

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

The Board of Supervisors of the Riverwood Estates Community Development District held Public Hearings and a Regular Meeting on September 5, 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
Matt O'Brien	Vice Chair
Jenna Walters	Assistant Secretary
Patricia Buck (via telephone)	Assistant Secretary

Also present:

Kristen Suit	District Manager
Clif Fischer	Wrathell, Hunt and Associates, LLC
Wes Haber (via telephone)	District Counsel
Melisa Sgro	Pulte Homes

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 9:05 a.m.

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

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2024/2025 Budget**

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the Public Hearing was opened.

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-29, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Suit presented Resolution 2024-29. She reviewed the proposed Fiscal Year 2025 budget and noted that, since the last meeting, "Field Operations" expenditures were reduced. This budget includes on-roll and off-roll assessments and Landowner contributions.

No affected property owners or members of the public spoke.

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, Resolution 2024-29, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2024/2025, Pursuant to Florida Law

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the Public Hearing was opened.

A. Proof/Affidavit of Publication**B. Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

C. Consideration of Resolution 2024-30, Providing for Funding for the FY 2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment

Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Ms. Suit presented Resolution 2024-30, which allows the CDD to impose and collect the assessments utilizing the services of the Property Appraiser and Tax Collector.

No affected property owners or members of the public spoke.

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, Resolution 2024-30, Providing for Funding for the FY 2025 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of FY2025 Deficit Funding Agreement

Ms. Suit stated that the FY2025 Deficit Funding Agreement, which is not included in the agenda, was emailed to Board Members.

Mr. Haber stated that the Agreement is the standard form utilized for all Pulte communities. To the extent that the amount of assessments levied is adequate to fund actual costs to operate and maintain the CDD for the fiscal year, no payments would be due under the Agreement. If funding payments are necessary, they would be limited to the difference between the amount of on-roll and off-roll assessments levied and the amount of the actual budget.

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the FY2025 Deficit Funding Agreement, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Landscape Maintenance Agreement

Ms. Suit presented the Landscape Maintenance Agreement.

The consensus was for the start date to be October 1, 2024.

The following change will be made:

Page 3, Section 5A: Delete “per month” after “(\$169,488.00)”

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the Landscape Maintenance Agreement, effective October 1, 2024, as amended, was approved.

SEVENTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of July 31, 2024**

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the Unaudited Financial Statements as of July 31, 2024, were accepted.

EIGHTH ORDER OF BUSINESS

**Approval of August 1, 2024 Regular
Meeting Minutes**

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the August 1, 2024 Regular Meeting Minutes, as presented, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Haber stated his understanding that additional phases of plats will be approved. Those plats contemplate that the CDD will own neighborhood or subdivision roadways. The initial plat and subsequent deed deeded the subdivision roadways in the initial phase to the HOA and , as such, before the County will approve the plats, it wants to make sure the CDD owns all the roadways within the CDD. Staff will prepare a Deed from the HOA to the CDD to demonstrate that the CDD consistently owns all the neighborhood subdivision roadways.

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, authorizing the Chair to review and accept the Deed of Phase 1A Roadways from the HOA to the CDD, was approved.

▪ **Discussion Resumed: Landscape Maintenance Agreement**

The Board and Staff discussed Section 5A, which includes blanks for the start date and end date. Mr. Lefere expressed his preference for the contract to automatically renew. It was noted that the Agreement includes a 30-day termination clause.

The following change will be made:

Page 3, Section 5A, first sentence: Change to “The term of this Agreement shall be from October 1, 2024 through September 30, 2025, and automatically renews unless terminated earlier by either party in accordance with the provisions of this Agreement.”

B. District Engineer: Florida Design Consultants, Inc.

There was no report.

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

- **UPCOMING MEETINGS**

- **October 3, 2024 at 9:00 AM [Regular Meeting]**

- **QUORUM CHECK**

The October 3, 2024 meeting will be canceled.

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

- **BOARD MEMBERS NOT REQUIRED TO ATTEND**

- **November 7, 2024 at 9:00 AM [Regular Meeting]**

- **QUORUM CHECK**

The next Regular meeting will be on November 7, 2024, unless canceled.

TENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

ELEVENTH ORDER OF BUSINESS

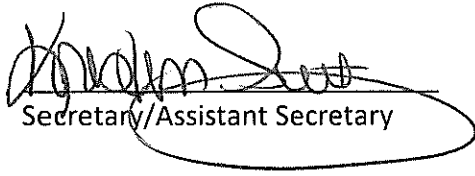
Public Comments

No members of the public spoke.

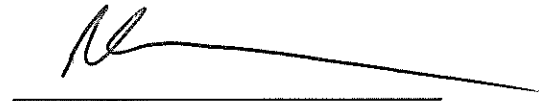
TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the meeting adjourned at 9:18 a.m.
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Secretary/Assistant Secretary



Chair/Vice Chair