

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

The Board of Supervisors of the Towns at Woodsdale Community Development District held a Special Meeting on January 17, 2025 at 9:00 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:**

Ryan Zook  
Anne Mize  
Ethen Broadwater

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Andrew Kantarzhi  
Ryan Dugan (via telephone)  
Boyan Pargov (via telephone)

District Manager  
District Counsel  
District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 9:01 a.m. and stated that he administered the Oath of Office to Supervisor-Elect Ethen Broadwater prior to the meeting; therefore, a quorum was established for today's meeting.

Supervisors Zook, Mize and Broadwater were present. Supervisors-Elect Angela Mathews and Michelle Guerrier 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 Supervisors [Angela Mathews - Seat 1, Michelle Guerrier - Seat 2, Ethen Broadwater - Seat 4] (the following will be provided in a separate package)**

This item was addressed during the First Order of Business.

Mr. Broadwater is familiar with the following:

- 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**

#### **FOURTH ORDER OF BUSINESS**

**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**

Mr. Kantarzhi presented Resolution 2025-03 and recapped the results of the Landowners' Election, as follows:

Seat 1	Angela Matthews	229 votes	2-year term
Seat 2	Michelle Guerrier	230 votes	4-year term
Seat 4	Ethan Broadwater	230 votes	4-year term

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, 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, was adopted.**

#### **FIFTH ORDER OF BUSINESS**

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

Mr. Kantarzhi presented Resolution 2025-01. Mr. Zook nominated the following:

Ryan Zook	Chair
Anne Mize	Vice Chair
Angela Mathews	Assistant Secretary
Michelle Guerrier	Assistant Secretary
Ethen Broadwater	Assistant Secretary

No other nominations were made.

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

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

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2025-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

#### **SIXTH ORDER OF BUSINESS**

#### **Consider Termination of Field Operations Manager Services with Access Management**

Mr. Kantarzhi presented the draft termination letter to Access Management. It was noted that the letter will be updated to reflect the termination date of February 28, 2025.

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the termination of Field Operations Manager Services with Access Management, and the Notice of Termination letter, as amended to reflect a termination date of February 28, 2025, was approved.**

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Field Operations Agreement**

Mr. Kantarzhi distributed the draft Field Operations Agreement between the CDD and Home Encounter HECM, LLC, prepared by District Counsel.

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Field Operations Agreement between the CDD and Home Encounter HECM, LLC, was approved.**

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

#### **Ratification of Spilt Milk Cleaning Services LLC Addendum to Proposal for Trash Maintenance Services**

Mr. Kantarzhi presented the Addendum to the Spilt Milk Cleaning Services LLC Proposal for Trash Maintenance Services.

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Addendum to the Spilt Milk Cleaning Services LLC Proposal for Trash Maintenance Services, was ratified.**

**NINTH ORDER OF BUSINESS****Discussion: Towing Agreement**

Mr. Dugan stated that the draft Towing Agreement was sent to Florida Tow, LLC, but it has not been returned. Mr. Zook stated that he would like it to be executed prior to the transition. Staff will continue to work with Florida Tow, LLC.

**TENTH ORDER OF BUSINESS****Discussion: Water Meter**

Mr. Dugan stated that a question regarding water meters servicing HOA property versus CDD property was received via email.

Mr. Zook stated that he is working to provide a map to all parties. There was an oversight on the meters that went to the build to rent homes; Invitation Homes is transferring one water meter and one electric meter into their name.

Mr. Zook stated that, if a meter was servicing both HOA and CDD property, a cost share or billing back arrangement can be made; however, it makes more sense to transfer meters dedicated to one entity.

**ELEVENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of November 30, 2024**

**On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Unaudited Financial Statements as of November 30, 2024, were accepted.**

**TWELFTH ORDER OF BUSINESS****Approval of Minutes**

- A. October 23, 2024 Public Hearings and Regular Meeting**
- B. November 5, 2024 Landowners' Meeting**

On MOTION by Mr. Zook and seconded by Mr. Broadwater, with all in favor, the October 23, 2024 Public Hearings and Regular Meeting Minutes and the November 5, 2024 Landowners' Meeting Minutes, both as presented, were approved.

**THIRTEENTH ORDER OF BUSINESS****Staff Reports**

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

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

- 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**

The January 22, 2025 meeting will be canceled. It was noted that the next meeting will likely be held in May 2025.

**FOURTEENTH ORDER OF BUSINESS****Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FIFTEENTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

**SIXTEENTH ORDER OF BUSINESS****Adjournment**

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the meeting adjourned at 9:11 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair