

MINUTES OF MEETING
A VELAR CREEK
COMMUNITY DEVELOPMENT DISTRICT

1 The regular meeting of the Board of Supervisors of Avelar Creek Community

2 Development District was held on Wednesday, May 22, 2024 at 6:00 p.m. at the Avelar Creek

3 Clubhouse, located at 10125 Holland Road, Riverview, FL 33578.

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5 Present and constituting a quorum were:

- 6 Julie Campbell Chairperson
- 7 Kimmie J. McLoughlin Vice Chairperson
- 8 Jessica Teston-Loadholtes Assistant Secretary
- 9 Sebastian Johnson Supervisor

10 Also present were:

- 11 Alba Sanchez District Manager
- 12 Scott Steady (via Teams) District Counsel
- 13 Andrew Mendenhall Inframark Regional Director
- 14 Frank Franco On Site Manager
- 15 Resident

16
17 *The following is a summary of the discussions and actions taken.*

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23 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

24 Ms. Sanchez called the meeting to order, and a quorum was established.

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26 **SECOND ORDER OF BUSINESS**

Pledge of Allegiance

27 The Pledge of Allegiance was recited.

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29 **SEVENTH ORDER OF BUSINESS**

Staff Reports

30 **A. District Counsel**

31 i. Consideration and adoption of the District Towing Policy

32 ii. Consideration of Approval of Agreement with Target Towing

<p>33 On MOTION by Ms. Campbell seconded by Ms. McLoughlin</p> <p>34 with all in favor Resolution 2024-07 adopting a policy</p> <p>35 regarding parking and towing from District Owned Common</p> <p>36 Area, authorizing the engagement of an authorized Towing</p> <p>37 Operator, providing for conflicts and severability, and providing</p> <p>38 an effective date was adopted. 4-0</p>

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41 **iii. Discussion of Dip in the Road**

42 This item was discussed and District Counsel confirmed that the road is a public
43 road.

Unapproved

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iv. Discussion of the need for survey of the rear property line of the homes along Caraway Spice

On MOTION by Ms. Campbell seconded by Ms. McLoughlin with all in favor authorization for the Chair to enter into an agreement with a Surveyor for the rear of the property line of the homes along Caraway Spice was approved. 4-0

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THIRD ORDER OF BUSINESS

Organizational Matters

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A. Appointment of Supervisors to Fill the Unexpired Term of Office of Seat 3. The term for this seat expires in November 2026

On MOTION by Ms. McLoughlin seconded by Ms. Campbell with all in favor appointing Mr. Sebastian Johnson to serve in Seat 3, which has an expiration date of November 2026 was approved. 4-0

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B. Oath of Office of Newly Appointed Supervisors

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Mr. Mendenhall, being a Notary Public of the State of Florida, administered the Oath of Office to Mr. Sebastian Johnson.

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C. Designation of Officers, Resolution 2024-03

On MOTION by Ms. Campbell seconded by Ms. Teston-Loadholtz with all in favor Resolution 2024-03 designating officers of the District as follows was adopted: Ms. Campbell will serve as Chair, Ms. Kimmie McLoughlin will serve as Vice Chair, Ms. Teston-Loadholtz, Mr. Donald Cullen and Mr. Sebastian Johnson will serve as Assistant Secretaries, Ms. Alba Sanchez will serve as Secretary and Mr. Stephen Bloom serves as Treasurer.

On MOTION by Ms. McLoughlin seconded by Ms. Campbell with all in favor appointed Mr. Sebastian Johnson to serve in Seat 3, which has an expiration date of November 2026 was approved. 4-0

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FOURTH ORDER OF BUSINESS

Public Comments on Agenda Items

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 83 • An owner inquired about the CDD erecting a fence down on US301 for privacy.
- 84 Supervisors discussed the matter; the cost was discussed and they noted funds for this
- 85 item are not in the budget for this year.
- 86

87 **FIFTH ORDER OF BUSINESS**

Business Items

88 **A. Hillsborough County Water Resources Department-Contract for Additional**
89 **Flows**

90 Not discussed.

91 **B. Consideration of Estimate from Howie’s Plumbing, Inc. for Backflow**
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93 On MOTION by Ms. McLoughlin seconded by Mr. Johnson
94 with all in favor the estimate from Howie’s Plumbing, Inc. for
95 backflow in the amount of \$475 was approved. 4-0
96

97 **SIXTH ORDER OF BUSINESS**

Consent Agenda

98 **A. Consideration of Board of Supervisors’ Minutes of the March 27, 2024 Regular**
99 **Meeting**

100 **B. Review of Financial Statements from March/April 2024**

101 **C. Resolution 2024-05 Requesting the Hillsborough County Supervisor of Elections**
102 **Conduct the 2024 General Election for District Supervisor**
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104 On MOTION by Ms. Campbell seconded by Mr. Johnson with
105 all in favor the consent agenda, items A, B and C were
106 approved. 4-0
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108 **SEVENTH ORDER OF BUSINESS (continued) Staff Reports**

109 **B. District Engineer**

110 i. CPH Consulting, LLC – Invoice Summary

111 ii. Sun City Center Plumbing Services-Howie’s Plumbing Inc. Estimate
112 Previously discussed.
113

114 **C. District Manager**

115 i. **Painting Proposals**

116 Reach out to Ken Avery, need color palette recommendations for the next meeting.

117 This will be added to the August meeting agenda.

118 ii. **Roof Replacement Price List and Roof Proposals**

119 No action was taken.
120

121 iii. **Presentation of the Proposed Fiscal Year 2025 Budget and Resolution**
122 **Resolution 2024-06 Approving the Proposed FY Budget and Setting a**
123 **Public Hearing**
124 The budget will remain flat.
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126 On MOTION by Ms. Campbell seconded by Ms. McLoughlin
127 with all in favor Resolution 2024-06 approving a proposed
128 operation and maintenance budget for fiscal year 2024/2025;
129 setting a public hearing for August 21, 2024 at 6 p.m. thereon
130 addressing transmittal, posting, and publication requirements and
131 providing an effective date was adopted. 4-0

May 22, 2024

AVELAR CREEK CDD

132 iv. Consideration of RFQ for District Engineer

133 On MOTION by Ms. Campbell seconded by Ms. Teston-
134 Loadholtes with all in favor directing staff to go out for RFQ for
135 District Engineer was approved. 4-0
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139 v. Consideration of RFP for New Pool Contract
140 No action was taken; will stay with current vendor.
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142 EIGHTH ORDER OF BUSINESS Board of Supervisors' Requests and
143 Comments

- 144 • Ms. Teston-Loadholtes spoke with the Engineer concerning the pipe sticking out in the
145 pond. She spoke with the county and was able to secure "Animal Crossing" signs from
146 the county at no cost; installation in two months.
- 147 • Ms. Campbell requested that Mr. Mendenhall send the Reserve Study to all Supervisors.
- 148 • Ms. McLoughlin reported she met with the new landscape vendor to discuss expectations
149 and will continue to monitor.
- 150 • Requested a second proposal for the AC replacement.

151 NINTH ORDER OF BUSINESS Adjournment

152 There being no further business,

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155 On MOTION by Ms. Teston-Loadholtes seconded by Ms.
156 McLoughlin with all in favor, the meeting was adjourned at 8:04
157 p.m.
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District Manager

Chairperson

Unapproved