

**MINUTES OF MEETING  
AVELAR 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:

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

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12 Also present were:

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14 Alba Sanchez District Manager  
15 Scott Steady (via Teams) District Counsel  
16 Andrew Mendenhall Inframark Regional Director  
17 Frank Franco On Site Manager

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19 Resident

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21 *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**  
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34 On MOTION by Ms. Campbell seconded by Ms. McLoughlin  
35 with all in favor Resolution 2024-07 adopting a policy  
36 regarding parking and towing from District Owned Common  
37 Area, authorizing the engagement of an authorized Towing  
38 Operator, providing for conflicts and severability, and providing  
39 an effective date was adopted. 4-0

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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.

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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

**THIRD ORDER OF BUSINESS** **Organizational Matters**

**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

**B. Oath of Office of Newly Appointed Supervisors**

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

**C. Designation of Officers, Resolution 2024-03**

On MOTION by Ms. Campbell seconded by Ms. Teston-Loadholtes 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-Loadholtes, 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

**FOURTH ORDER OF BUSINESS** **Public Comments on Agenda Items**

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

**FIFTH ORDER OF BUSINESS**

**Business Items**

- A. Hillsborough County Water Resources Department-Contract for Additional Flows**  
Not discussed.
- B. Consideration of Estimate from Howie’s Plumbing, Inc. for Backflow**

On MOTION by Ms. McLoughlin seconded by Mr. Johnson with all in favor the estimate from Howie’s Plumbing, Inc. for backflow in the amount of \$475 was approved. 4-0

**SIXTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Consideration of Board of Supervisors’ Minutes of the March 27, 2024 Regular Meeting**
- B. Review of Financial Statements from March/April 2024**
- C. Resolution 2024-05 Requesting the Hillsborough County Supervisor of Elections Conduct the 2024 General Election for District Supervisor**

On MOTION by Ms. Campbell seconded by Mr. Johnson with all in favor the consent agenda, items A, B and C were approved. 4-0

**SEVENTH ORDER OF BUSINESS (continued) Staff Reports**

- B. District Engineer**
  - i. CPH Consulting, LLC – Invoice Summary**
  - ii. Sun City Center Plumbing Services-Howie’s Plumbing Inc. Estimate**  
Previously discussed.
- C. District Manager**
  - i. Painting Proposals**  
Reach out to Ken Avery, need color palette recommendations for the next meeting.  
  
This will be added to the August meeting agenda.
  - ii. Roof Replacement Price List and Roof Proposals**  
No action was taken.
  - iii. Presentation of the Proposed Fiscal Year 2025 Budget and Resolution Resolution 2024-06 Approving the Proposed FY Budget and Setting a Public Hearing**  
The budget will remain flat.

On MOTION by Ms. Campbell seconded by Ms. McLoughlin with all in favor Resolution 2024-06 approving a proposed operation and maintenance budget for fiscal year 2024/2025; setting a public hearing for August 21, 2024 at 6 p.m. thereon addressing transmittal, posting, and publication requirements and providing an effective date was adopted. 4-0

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**iv. Consideration of RFQ for District Engineer**

On MOTION by Ms. Campbell seconded by Ms. Teston-Loadholtes with all in favor directing staff to go out for RFQ for District Engineer was approved. 4-0

**v. Consideration of RFP for New Pool Contract**

No action was taken; will stay with current vendor.

**EIGHTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and Comments**

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

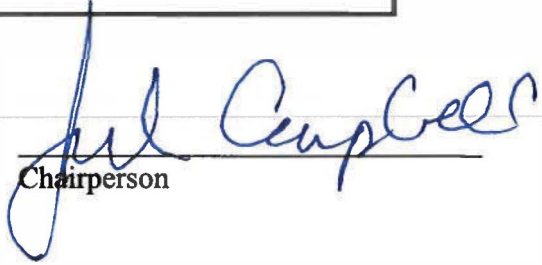
**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
District Manager

  
Chairperson