

**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 April 28, 2023 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

Present were:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Ty Vincent	Assistant Secretary

Also present, were:

Cindy Cerbone	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates LLC (WHA)
Andrew Kantarzhi	Wrathell, Hunt and Associates LLC (WHA)
Jere Earlywine (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 10:03 a.m. The Oath of Office was administered to Mr. Ty Vincent before the meeting. Supervisors Cotter, Moulton and Vincent were present. Supervisor-Elect Carmack was not present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Supervisors, Andre Carmack [SEAT 1] and Ty Vincent [SEAT 4] (the following will be provided in a separate package)

This item was addressed during the First Order of Business. The Oath of Office will be administered to Mr. Andre Carmack at or before the next meeting.

- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- II. Membership, Obligations and Responsibilities**
- III. Financial Disclosure Forms**

- a. **Form 1: Statement of Financial Interests**
- b. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
- c. **Form 1F: Final Statement of Financial Interests**

IV. Form 8B: Memorandum of Voting Conflict

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, 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

Ms. Sanchez presented Resolution 2023-01. The results of the Landowners’ Election were as follows:

Seat 1	Andre Carmack	414 votes	4-Year Term
Seat 4	Ty Vincent	415 votes	4-Year Term

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the Resolution 2023-01, 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

Consider Appointment to Fill Vacant Seat 2; Term Expires November 2024

Ms. Moulton nominated Mr. Steve Hart to fill Seat 2. No other nominations were made.

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the appointment of Mr. Steve Hart to Seat 2, Term Expires November 2024, was approved.

- **Administration of Oath of Office to Appointed Supervisor**

The Oath of Office will be administered to Mr. Hart at or before the next meeting.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date

Ms. Sanchez presented Resolution 2023-02. Mr. Cotter nominated the following slate:

Chair	Christian Cotter
Vice Chair	Mary Moulton
Assistant Secretary	Ty Vincent
Assistant Secretary	Andre Carmack
Assistant Secretary	Steve Hart
Assistant Secretary	Cindy Cerbone
Assistant Secretary	Jamie Sanchez

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2023-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Ratification of Engagement with Jere Earlywine at Kutak Rock LLP

- **Consideration Of Retention and Fee Agreement**

On MOTION by Mr. Cotter and seconded by Mr. Vincent, with all in favor, engagement of Jere Earlywine/Kutak Rock LLP and the Retention and Fee Agreement, were ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-03, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date

Ms. Sanchez presented Resolution 2023-03. Ms. Cerbone stated this is necessary due to the bond issuance in Fiscal Year 2023.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2023-03, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2023-04, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Ms. Sanchez presented Resolution 2023-04. She reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes. Ms. Cerbone stated that assessments will not increase for Fiscal Year 2024.

On MOTION by Mr. Cotter and seconded by Mr. Vincent, with all in favor, Resolution 2023-04, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 25, 2023 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2023

This item was addressed following the Eleventh Order of Business.

ELEVENTH ORDER OF BUSINESS

Approval of Minutes

- A. August 26, 2022 Public Hearing and Regular Meeting**
- B. September 20, 2022 Continued Public Hearing, Public Hearing and Regular Meeting**
- C. November 29, 2022 Landowners' Meeting**

On MOTION by Mr. Cotter and seconded by Mr. Vincent, with all in favor, the August 26, 2022 Public Hearing and Regular Meeting, September 20, 2022 Continued Public Hearing, Public Hearing and Regular Meeting and November 29, 2022 Landowners' Meeting Minutes, as presented, were approved.

- **Acceptance of Unaudited Financial Statements as of March 31, 2023**

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

On MOTION by Mr. Cotter and seconded by Mr. Vincent, with all in favor, the Unaudited Financial Statements as of March 31, 2023, were accepted.

TWELFTH ORDER OF BUSINESS

Staff Reports

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

Mr. Earlywine stated that preparations are underway for the next bond issue probably in June.

- B. District Engineer: Stantec Consulting Services**

There was no report.

- C. Operations Manager: Access Management**

There was no report.

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

- **__ Registered Voters in District as of April 15, 2023**
- **NEXT MEETING DATE: May 26, 2023 at 10:00 AM**
 - **QUORUM CHECK**

The next meeting will be held on May 26, 2023, unless cancelled.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments


There were no public comments.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Cotter and seconded by Mr. Vincent, with all in favor, the meeting adjourned at 10:12 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair