

**MINUTES OF MEETING  
AVALON PARK WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Avalon Park West Community Development District held a Regular Meeting on October 29, 2021, at 10:00 a.m., immediately following the adjournment of the Silverado CDD Meeting at Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

**Present were:**

Christian Cotter  
Mary Moulton  
Ross Halle  
Marybel Defillo  
Raymond Demby

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

**Also present were:**

Cindy Cerbone  
Jamie Sanchez  
Jere Earlywine  
Barry Mazzoni  
John \_\_\_\_\_

District Manager  
Wrathell, Hunt and Associates, LLC (WHA)  
District Counsel  
Operations Manager

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 11:16 a.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Discussion: Parking Lot Towing**

- **Agreement For Private Property Impounds**

Mr. Mazzone stated that the neighboring New River CDD (NRCDD) recently implemented a towing policy. He presented a proposal for consideration, should the Board be interested. Discussion ensued regarding the possible need to deter overnight parking and parking of commercial vehicles. Mr. Mazzone stated that some issues arose but nothing significant. The consensus was there is no current need for towing services.

**FOURTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2022 Deficit Funding Agreement for Additional Services**

Ms. Cerbone stated she would like to explain the Fourth and Fifth Orders of Business together and then ask District Counsel in what order he recommends they be addressed.

Ms. Cerbone stated that Mr. Mazzone contacted her regarding additional maintenance that would be necessary, beyond what was budgeted in the Fiscal Year 2022 budget. She asked him if he anticipated any other items beyond those listed for the Board to consider.

Mr. Mazzone stated, while the majority of the items were included in the proposals listed, recently addressed items included signage and mats required by the insurance carrier, as well as an air conditioner and shower and splash pad repairs; the spa and splash pad also have ongoing issues.

Ms. Cerbone stated the total cost for the four proposals is \$19,520, including optional amounts listed on the proposals. When the Fiscal Year 2022 budget was adopted, all revenue was from either on-roll or off-roll assessments; the CDD budget is no longer Landowner funded so, if these items are considered, Board approval and a budget amendment would be necessary, as well as a Deficit Funding Agreement with the Developer.

Mr. Earlywine stated he prepared a Deficit Funding Agreement that provides for the Developer to advance the funds for these items now; the items could then be budgeted and repaid during the last quarter of Fiscal Year 2022. The second option would be to wait and address these items when more cash is available. The third option would be to use the cash available now and implement a Deficit Funding Agreement if necessary. A Board Member expressed support for the third option.

Ms. Cerbone stated the Fiscal Year 2022 budget is tight because the \$50,000 for the Interlocal Agreement would not be billed until February 2022 and because NRCDD may have just approved the Cost Share Agreement and, if so, an invoice may be sent for the amount spent in Fiscal Year 2021 and periodic invoicing for Fiscal Year 2022 may begin. Discussion ensued regarding whether the Agreement was approved. Mr. Earlywine confirmed that the Agreement was signed but an executed copy was not yet received.

Mr. Halle voiced his opinion that it would create fewer issues if this CDD engaged the Amenity Manager directly. Discussion ensued regarding issues with trash collection, dumpsters, personal vehicle usage, access to and communication with the Amenity Manager, the scope of the Agreement and the Amenity Manager's job description. Whether trash collection should be separate or shared between the CDDs and difficulties working as one community with regard to billpaying, contractor management and Amenity Management were discussed. The consensus was that the CDDs need equal access to the Amenity Manager and it is necessary to streamline communication.

Regarding the Fourth and Fifth Orders of Business, Ms. Cerbone asked Mr. Earlywine, if the Board chose to approve the proposals today, if verbiage could be inserted into the Deficit Funding Agreement to stipulate that the Agreement would not be effective until monies are needed. Mr. Earlywine stated the Agreement language was written that way but it was good to state on the record that a funding request may or may not be submitted right away. Ms. Cerbone stated the intention is not to send a funding request unless a funding issue exists. As District Manager, she would work directly with the Accountant to ensure that the situation is clearly communicated.

Discussion ensued regarding the proposals included in the Fifth Order of Business. Ms. Moulton observed that the hot tub sauna is not included and asked if there was an estimate for necessary repairs. Mr. Mazzoni stated various issues have been addressed but the original installer stated the spa was out of warranty and repairs would be priced accordingly; he would follow up on the issue. Mr. Halle stated, while the spa may be out of warranty time-wise, he had asked the contractor to extend the warranty because the spa had issues before the Certificate of Occupancy (CO) was even issued and he would like to send documentation of the

issue in order to help hold the Contractor accountable. Mr. Earlywine stated, if the Contractor was put on notice early, there is a good chance. He asked Mr. Halle to send him the emails so that he can follow up with the contractor.

Discussion ensued regarding splash pad repairs. Mr. Mazzone stated it was now functioning properly. Mr. Demby asked when projects funded by the Developer would be repaid. Ms. Cerbone stated it could be August or September based on expenditures but worst case it could be October. Mr. Halle asked why it could not be paid sooner. The Board directed Ms. Cerbone to request an invoice sooner.

**On MOTION by Mr. Demby and seconded by Mr. Cotter, with all in favor, the Fiscal Year 2022 Deficit Funding Agreement for Additional Services, in substantial form and pending review by Developer’s Counsel, was approved.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals**

- A. Integrity Pressure Cleaning, Inc., Power Washing Proposal of Services**
- B. B & G Painting for Amenity Center**
- C. Grandview Botanicals for Additional Landscape Items for Amenity Center**
- D. EZ Mulch for Playground Chip**

These items were discussed in conjunction with the Fourth Order of Business.

**On MOTION by Mr. Demby and seconded by Mr. Cotter, with all in favor, the Integrity Pressure Cleaning, Inc. Proposal in the amount of \$3,625, B & G Painting proposal in the amount of \$9,270 plus \$1,170, Grandview Botanicals proposal in the amount of \$3,610 and EZ Mulch proposal in the amount of \$1,845, for a total of \$19,520, were approved.**

**SIXTH ORDER OF BUSINESS**

**Update: Stormwater Reporting Requirements**

Ms. Cerbone stated the CDD would be required to submit a Stormwater Management Needs Analysis, with the first being due by June 30, 2022 and then every five years thereafter.

The District Engineer was aware that this needs to be submitted and was asked to provide a proposal at the next meeting of the cost to prepare the report. Mr. Earlywine stated the Analysis would fulfill a Statutory Requirement. Ms. Cerbone stated that KE Law Group’s Memorandum with additional details and the Worksheet to be prepared were included in the agenda.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, authorizing the District Engineer to prepare a cost proposal for preparation of the Stormwater Management Needs Analysis, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of September 30, 2021**

Ms. Cerbone presented the Unaudited Financial Statements as of September 30, 2021.

Mr. Demby referred to the “Field Operations” line item and asked about the savings. Mr. Mazzoni stated that, because Access eliminated the Field Operations contract, the \$750 monthly charge no longer applied, as of September, when payroll was included in the budget.

**On MOTION by Mr. Demby and seconded by Mr. Cotter with all in favor, the Unaudited Financial Statements as of September 30, 2021, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of August 27, 2021 Public Hearings and Regular Meeting Minutes**

Ms. Cerbone presented the August 27, 2021 Public Hearings and Regular Meeting Minutes.

**On MOTION by Ms. Moulton and seconded by Mr. Demby, with all in favor, the August 27, 2021 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *KE Law Group, PLLC.***

Mr. Earlywine stated the 2022 bond issue would likely proceed in April 2022.

**B. District Engineer: *Stantec Consulting Services***

There was no report.

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

Mr. Mazzoni presented the Field Operations Report and noted the following:

➤ The transition of landscaping vendors was complete. Grandview started and will be maintaining the amenity going forward.

➤ Food trucks utilized at an unsupervised event caused damage to the Amenity Facility wall and trash was left in the parking lot. Mr. Allen was monitoring those areas and addressing those issues. Unsupervised events would no longer be permitted.

Mr. Cotter requested that Board Members and Staff be advised of such issues.

➤ Projects required by the insurance carrier were completed, including installation of signage and additional commercial mats.

Mr. Mazzoni discussed the upcoming field operations transition. Effective December 1, 2021, he would assume a new role with Access Management and Ms. Patty Desthers would assume the role of Regional Director of Operations for the Tampa office. He stated that Ms. Tirria Williams, a wonderful HOA Manager, would be working with Mr. Allen to manage and maintain the amenities. He thanked the Board for their support.

Mr. Halle stated he felt the amenities improved greatly over the past six months.

Mr. Mazzoni discussed several examples of Mr. Allen's service and to homeowners and Staff and stated he was a credit to both CDDs and to the community.

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

- **NEXT MEETING DATE: November 19, 2021, immediately following the adjournment of the Silverado CDD Meeting, scheduled to commence at 10:00 A.M.**

- **QUORUM CHECK**

The next meeting would be held on November 19, 2021, unless canceled. Ms. Cerbone stated the next Silverado meeting would probably last one full hour and stated the meeting would not begin until all Board Members have arrived.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Ms. Moulton thanked Mr. Halle for providing the background information on the hot tub and sauna.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

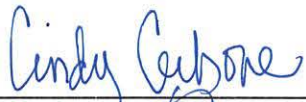
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Cotter and seconded by Mr. Demby, with all in favor, the meeting adjourned at 12:00 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair