Staff to carry out the necessary steps to put the utilities in the CDD's name, and authorizing preparation of an Agreement, was approved.

- **Consideration of Resolution 2024-___, Delegating Authority of Chair to Execute Contracts**

This was an addition to the agenda

Mr. Kantarzhi presented the unnumbered Resolution and read the title; the number will be determined. He stated the threshold is 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. Gelbert and seconded by Mr. Zook, 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.

EIGHTH ORDER OF BUSINESS

Ratification Items

Mr. Kantarzhi presented the following:

- A. Cebra Landscape, LLC Landscape and Irrigation Maintenance Agreement**

On MOTION by Mr. Zook and seconded by Mr. Wrightenberry, 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. Wrightenberry, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, was ratified.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2024

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

In response to a question, Mr. Kantarzhi stated these financials are as of March 31, 2024. More current financials will be presented at the August meeting; most likely as of June 30, 2024.

Mr. Zook suggested adding a line item in the next financials that reads “Due to Boos Woodsdale LLC” with the amount owed. The way the Streetlighting Agreement is drafted is how he would like it reflected on the Balance Sheet.

On MOTION by Mr. Gelbert and seconded by Mr. Wrightenberry, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

TENTH ORDER OF BUSINESS

Approval of November 15, 2023 Regular Meeting and Audit Committee Meeting Minutes

On MOTION by Mr. Zook and seconded by Mr. Gelbert, with all in favor, the November 15, 2023 Regular Meeting and Audit Committee Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Dugan stated coordination with the Developer on the construction status of the Amenity Center Acquisition is underway and a June or July completion date is anticipated. Once a pay application is received deeming the project substantially complete, the District Engineer will be asked to certify the completion.

B. District Engineer: Heidt Design, LLC

Mr. Pargov stated he will coordinate with District Counsel regarding certifying the Amenity Center for acquisition.

C. Field Operations Manager: Access Management

There was no report.

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

- **NEXT MEETING DATE: June 26, 2024 at 10:00 AM**
 - **QUORUM CHECK**

The next meeting will likely be held on August 28, 2024.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Gelbert and seconded by Mr. Wrightenberry, with all in favor, the meeting adjourned at 10:45 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair