

**MINUTES OF MEETING  
AVELAR CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

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2 The regular meeting of the Board of Supervisors of Avelar Creek Community  
3 Development District was held on Wednesday, January 24, 2024 at 6:00 p.m. at the Avelar  
4 Creek Clubhouse, located at 10125 Holland Road, Riverview, FL 33578.

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6 Present and constituting a quorum were:

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8 Christopher Perich Chairperson  
9 Julie Campbell Vice Chairperson  
10 Kimmie J. McLoughlin Assistant Secretary  
11 Donald Cullen Assistant Secretary

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13 Also present were:

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15 Andy Mendenhall Regional Manager  
16 Alba Sanchez District Manager  
17 Frank Priete Securiteam

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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 Mr. Mendenhall called the meeting to order, and a quorum was established.

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26 • Mr. Mendenhall introduced Ms. Sanchez to the Board as she will be the new District  
27 Manager for the District.

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29 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

30 The Pledge of Allegiance was recited, and silence was observed.

31 *Let the record reflect Mr. Perich gave his resignation and exited the meeting.*

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33 **THIRD ORDER OF BUSINESS** **Public Comments on Agenda Items**

- 34 • Matthew, a former Board Member, discussed his concerns with Carson Landscaping. He  
35 also commented on the dip on Holland Road. Matthew stated it is County-marked and the  
36 report stated the builder did not compact the area.

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38 **FOURTH ORDER OF BUSINESS** **Business Items**

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**A. Consideration of Voice Down Video Surveillance**

- Mr. Mendenhall introduced Frank from Securiteam to the Board and asked if they had any questions.
- Mr. Frank discussed Securiteam’s proposals with the Board.
- The Board decided to table this discussion as they requested to discuss more proposals with vendors at the next meeting.
- Ms. Campbell suggested having vendors speak or do their presentation during the public comments section on the Agenda.

**B. Consideration of Landscape RFP**

Mr. Mendenhall discussed the Landscape RFP in the Agenda package.

- Discussion ensued.
- Mr. Mendenhall stated the CDD is under the \$195,000 threshold.
- Mr. Mendenhall proposed speaking to Mr. Steady and asking if they can solicit bids by invite since the CDD is under the required bidding threshold.
- Mr. Mendenhall recommended soliciting RFPs, tweaking a few items within the package like a special seal bid opening, and replacing it with an invite instead. He also recommended removing the grading, inviting bidders, discussing the bids they have, and selecting one, and suggested having all bids compressed in size so that they can be emailed electronically.

On MOTION by Ms. Campbell seconded by Mr. Cullen with all in favor, the Consideration to solicit RFPs for Landscape with consultation from District Counsel was approved. (3-0)

**C. Consideration of Landscape Improvement**

On MOTION by Ms. Campbell seconded by Mr. Cullen with all in favor, the Request to go out to RFP for Landscaping was approved. (3-0)

**D. Consideration of Seat 2 Vacancy**

- Mr. Perich submitted his letter of resignation after the Pledge of Allegiance.

On MOTION by Ms. Campbell seconded by Ms. McLoughlin with all in favor, Mr. Perich’s resignation was accepted, and Seats 2 and 3 were declared vacant. (3-0)

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- Ms. Campbell asked if there were any restrictions for candidacy.
- Mr. Mendenhall stated there are no restrictions except that the candidate must be a qualified elector of the District.

**E. Consideration of Engagement Letter for Arbitrage Rebate Services for the Series 2016 Bond**

- Mr. Mendenhall presented the Grau & Associates Engagement Letter for Arbitrage Rebate Services.

On MOTION by Ms. Campbell seconded by Mr. Cullen with all in favor, the Engagement Letter from Grau & Associates for Arbitrage Rebate Services for the Series 2016 Bond, was approved. (3-0)

**F. Consideration of Engagement Letter for the FY 2023 Audit**

On MOTION by Ms. Campbell seconded by Ms. McLoughlin with all in favor, the Engagement Letter from Grau & Associates for the Fiscal Year 2023 Audit, subject to Grau & Associates change the verbiage to a three-year engagement was approved. (3-0)

**G. Acceptance of Fiscal Year 2022 Financial Audit**

On MOTION by Ms. McLoughlin seconded by Ms. Campbell with all in favor, the Fiscal Year 2023 Audit, was accepted. (3-0)

**H. Consideration of New Entry and Exit Doors Clubhouse**

- Mr. Mendenhall recommended tabling this item to gather more information to present to the Board.
- The Board agreed to table this discussion until the next meeting.

**I. Consideration of Exterior Painting Clubhouse**

- Mr. Mendenhall discussed the three proposals included in the agenda.
- Mr. Mendenhall suggested tabling this item to obtain more bids and allow the Board time to decide on a neutral color, as they did not have one selected.

**J. Resolution 2024-01**

On MOTION by Ms. Campbell seconded by Mr. Cullen with all in favor, the Banking Change Resolution 2024-01 with the revision of replacing Rick Reidt with Alba Sanchez, was adopted. (3-0)

**FIFTH ORDER OF BUSINESS**

**Consent Agenda**

**A. Consideration of Board of Supervisors’ Minutes of the October 25, 2023 Regular Meeting**

**B. Consideration of Operation and Maintenance Expenditures for August – December 2023**

**C. Review of Financial Statements from August 31, 2023 - December 31, 2023**

Mr. Mendenhall discussed the Consent Agenda as presented and requested any additions or corrections.

On MOTION by Ms. Campbell seconded by Ms. McLoughlin with all in favor, the Consent Agenda was approved as presented. (3-0)

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Supervisor Reports**

**i. Landscape Update by Supervisor McLoughlin**

Ms. McLoughlin gave an update in the absence of former Supervisor Perich.

- North HOA paid the CDD \$853 for holiday lighting, which she stated does not make sense since the budget is \$1,000.

- Ms. Campbell suggested to the Board paying back those funds to the North HOA.

- Ms. McLoughlin stated the HOA donated the lights to the CDD.

**ii. Accounting & Financing Update by Supervisor Campbell**

- There being none, the next item followed.

**iii. Clubhouse & Pool Update by Supervisor Campbell**

- The Board directed Supervisor Cullen to report on this item in Supervisor Finke’s absence.

**iv. Pond Update by Supervisor Cullen**

- There being none, the next item followed.

**v. Events Update by Supervisor McLoughlin**

- 152 • The Board agreed to eliminate events due to budget
- 153 restraints.

154 **B. District Counsel**

155 **i. Consideration of Towing Policy and Agreement**

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157 On MOTION by Mr. Cullen seconded by Ms. McLoughlin with

158 all in favor, the Towing Policy, and Agreement with Target

159 Recovery Towing, Inc. was approved. (3-0)

161 **ii. Encroachments**

162 Ms. Sanchez shall contact District Counsel to discuss

163 next steps.

164 **C. District Engineer**

165 There being no report, the next order of business followed.

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167 **SEVENTH ORDER OF BUSINESS**

**Management Reports**

168 **A. District Manager**

169 There being none, the next order of business followed.

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171 **EIGHTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and**

172 **Comments**

- 173 • The Board requested the replacement of the floors to the clubhouse manager's floor.

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175 **NINTH ORDER OF BUSINESS**

**Adjournment**

176 There being no further business,

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178 On MOTION by Ms. Campbell seconded by Ms. McLoughlin

179 with all in favor, the meeting was adjourned at 8:37 p.m.

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