

**MINUTES OF MEETING  
RIVERWOOD ESTATES  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Riverwood Estates Community Development District held a Regular Meeting on March 7, 2024, at 9:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544.

**Present:**

Brady Lefere	Chair
Patricia Buck (via telephone)	Assistant Secretary
Ray Aponte	Assistant Secretary
Jenna Walters	Assistant Secretary

**Also present:**

Kristen Suit	District Manager
Matt Huber (via telephone)	Rizzetta District Manager
Wes Haber (via telephone)	District Counsel
Ed Rogers	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 9:01 a.m.

Supervisors Lefere, Aponte and Walters were present. Supervisor Buck attended via telephone. Supervisor O'Brien was absent.

Ms. Suit administered the Oath of Office to Mr. Aponte and Ms. Walters prior to the meeting for the purposes of establishing a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of District Management  
Transition Items**

**A. Acceptance of Rizzetta Resignation**

Ms. Suit stated that this item should be titled “Discussion and Consideration of the Termination of District Management Services with Rizzetta & Company, Inc.

Ms. Suit stated that services will terminate 60 days from today, as per the Agreement’s termination provision; the termination letter will include a request to provide all CDD files to Wrathell, Hunt and Associates, LLC (WHA) within 30 days.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, terminating the District Management Agreement with Rizzetta & Company, Inc., effective 60 days from today, was approved.**

**B. Resolution 2024-06, Appointing and Fixing the Compensation of the District Manager, Assessment Consultant and Dissemination Agent; and Providing an Effective Date**

**• Agreement for District Management Services**

Ms. Suit presented Resolution 2024-06 and the Management Services and Fee Agreement, which will become effective on May 6, 2024. The Management Fee is \$2,000 per month until bonds are issued.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2024-06, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC as the District Manager; Assessment Consultant and Dissemination Agent; and Providing an Effective Date, was adopted and the Management Services and Fee Agreement, was approved.**

**C. Resolution 2024-07, Appointing and Removing Officers of the District and Providing for an Effective Date**

Ms. Suit presented Resolution 2024-07. Mr. Lefere nominated the following slate:

Craig Wrathell	Secretary	Effective March 7, 2024
Kristen Suit	Assistant Secretary	Effective March 7, 2024
Craig Wrathell	Treasurer	Effective April 6, 2024
Jeffrey Pinder	Assistant Treasurer	Effective April 6, 2024

This Resolution removes the following, as follows:

Scott Brizendine	Secretary	Effective April 6, 2024
Alec Morris	Assistant Secretary	Effective April 6, 2024
Jillian Minichuno	Assistant Secretary	Effective April 6, 2024
Scott Brizendine	Treasurer	Effective April 6, 2024
Shawn Wildermuth	Assistant Treasurer	Effective April 6, 2024
Matt Huber	Assistant Secretary	Effective April 6, 2024

The following prior appointments remain unaffected by this Resolution:

Brady Lefere	Chair
Matt O'Brien	Vice Chair
Patricia Buck	Assistant Secretary
Ray Aponte	Assistant Secretary
Jenna Walters	Assistant Secretary

<p><b>On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2024-07, Appointing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.</b></p>
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**D. Resolution 2024-08, Designating a Public Depository for Funds of Riverwood Estates Community Development District and Providing for an Effective Date [Truist Bank]**

Resolution 2024-08 will be effective April 6, 2024.

<p><b>On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2024-08, Designating Truist Bank as the Public Depository for Funds of Riverwood Estates Community Development District and Providing for an Effective Date, was adopted.</b></p>
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**E. Resolution 2024-09, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date**

Funding requests should be sent to Mr. Lefere. This Resolution will be effective April 6, 2024.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2024-09, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date, was adopted.**

- F. Resolution 2024-10, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date**

This Resolution will be effective May 6, 2024.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2024-10, Designating Craig Wrathell as the Registered Agent and the Wrathell, Hunt & Associates, LLC office at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, as the Registered Office of the District, and Providing for an Effective Date, was adopted.**

- G. Resolution 2024-11, Designating the Primary Administrative Office and Principal Headquarters of the District; and Providing an Effective Date**

This Resolution will be effective May 6, 2024.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2024-11, Designating the Wrathell, Hunt and Associates, LLC office, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Primary Administrative Office and Principal Headquarters of the District; and Providing an Effective Date, was adopted.**

- H. Resolution 2024-12, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

- I. Resolution 2024-13, Designating a Date, Time and Location for a Landowners' Meeting; Providing for Publication; Providing for an Effective Date**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2024-13, Designating November 7, 2024 at 9:00 a.m., at a location to be determined, as the Date, Time and Location for a Landowners' Meeting; Providing for Publication; Providing for an Effective Date, was adopted.**

**J. Resolution 2024-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2023/2024 and Providing for an Effective Date**

Ms. Suit presented Resolution 2024-14. Staff is working on scheduling the Riverwood Estates, Whispering Pines and Vida Way CDDs' meetings at the same location. The following will be inserted into Exhibit A, the Fiscal Year 2023/2024 Meeting Schedule:

DATES: May 2, 2024; June 6, 2024; July 4, 2024; August 1, 2024; and September 5, 2024

TIME: 9:00 AM

LOCATION: Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel or Hilton Garden Inn - Tampa/Wesley Chapel, subject to availability.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2024-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.**

**K. Strange Zone, Inc., Quotation #M24-1007 for District Website Design, Maintenance and Domain Web-Site Design Agreement**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Strange Zone, Inc., Quotation #M24-1007 for District Website Design, Maintenance and Domain Web-Site Design Agreement, in the amount of \$1,679.99, was approved.**

**L. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the annual amount of \$210, was approved.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Master Engineer’s Report**

Mr. Rogers presented the Master Engineer’s Report dated March 4, 2024. He highlighted the following:

- The CDD consists of 505.51 +/- acres of land located within Pasco County Florida.
- Phase 1A of the CDD currently has 178 existing platted lots constructed with their intended infrastructure.
- The remainder of the total project currently is planned for 992 units to be pursued in Phases with the remainder of Phase I being 229 lots, known as the “2024 Project”. “Future Projects”, Phases 2 and 3, will total 585 future projects.
- The Capital Improvement Plan (CIP) project includes the additional infrastructure for Phase 1, which is the 2024 Project and the Future Projects, as well.
- The CIP projected eligible cost for the 2024 Project is \$10,764,230 and excludes any landscape, hardscape and irrigation costs. The CIP projected eligible cost for the Future Projects is \$29,085,605, for a total CIP cost amount of \$38,849,835.

Mr. Rogers reviewed the Permitting/Construction Table outlined in Section 4. The plats for the remainder of Phase 1 are scheduled to be submitted imminently.

Ms. Walters asked Mr. Huber if the plan to issue about \$3,600,000 in bonds for the existing Phase 1A Project and the 2024 Project. Mr. Aponte replied affirmatively.

**On MOTION by Mr. Aponte and seconded by Ms. Walters, with all in favor, the Master Engineer’s Report dated March 4, 2024, in substantial form, was approved.**

**FIFTH ORDER OF BUSINESS**

**Review of Computershare TrustConnect™ Order Form**

Mr. Huber stated that, since Computershare is not the original Trustee for the original bonds, the Order Form is just a formality now that the transition of the District Manager is finalized.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Computershare TrustConnect™ Order Form, in substantial form, and authorizing the District Manager to work with Mr. Huber’s office to finalize and submit to the new Trustee, was approved.**

**SIXTH ORDER OF BUSINESS**

**Ratification of Amended and Restated Continuing Disclosure Agreement**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Amended and Restated Continuing Disclosure Agreement, was ratified.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures [November 2023, December 2023, January 2024]**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Operation and Maintenance Expenditures for November 2023, December 2023 and January 2024, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of December 31, 2023**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Unaudited Financial Statements as of December 31, 2023, were accepted.**

**NINTH ORDER OF BUSINESS**

**Approval of December 13, 2023 Regular Meeting Minutes**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the December 31, 2023 Regular Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

Mr. Huber provided updates on the following:

➤ Rapid River Boulevard: He is working with the County Attorney’s Office to correct the issue of the County Appraiser’s office assigning ownership of the road to the County instead of the CDD.

➤ He and Ms. Walters are reviewing plats.

Mr. Huber reminded the Board Members to complete the required four hours of ethics training by December 31, 2024; completion of the requirement will be noted when filing Form 1 in 2025. He reviewed the new process to electronically file Form 1 with the Commission on Ethics.

Mr. Rogers stated that, until the roadway ownership issue is corrected, the CDD cannot submit the permit for the new entry signs. Since this is a County error, Mr. Huber suggested asking if the County will accept other documentation proving that the CDD owns the roadway.

**B. District Engineer: Steve Wasson**

There was no report.

“Ed Rogers” will replace the name “Steve Wasson” on future agendas.

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

• **NEXT MEETING DATE: TBD**

○ **QUORUM CHECK**

The April 4, 2024 meeting was cancelled. The next meeting will be on May 2, 2024; agenda items will include the proposed Fiscal Year 2025 budget and items to start the new assessment hearing process and the accompanying Engineer’s Report and Methodology Report. The target date to issue bonds is July 2024.

**ELEVENTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

There were no Board Members comments or requests.



**TWELFTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the meeting adjourned at 9:29 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair