

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

The Board of Supervisors of the Riverwood Estates Community Development District held a Public Hearing and Regular Meeting on October 2, 2025 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
Jenna Walters	Assistant Secretary
Ray Aponte	Assistant Secretary

**Also present:**

Kristen Suit	District Manager
Jordan Lansford	Wrathell, Hunt and Associates, LLC
Wes Haber (via telephone)	District Counsel
Melisa Sgro	Pulte Group

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 9:02 a.m.

Supervisors Lefere, Aponte, and Walters were present. Supervisors Buck and O'Brien were absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Matt O'Brien  
[Seat 4]**

Ms. Suit presented Matt O'Brien's resignation from Seat 4.

**On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the resignation of Matt O'Brien from Seat 4, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Melisa Sgro to Fill Unexpired Term of Seat 4; Term Expires November 2026**

Mr. Lefere nominated Melisa Sgro to fill Seat 4.

No other nominations were made.

**On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the appointment of Melisa Sgro to fill Seat 4, was approved.**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Melisa Sgro.

As an experienced Board Member, Ms. Sgro is familiar with the following:

- A. **Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- 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**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-01, Electing and Removing Certain Officers of the District and Providing for an Effective Date**

Ms. Suit presented Resolution 2026-01.

Mr. Lefere nominated the following:

Melisa Sgro	Chair
Brady Lefere	Vice Chair
Jenna Walters	Assistant Secretary
Ray Aponte	Assistant Secretary
Patricia Buck	Assistant Secretary

Jordan Lansford

Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Matt O'Brien

Assistant Secretary

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

Craig Wrathell

Secretary

Kristen Suit

Assistant Secretary

Craig Wrathell

Treasurer

Jeff Pinder

Assistant Treasurer

**On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, Resolution 2026-01, Electing, as nominated, and Removing Certain Officers of the District and Providing for an Effective Date, was adopted.**

#### SIXTH ORDER OF BUSINESS

Consideration of Resolution 2026-02, Ratifying the Action of the District Manager in Re-Setting the Date and Time of the Public Hearing on the Proposed Budget for Fiscal Year 2025/2026; Amending Resolution 2025-03 to Reset the Hearing Thereon; Providing a Severability Clause; and Providing an Effective Date

Ms. Suit presented Resolution 2026-02.

**On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, Resolution 2026-02, Ratifying the Action of the District Manager in Re-Setting the Date and Time of the Public Hearing on the Proposed Budget for Fiscal Year 2025/2026; Amending Resolution 2025-03 to Reset the Hearing Thereon; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

#### SEVENTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2025/2026 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 2026-03, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Suit presented Resolution 2026-03. The proposed Fiscal Year 2026 budget will be funded via on-roll assessments, off-roll assessments and a Landowner-contribution component.

Discussion ensued regarding reserves, total expenditures, platting, unit counts, replatting Phase 1C, future changes to the lot counts and/or lot sizes, regaining lots in Phase 3, and the need to make a True-Up payment for five lots.

No affected property owners or members of the public spoke.

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

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2026-03, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-04, Providing for Funding for the FY 2026 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 2026-04.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2026-04, Providing for Funding for the FY 2026 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.**

**NINTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Ms. Suit presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards. She noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-05, to Designate the Date, Time and Place of a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules Relating to Parking and Parking Enforcement; and Providing an Effective Date**

Ms. Suit presented Resolution 2026-05.

Discussion ensued regarding scheduling a special meeting for the Public Hearing and adoption of the Parking and Parking Enforcement Rules.

**On MOTION by Mr. Aponte and seconded by Mr. Lefere, with all in favor, Resolution 2026-05, to Designate the Date, Time and Place of November 14, 2025 at 9:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544, for a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of**

Adopting Rules Relating to Parking and Parking Enforcement; and Providing an Effective Date, was adopted.

**ELEVENTH ORDER OF BUSINESS****Ratification Items**

- A. Rust- Off, LLC Agreement for Rust Prevention Services
- B. Steadfast Alliance Estimate for Pond Cleanout
- C. Steadfast Environmental, LLC Agreement for Quarterly Wetland Mitigation
- D. Sunrise Landscape Proposals
  - I. Annual Flowers Install 2025 (September 2025)
  - II. Frost Damaged Coontie Palm Replacements 2025 (September Round 2)

On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Ratification Items, as presented, were ratified.

**TWELFTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of August 31, 2025**

On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Unaudited Financial Statements as of August 31, 2025, were accepted.

**THIRTEENTH ORDER OF BUSINESS****Approval of May 1, 2025 Regular Meeting Minutes**

On MOTION by Mr. Aponte and seconded by Mr. Lefere, with all in favor, the May 1, 2025 Regular Meeting Minutes, as presented, were approved.

**FOURTEENTH ORDER OF BUSINESS****Staff Reports**

- A. District Counsel: Kutak Rock LLP
- B. District Engineer: Florida Design Consultants, Inc.  
There were no District Counsel or District Engineer reports.
- C. District Manager: Wrathell, Hunt and Associates, LLC
  - FY2026 Insurance Property Schedule

Ms. Suit presented the Insurance Property Schedule.

Discussion ensued regarding proactively expediting the search for a towing company and procuring signs.

- **19 Registered Voters in District as of April 15, 2025**
- **NEXT MEETING DATE: November 6, 2025 at 9:00 AM**
  - **QUORUM CHECK**

The November 6, 2025 meeting will be canceled. A Special Meeting will be scheduled for November 14, 2025 at 9:00 a.m., at this location.

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

There were no Board Members' comments or requests.

**SIXTEENTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

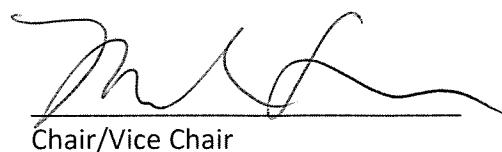
**SEVENTEENTH ORDER OF BUSINESS****Adjournment**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the meeting adjourned at 9:27 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Jennifer Mull  
Secretary/Assistant Secretary



Mark S.  
Chair/Vice Chair