

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

The Board of Supervisors of the Towns at Woodsdale 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 the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

**Present were:**

Ryan Zook  
Gene Wrightenberry  
Brett Gelbert

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Andrew Kantarzhi  
Tucker Mackie (via telephone)  
Boyan Pargov (via telephone)  
Michelle Guerriere  
Ethen Broadwater  
Anne Mize

District Manager  
District Counsel  
District Engineer  
DR Horton  
DR Horton  
DR Horton

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 10:06 a.m.

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

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Rob Boos  
[Seat 2]**

Mr. Kantarzhi presented Mr. Rob Boos' resignation from Seat 2.

**On MOTION by Mr. Zook and seconded by Mr. Wrightenberry, with all in favor, the resignation of Mr. Rob Boos from Seat 2, was accepted.**

▪ **Acceptance of Resignation of Curt Neel [Seat 4]**

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

Mr. Kantarzi presented Mr. Curt Neel's resignation from Seat 4.

**On MOTION by Mr. Zook and seconded by Mr. Gelbert, with all in favor, the resignation of Mr. Curt Neel from Seat 4, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Michelle Guerrier to Fill Unexpired Term of Seat 2; Term Expires November 2024**

Mr. Zook nominated Ms. Michelle Guerrier to fill Seat 2.

No other nominations were made.

**On MOTION by Mr. Zook and seconded by Mr. Wrightenberry, with all in favor, the appointment of Ms. Michelle Guerrier to fill Seat 2, was approved.**

▪ **Consider Appointment of Ethen Broadwater to Fill Unexpired Term of Seat 4; Term Expires November 2024**

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

Mr. Zook nominated Mr. Ethen Broadwater to fill Seat 4.

No other nominations were made.

**On MOTION by Mr. Zook and seconded by Mr. Wrightenberry, with all in favor, the appointment of Mr. Ethen Broadwater to fill Seat 4, 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**

**FIFTH ORDER OF BUSINESS****Acceptance of Resignation of Curt Neel  
[Seat 4]**

This item was presented during the Third Order of Business.

**SIXTH ORDER OF BUSINESS****Consider Appointment of Ethen  
Broadwater to Fill Unexpired Term of Seat  
4; Term Expires November 2024**

- **Administration of Oath of Office**

These items were presented during the Fourth Order of Business.

**SEVENTH ORDER OF BUSINESS****Discussion: Board Transition**

- **Acceptance of Resignations of Gene Wrightenberry [Seat 3] and Brett Gelbert [Seat 1] and Consideration of Appointments to Fill Unexpired Terms of Seats 3 and 1 and Administration of Oath of Office to Newly Appointed Supervisors**

**This item was an addition to the agenda.**

Mr. Kantarzhi presented Mr. Gene Wrightenberry's resignation from Seat 3.

**On MOTION by Mr. Gelbert and seconded by Mr. Zook, with all in favor, the resignation of Mr. Gene Wrightenberry from Seat 3, was accepted.**

Mr. Kantarzhi presented Mr. Brett Gelbert's resignation from Seat 1.

**On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the resignation of Mr. Brett Gelbert from Seat 1, was accepted.**

Mr. Zook nominated Ms. Anne Mize to fill Seat 3.

No other nominations were made.

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

Mr. Zook nominated Ms. Angela Mathews to fill Seat 1.

No other nominations were made.

**On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the appointment of Ms. Angela Mathews to fill Seat 1, was approved.**

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Anne Mize. The Oath of Office will be administered to Ms. Angela Mathews at or before the next meeting.

**Mr. Wrightenberry and Mr. Gelbert left the meeting.**

#### **EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-06,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2024-06. Mr. Zook nominated the following slate:

Ryan Zook

Chair

Anne Mize	Vice Chair
Michelle Guerrier	Assistant Secretary
Ethen Broadwater	Assistant Secretary
Andrew Kantarzhi	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Rob Boos	Assistant Secretary
Curt Neel	Assistant Secretary
Jamie Sanchez	Assistant Secretary
Brett Gelbert	Assistant Secretary
Gene WRIGHTENBERRY	Vice Chair

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

Craig Wrathell	Secretary
Cindy Cerbone	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, Resolution 2024-06, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

## **NINTH 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 2024-07, 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 2024-07. 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. All assessments will be on roll and assessments will increase slightly.

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

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2024-07, 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.**

#### **TENTH 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 2024-08, 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 2024-08 and read the title.

**On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, Resolution 2024-08, 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.**

## **ELEVENTH 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. Acquisition documents were circulated and execution is underway. Binding the insurance coverage is underway. 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, she believes it was reduced to \$2,000.

Mr. Zook stated that the Non-resident User Fee was reduced to \$2,000. He noted that the version of the Rules in the agenda is not the most recent.

Ms. Mackie stated that changes can be made and the more finalized version can be presented at the public hearing. The Rate Schedule needs to be published.

**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.**

**TWELFTH 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 Ms. Mize, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.**

**THIRTEENTH ORDER OF BUSINESS****Consideration of Resolution 2024-09, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2024-09. This is necessary because bonds were issued in Fiscal Year 2024.

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2024-09, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date, was adopted.**

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



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

**FIFTEENTH ORDER OF BUSINESS**

**Approval of May 22, 2024 Regular Meeting Minutes**

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

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kutak Rock LLP
- B. District Engineer: Heidt Design, LLC
- C. Field Operations Manager: Access Management

There were no District Counsel, District Engineer or Field Operations Manager reports.

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

- NEXT MEETING DATE: September 25, 2024 at 10:00 AM
  - QUORUM CHECK

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

**SEVENTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**EIGHTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**NINETEENTH ORDER OF BUSINESS**

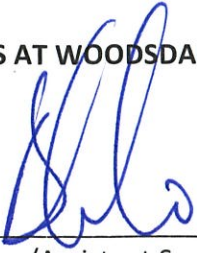
**Adjournment**

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the meeting adjourned at 10:28 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

TOWNS AT WOODSDALE CDD

August 28, 2024



Secretary/Assistant Secretary



Chair/Vice Chair