

TOWNS AT WOODSDALE

**COMMUNITY DEVELOPMENT
DISTRICT**

January 17, 2025

**BOARD OF SUPERVISORS
SPECIAL MEETING
AGENDA**

**TOWNS AT
WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

Towns at Woodsdale Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W•Boca Raton, Florida 33431

Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

January 10, 2025

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors

Towns at Woodsdale Community Development District

Dear Board Members:

The Board of Supervisors of the Towns at Woodsdale Community Development District will hold a Special Meeting on January 17, 2025 at 9:00 a.m., or as soon thereafter as the matter may be heard, at the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558. The agenda is as follows:

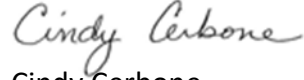
1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Elected Supervisors [Angela Mathews - Seat 1, Michelle Guerrier - Seat 2, Ethen Broadwater - Seat 4] *(the following will be provided in a separate package)*
 - A. Required Ethics Training and Disclosure Filing
 - Sample 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
4. Consideration of Resolution 2025-03, 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
5. Consideration of Resolution 2025-01, Electing and Removing Officers of the District and Providing for an Effective Date
6. Consider Termination of Field Operations Manager Services with Access Management
7. Consideration of Field Operations Agreement

8. Ratification of Spilt Milk Cleaning Services LLC Addendum to Proposal for Trash Maintenance Services
9. Discussion: Towing Agreement
10. Discussion: Water Meter
11. Acceptance of Unaudited Financial Statements as of November 30, 2024
12. Approval of Minutes
 - A. October 23, 2024 Public Hearings and Regular Meeting
 - B. November 5, 2024 Landowners' Meeting
13. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: *Heidt Design, LLC*
 - C. Field Operations Manager:
 - D. 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

SEAT 1	ANEGLA MATHEWS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	MICHELLE GUERRIER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	ANNE MIZE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	ETHEN BROADWATER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	RYAN ZOOK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
14. Board Members' Comments/Requests
15. Public Comments
16. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294 or Andrew Kantarzhi at (415) 516-2161.

Sincerely,



Cindy Cerbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 867 327 4756

**TOWNS AT
WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT**

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RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNS AT WOODSDALE COMMUNITY DEVELOPMENT DISTRICT 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.

WHEREAS, the Towns at Woodsdale Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

WHEREAS, pursuant to Section 190.006(2), *Florida Statutes*, a landowners meeting is required to be held within 90 days of the District's creation and every two (2) years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held at which the below recited persons were duly elected by virtue of the votes cast in their favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvass the votes and declare and certify the results of said election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TOWNS AT WOODSDALE COMMUNITY DEVELOPMENT DISTRICT:

1. **ELECTION RESULTS.** The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown:

BOARD OF SUPERVISORS	SEAT	VOTES
Angela Mathews	Seat 1	229 Votes
Michelle Guerrier	Seat 2	230 Votes
Ethen Broadwater	Seat 4	230 Votes

2. **TERMS.** In accordance with Section 190.006(2), *Florida Statutes*, and by virtue of the number of votes cast for the Supervisors, the above-named persons are declared to have been elected for the following term of office:

BOARD OF SUPERVISORS	SEAT	TERM OF OFFICE
Angela Mathews	Seat 1	2-Year Term
Michelle Guerrier	Seat 2	4-Year Term
Ethen Broadwater	Seat 4	4-Year Term

3. **EFFECTIVE DATE.** This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 17th day of January, 2025

Attest:

**TOWNS AT WOODSDALE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

TOWNS AT WOODSDALE

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNS
AT WOODSDALE COMMUNITY DEVELOPMENT DISTRICT
ELECTING AND REMOVING OFFICERS OF THE DISTRICT AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Towns at Woodsdale Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to elect and remove Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF TOWNS AT WOODSDALE COMMUNITY
DEVELOPMENT DISTRICT THAT:**

SECTION 1. The following is/are elected as Officer(s) of the District effective January 17, 2025:

_____ is elected Chair
_____ is elected Vice Chair
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of January 17, 2025:

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Andrew Kantarzi is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 17TH DAY OF JANUARY, 2025.

ATTEST:

**TOWNS AT WOODSDALE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

TOWNS AT WOODSDALE

COMMUNITY DEVELOPMENT DISTRICT

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Towns at Woodsdale Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431
Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

January 17, 2025

Via Email and First Class Mail

Access Management
1170 Celebration Blvd., Suite 202
Celebration, Florida 34747
Email: KRichards@accessdifference.com

Re: Towns at Woodsdale Community Development District (“District”)
Notice of Termination – Field Operations Agreement

To Whom It May Concern:

Pursuant to Section 4 of the *Field Operations Agreement*, dated September 1, 2023 (the “Agreement”), and in accordance with the decision made by the Board of Supervisors of the District on January 17, 2025, at its duly noticed public meeting, please accept this 30-day written notice of termination of the Agreement, without cause. Services being provided pursuant to the Agreement shall cease February 12, 2025. Please note that the District expects your company to provide services in accordance with the terms of the Agreement through February 12, 2025.

The District appreciates the services your company has provided and wishes you the best. Should you have any questions, please contact me at (561) 571-0010 or cerbonec@whhassociates.com.

Sincerely,

Cindy Cerbone
District Manager

cc: Ryan Dugan, District Counsel
Ryan Zook, Board of Supervisors

TOWNS AT WOODSDALE

COMMUNITY DEVELOPMENT DISTRICT

RATIFICATION ITEMS

ADDENDUM TO PROPOSAL BETWEEN TOWNS AT WOODSDALE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) AND SPILT MILK CLEANING SERVICES LLC (“CONTRACTOR”) FOR TRASH MAINTENANCE SERVICES

District:	Towns at Woodsdale Community Development District	Contractor:	Spilt Milk Cleaning Services LLC
Mailing Address:	2300 Glades Road, Suite 410W Boca Raton, Florida 33431	Mailing Address:	8761 N. 56 th Street #16574 Temple Terrace, Florida 33687
Phone:	(561) 571-0010	Phone:	(813) 364-4049

The following provisions govern the proposal, dated October 30, 2024, submitted by the Contractor, and attached hereto as **Exhibit A** (hereinafter referred to as the “Proposal,” and as modified by this Addendum, the “Agreement”) for trash maintenance services in common areas:

1. The Agreement shall be deemed effective as of the date of the full execution of the Agreement and this Addendum.
2. District agrees to compensate Contractor for the services identified in the Proposal at an amount of **One Thousand Three Hundred Dollars (\$1,300.00)** per month. Services shall be performed two (2) times per week commencing upon execution of this Agreement and ending September 30, 2025. This Agreement shall automatically renew for additional one-year terms unless terminated earlier pursuant to the provisions of this Agreement.
3. Contractor shall use reasonable care in performing the services and shall be responsible for any harm of any kind to persons or property resulting from Contractor’s actions or inactions. Contractor shall defend, indemnify and hold harmless the District, and the District’s officers, staff, representatives, and agents, from any and all liabilities, damages, claims, losses, costs, or harm of any kind, including, but not limited to, reasonable attorney’s fees, to the extent caused by any acts or omissions of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of the Agreement. The obligations under this paragraph shall be limited to no more than \$1,000,000.00, which amount Contractor agrees bears a reasonable commercial relationship to this Agreement. Nothing in this Section is intended to waive or alter any other remedies that the District may have as against the Contractor. Additionally, nothing in this Agreement requires Contractor to indemnify the District for the District’s percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Contractor as jointly liable parties; however, Contractor shall indemnify the District for any and all percentage of fault attributable to Contractor for claims against the District, regardless of whether the District is adjudged to be more or less than 50% at fault.
4. The Contractor or any subcontractor performing the work described in this Agreement shall maintain throughout the term of this Agreement the following insurance:
 - a. Workers’ Compensation Insurance in accordance with the laws of the State of Florida.
 - b. Commercial General Liability Insurance covering the Contractor’s legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, including Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors’ operation.
 - c. Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

The District, its staff, consultants, agents and supervisors shall be named as additional insureds and certificate holders. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be

effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

5. Contractor further agrees that nothing in the Agreement between the parties shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute.
6. The Agreement may be terminated immediately by the District for cause, or for any or no reason upon thirty (30) days written notice by either party. Contractor shall not be entitled to lost profits or any other damages of any kind resulting from any such termination by the District, provided however that Contractor shall be entitled to payment for any work provided through the effective date of termination, subject to any offsets.
7. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Andrew Kantarzhi** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (561) 571-0010, KANTARZHIA@WHHASSOCIATES.COM, AND 2300 GLADES ROAD, SUITE 410W, BOCA RATON, FLORIDA 33431.

8. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.09(1), *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.
9. The Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector

general in any investigation, audit, inspection, review, or hearing pursuant to such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.

10. Contractor acknowledges that, notwithstanding any other law or regulation that applies to this Agreement, the following provisions of Florida law ("Public Integrity Laws") apply to this Agreement:
- a. Section 287.133, *Florida Statutes*, titled *Public entity crime; denial or revocation of the right to transact business with public entities*;
 - b. Section 287.134, *Florida Statutes*, titled *Discrimination; denial or revocation of the right to transact business with public entities*;
 - c. Section 287.135, *Florida Statutes*, titled *Prohibition against contracting with scrutinized companies*;
 - d. Section 287.137, *Florida Statutes*, titled *Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits; and*
 - e. Section 287.138, *Florida Statutes*, titled *Contracting with entities of foreign countries of concern prohibited*.
11. Contractor acknowledges that the Public Integrity Laws prohibit entities that meet certain criteria from bidding on or entering into or renewing a contract with governmental entities, including with the District ("Prohibited Criteria"). Contractor certifies that in entering into this Contract, neither it nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, meets any of the Prohibited Criteria, and in the event such status changes, Contractor shall immediately notify the District.
12. To the extent any of the provisions of this Addendum are in conflict with the provisions of the Agreement, this Addendum controls.

SPILT MILK CLEANING SERVICES LLC

Jose Ruiz
By: Jose Ruiz
Its: J.R.
Date: 11/04/24

**TOWNS AT WOODSDALE COMMUNITY
DEVELOPMENT DISTRICT**

Ryan Zook
By: Ryan Zook
Its: _____
Date: _____

EXHIBIT A PROPOSAL

Spilt Milk Cleaning Services LLC

October 30, 2024

8761 N. 56th Street. #16574

Temple Terrace, FL 33687

SpiltMilkClean@gmail.com

(813)364-4049

Towns at Woodsdale CDD

2300 Glades Road #410W

Boca Raton, FL 33431

Community Address: 31322 Ancient Sage Rd. Wesley Chapel, FL 33545

Hello, Towns at Woodsdale CDD

We appreciate the opportunity to present this proposal for services for (3) three dog stations/waste bins and cleaning of the pool cabana area in the Towns at Woodsdale Community. As a reputable and experienced cleaning company, we understand the importance of maintaining a clean and hygienic environment for the residents to enjoy.

SCOPE OF SERVICES:

Our proposed scope of services includes the following:

a. Regular cleaning and maintenance:

Cleaning the interior and exterior areas of the pool cabana

- Sweeping and mopping the interior floors
- Dusting and wiping down all surfaces
- Cleaning and sanitizing restrooms, including toilets, sinks, and mirrors
- Emptying and wiping down trash receptacles
- Wiping down poolside furniture and ensuring they are in proper order
- Interior window cleaning, as needed

b. Trash Collection and Disposal:

- Collecting and properly disposing of all trash and waste in designated receptacles
- Ensuring the proper recycling procedures are followed, if required

c. Restocking Supplies:

- Regular checking and restocking of essential supplies, such as toilet paper, hand soap, paper towels, trash bags and pet waste bags. All additional supplies will be charged back to the client. Any essential supplies used in excess will be charged back to the client.

d. Specialized Cleaning Services (Optional):

- Periodic deep cleaning
- Exterior window cleaning
- Pressure washing of exterior floors.
- Additional services upon request, subject to separate agreement.

TERMS AND CONDITIONS:

1. Frequency and Duration:

- Our proposed cleaning services will be performed 2x per week.
- Duration: This contract will be valid for an initial term of 1 year and will be automatically renewed upon the anniversary date of the contract.

2. Pricing and Invoicing:

- Our proposed pricing for the above-mentioned cleaning services is \$1300 per month. Client will provide tax exemptions certificate.
- Invoices will be generated on the 1st of each month and shall be payable within 15 days of the invoice date.
- An annual price increase will not exceed more than 5%.

3. Insurance and Liability:

- We carry comprehensive liability insurance to protect both parties against any claims arising from our cleaning services.

- The Client shall hold us harmless against any claims or damages arising from our cleaning services, except for any negligence on our part.

4. Communication and Feedback:

- We are committed to maintaining open lines of communication with the Client to ensure any concerns or issues are promptly addressed.

- The Client shall provide us with any relevant updates regarding access, scheduling, or special events that may affect our cleaning services.

5. Termination:

- Either party may terminate this contract with 30 days' written notice.

- Termination without cause shall not result in any penalties or fees, provided that all outstanding invoices are paid in full.

We sincerely believe that our cleaning services will meet and exceed your expectations, ensuring a clean and enjoyable environment for the residents of the Towns at Woodsdale Community. If you require any further information or would like to discuss any specific requirements, please do not hesitate to contact us.

We look forward to the opportunity of working with you and providing our professional cleaning services to Towns at Woodsdale. Thank you for considering our proposal, and we are confident that our expertise and commitment to excellence will make a positive impact on your community. Please sign below to accept our proposal and to proceed with services on an agreed upon date.

Have A Milkknificent Day,
Jose Ruiz President
Spilt Milk Cleaning Services LLC.

Signature

Print Name

Title

Date

**TOWNS AT
WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**TOWNS AT WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2024**

**TOWNS AT WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2024**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 5,122	\$ -	\$ -	\$ 5,122
Investments				
Revenue	-	12,743	-	12,743
Reserve	-	116,647	-	116,647
Prepayment	-	5,337	-	5,337
Construction	-	-	621	621
Electric deposit	102,752	-	-	102,752
Utilities deposit	1,787	-	-	1,787
Due from Landowner - Boos	7	-	182	189
Due from Landowner - D R Horton	24,057	-	-	24,057
Due from general fund	-	-	3,719	3,719
Total assets	<u>\$ 133,725</u>	<u>\$ 134,727</u>	<u>\$ 4,522</u>	<u>\$ 272,974</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 59,390	\$ -	\$ 3,901	\$ 63,291
Due to Landowner	4,291	6,975	9,538	20,804
Due to capital projects fund	3,719	-	-	3,719
Landowner advance	6,000	-	-	6,000
Total liabilities	<u>73,400</u>	<u>6,975</u>	<u>13,439</u>	<u>93,814</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	17,264	-	-	17,264
Total deferred inflows of resources	<u>17,264</u>	<u>-</u>	<u>-</u>	<u>17,264</u>
Fund balances:				
Restricted				
Debt service	-	127,752	-	127,752
Capital projects	-	-	(8,917)	(8,917)
Unassigned	43,061	-	-	43,061
Total fund balances	<u>43,061</u>	<u>127,752</u>	<u>(8,917)</u>	<u>161,896</u>
Total liabilities and fund balances	<u>\$ 133,725</u>	<u>\$ 134,727</u>	<u>\$ 4,522</u>	<u>\$ 272,974</u>

**TOWNS AT WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED NOVEMBER 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 88	\$ 88	\$ 468,690	0%
Total revenues	<u>88</u>	<u>88</u>	<u>468,690</u>	0%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	4,000	8,000	48,000	17%
Legal	-	-	25,000	0%
Engineering	130	130	3,000	4%
Audit	-	-	4,000	0%
Arbitrage rebate calculation	-	-	750	0%
Dissemination agent	83	167	1,000	17%
EMMA Software Services	-	1,500	1,000	150%
Trustee	-	-	5,500	0%
Telephone	17	33	200	17%
Postage	-	-	500	0%
Printing & binding	42	83	500	17%
Legal advertising	524	524	1,750	30%
Annual special district fee	-	175	175	100%
Insurance	-	5,200	6,500	80%
Contingencies/bank charges	79	158	750	21%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>4,875</u>	<u>15,970</u>	<u>99,540</u>	16%

**TOWNS AT WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED NOVEMBER 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
Field operations				
Property insurance	-	-	50,000	0%
Field operations management	2,000	4,000	24,000	17%
Electricity-street light	-	-	55,000	0%
Irrigation well maintenance	-	-	2,500	0%
Lake maintenance	-	-	10,000	0%
Monument maintenance	-	-	2,000	0%
Sign maintenance	-	-	500	0%
Fence maintenance	-	-	1,000	0%
Wetlands maintenance	-	-	5,000	0%
Contract-common area landscaping	27,045	27,045	100,000	27%
Irrigation repairs	-	-	10,000	0%
Mulch	-	-	15,000	0%
Landscape/plant replacement	-	-	10,000	0%
Tree trimming & removal	-	-	5,000	0%
Amenity landscape	-	-	5,000	0%
Clubhouse maintenance	230	3,287	1,200	274%
Janitorial	-	-	11,400	0%
Pressure washing	-	-	3,000	0%
Permits	-	-	500	0%
Pool repairs & maintenance	-	-	1,200	0%
Pool service contract	190	190	18,000	1%
General maintenance	-	-	2,000	0%
Gate maintenance contract	125	125	1,500	8%
Gate phone/internet	-	-	1,200	0%
Gate repairs	-	-	1,000	0%
Amenity water/sewer	-	-	2,500	0%
Amenity electric	-	-	6,000	0%
Miscellaneous	-	2	10,000	0%
Cloud cover-music	-	-	276	0%
Electricity	1,009	1,206	2,500	48%
Water-irrigation	-	999	2,500	40%
Total Field Operations	<u>30,599</u>	<u>36,854</u>	<u>359,776</u>	
Other fees & charges				
Property appraiser & tax collector	-	-	9,374	0%
Total other fees & charges	-	-	9,374	0%
Total expenditures	<u>35,474</u>	<u>52,824</u>	<u>468,690</u>	11%
 Excess/(deficiency) of revenues over/(under) expenditures	 (35,386)	 (52,736)	 -	
 Fund balances - beginning	 78,447	 95,797	 -	
Fund balances - ending	<u>\$ 43,061</u>	<u>\$ 43,061</u>	<u>\$ -</u>	

**TOWNS AT WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2023
FOR THE PERIOD ENDED NOVEMBER 30, 2024**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment - on roll	-	-	\$ 450,384	0%
Interest	1,463	2,956	-	N/A
Total revenues	<u>1,463</u>	<u>2,956</u>	<u>450,384</u>	1%
EXPENDITURES				
Interest	181,381	181,381	360,881	50%
Principal	70,000	70,000	70,000	100%
Total debt service	<u>251,381</u>	<u>251,381</u>	<u>430,881</u>	58%
Other fees & charges				
Tax collector	-	-	9,383	0%
Total other fees and charges	-	-	9,383	0%
Total expenditures	<u>251,381</u>	<u>251,381</u>	<u>440,264</u>	57%
Excess/(deficiency) of revenues over/(under) expenditures	(249,918)	(248,425)	10,120	
Fund balances - beginning	377,670	376,177	367,339	
Fund balances - ending	<u>\$ 127,752</u>	<u>\$ 127,752</u>	<u>\$ 377,459</u>	

**TOWNS AT WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2023
FOR THE PERIOD ENDED NOVEMBER 30, 2024**

	Current Month	Year To Date
REVENUES		
Interest	\$ 2	\$ 5
Total revenues	<u>2</u>	<u>5</u>
EXPENDITURES		
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	2	5
Fund balances - beginning	(8,919)	(8,922)
Fund balances - ending	<u>\$ (8,917)</u>	<u>\$ (8,917)</u>

**TOWNS AT
WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES
A**

DRAFT

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

The Board of Supervisors of the Towns at Woodsdale Community Development District held a Public Hearing and Regular Meeting on October 23, 2024 at 10:00 a.m., or as soon thereafter as the matter may be heard, at the offices of Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

Present were:

Ryan Zook	Chair
Ethen Broadwater	Assistant Secretary
Michelle Guerrier	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Ryan Dugan (via telephone)	District Counsel
Boyan Pargov (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 10:01 a.m.

Supervisors Zook, Guerrier and Broadwater were present. Supervisors Mize and 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 Angela Mathews [Seat 1] (the following will also be provided in a separate package)

The Oath of Office will be administered to Ms. Mathews at or before the next meeting.

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

This item was deferred.

FOURTH ORDER OF BUSINESS

Consideration of the 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 Rules, Policies, and Fees Regarding Amenity Facilities and Parking

A. Proof/Affidavits of Publication

These were included for informational purposes.

B. Consideration of Resolution 2025-02, Adopting Rules Relating to Amenity Facilities and Parking and Parking Enforcement; Providing a Severability Clause; and Providing an Effective Date

Mr. Kantarzhi presented Resolution 2025-02.

01:29 Mr. Dugan provided an overview of the Amenity Facilities Parking Rules, Policies and Fees, and highlighted the rules relating to the suspension of privileges (Page 18), the fees (Page 23) and parking rules (Pages 16 – 18).

Discussion ensued regarding parking enforcement, parking signage requirements, towing company procedures and an area map.

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.

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, Resolution 2025-02, Adopting Rules Relating to Amenity Facilities and Parking and Parking Enforcement, in substantial form; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Action Security, Inc. Agreement for Maintenance of Access Control System

Mr. Kantarzhi presented the Action Security, Inc. Agreement for Maintenance of Access Control System.

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, Action Security, Inc. Agreement for Maintenance of Access Control System, was approved.

SEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2024

Mr. Kantarzhi presented the Unaudited Financial Statements as of September 30, 2024.

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the Unaudited Financial Statements as of September 30, 2024, were accepted.

EIGHTH ORDER OF BUSINESS

Approval of August 28, 2024 Public Hearings and Regular Meeting Minutes

On MOTION by Ms. Guerrier and seconded by Mr. Zook, with all in favor, the August 28, 2024 Public Hearings and Regular Meeting Minutes, as presented, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

10:08 Regarding towing rules, Mr. Dugan asked for the Board's preference relating to the towing company coming on-site only after they have been called or granting them roaming authority to drive by and check the parked vehicles. Mr. Zook voiced his preference for the rules to stipulate that the tower automatically drive through the community two or three nights per week to enforce parking.

Mr. Dugan asked for a motion to ratify the Amenities Center Improvements Acquisition documents, subject to minor repairs being completed.

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the Acquisition of the Amenity Center improvements, subject to the completion of minor repairs, as described, was ratified.

B. District Engineer: Heidt Design, LLC

13:33 Mr. Pargov reported that a fire hydrant was struck by a contractor. The matter was turned over to the County, which coordinated the repairs to their utilities. There was also impact to a curb; a small portion of the pavement, which DR Horton has agreed to have repaired and inform Engineering once the repairs are completed. Staff will keep the Board updated on the repairs.

C. Field Operations Manager: Access Management

There was no report.

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

• UPCOMING MEETINGS

➤ November 5, 2024 at 10:00 AM [Landowners' Meeting]

➤ January 22, 2025 at 10:30 AM [Regular Meeting]

○ QUORUM CHECK

TENTH ORDER OF BUSINESS

Board Members' Comments/Requests

142 There were no Board Members' comments or requests.

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144 **ELEVENTH ORDER OF BUSINESS**

Public Comments

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146 No members of the public spoke.

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148 **TWELFTH ORDER OF BUSINESS**

Adjournment

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150 On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor,
151 the meeting adjourned at 10:16 a.m.

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

**TOWNS AT
WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES
B**

DRAFT

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

A Landowners' Meeting of the Towns at Woodsdale Community Development District was held on November 5, 2024 at 10:00 a.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

Present at the meeting:

Jamie Sanchez	District Manager & Proxy Holder
Ryan Dugan (via telephone)	District Counsel
Wes Haber (via telephone)	Kutak Rock

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 10:09 a.m.

SECOND ORDER OF BUSINESS

Affidavit/Proof of Publication

The affidavit of publication was included for informational purposes.

THIRD ORDER OF BUSINESS

Election of Chair to Conduct Landowners' Meeting

Ms. Sanchez served as Chair to conduct the Landowners' meeting.

Ms. Sanchez is the designated Proxy Holder for the Landowner, DR Horton Inc., owner of 259 platted units, equating to 259 voting units. Ms. Sanchez is eligible to cast up to 259 votes per Seat.

FOURTH ORDER OF BUSINESS

Election of Supervisors [Seats 1, 2, 4]

A. Nominations

Ms. Sanchez nominated the following:

Seat 1 Angela Matthews

37 Seat 2 Michelle Guerrier
38 Seat 3 Ethan Broadwater
39 No other nominations were made.

40 **B. Casting of Ballots**

41 • **Determine Number of Voting Units Represented**

42 A total of 259 voting units were represented.

43 • **Determine Number of Voting Units Assigned by Proxy**

44 All 259 voting units were assigned by proxy to Ms. Sanchez by the Landowner, DR
45 Horton Inc.

46 Ms. Sanchez cast the following votes:

47	Seat 1	Angela Mattews	229 votes
48	Seat 2	Michelle Guerrier	230 votes
49	Seat 3	Ethan Broadwater	230 votes

50 **C. Ballot Tabulation and Results**

51 Ms. Sanchez reported the following ballot tabulation, results and term lengths:

52	Seat 1	Angela Mattews	229 votes	2-year term
53	Seat 2	Michelle Guerrier	230 votes	4-year term
54	Seat 3	Ethan Broadwater	230 votes	4-year term

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56 **FIFTH ORDER OF BUSINESS**

Landowners' Questions/Comments

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58 There were no Landowners' questions or comments.

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60 **SIXTH ORDER OF BUSINESS**

Adjournment

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62 There being nothing further to discuss, the meeting adjourned at 10:10 a.m.

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66 [SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

**TOWNS AT
WOODSDALE
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF
REPORTS**

TOWNS AT WOODSDALE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 23, 2024	Regular Meeting	10:00 AM
November 5, 2024	Landowners' Meeting	10:00 AM
January 17, 2025	Special Meeting	9:00 AM
January 22, 2025	Regular Meeting	9:00 AM
February 26, 2025	Regular Meeting	9:00 AM
March 26, 2025	Regular Meeting	9:00 AM
April 23, 2025	Regular Meeting	9:00 AM
May 28, 2025	Regular Meeting	9:00 AM
June 25, 2025	Regular Meeting	9:00 AM
July 23, 2025	Regular Meeting	9:00 AM
August 27, 2025	Regular Meeting	9:00 AM
September 24, 2025	Regular Meeting	9:00 AM