

Minutes of Meeting

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Avelar Creek Community Development District

The regular meeting of the Board of Supervisors of Avelar Creek Community Development District was held on **Wednesday, January 29, 2025, at 6:02 p.m.** at the Avelar Creek Clubhouse, located at 10125 Holland Road, Riverview, Florida 33578.

Present and constituting a quorum were:

Julie Campbell	Board Supervisor, Chairperson
Kimmie J. McLoughlin	Board Supervisor, Vice Chairperson
Donald Cullen	Board Supervisor, Assistant Secretary
Sebastian Johnson	Board Supervisor, Assistant Secretary <i>(joined the meeting in progress)</i>
Jessica Teston-Loadholtes*	Board Supervisor, Assistant Secretary

Also present were:

Eric Dailey	District Manager, Halifax Solutions
Scott Steady	District Counsel, Burr & Forman LLP
Stephen Brletic	District Engineer, Brletic Dvorak, Inc. <i>(joined the meeting in progress)</i>

Audience	Present
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Note (*) – Attended via conference call.

First Order of Business

Call to Order and Roll Call

Mr. Dailey called the meeting to order at 6:02 p.m. and conducted roll call, confirming that a quorum was present.

Second Order of Business

Pledge of Allegiance

Mr. Dailey asked the Board and Audience to recite in the Pledge of Allegiance.

47 **Third Order of Business**

Audience Comments

48

49 Mr. Dailey stated he had administered the Oath of Office to Ms. McLoughlin prior
50 to the start of the meeting.

51

52 Mr. Dailey asked Ms. McLoughlin if she would like to waive or accept
53 compensation of \$200.00 per meeting up to \$4,800.00 per year. Ms. McLoughlin
54 accepted compensation.

55

56 Mr. Dailey asked if there were any audience comments.

57

58 Ms. Scott stated the two of the District no parking signs are still down on the grass
59 in the townhome areas from the hurricanes.

60

61 Mr. Dailey asked if there were any further audience comments and there were
62 none.

63

64

65 **Fourth Order of Business**

**Consent Agenda Items/Business
Administration**

66

67

68 Mr. Dailey asked if the Board had any questions regarding the consent agenda
69 items. Ms. Campbell stated that her payment of \$200.00 for Supervisor compensation for
70 December was not listed on the check summary but was paid to her.

71

72 On a Motion by Ms. Campbell seconded by Mr. Cullen, with all in favor, the Board approved
73 the consent agenda items as presented with the only change to the December O&M
74 Expenditures to reflect the additional \$200.00 paid Supervisor compensation to Ms.
75 Campbell for a total of \$222,683.61, for Avelar Creek Community Development District.

76

77

78 **Fifth Order of Business**

Staff Reports

79

80 **A. Aquatic Services**

81

82 Mr. Dailey stated the aquatic services with Aquatic Weed Control are currently
83 suspended by the Board and will be discussed under Business Item C on the
84 agenda.

85

86 Mr. Dailey asked the Board if they had any questions or comments. The Board had
87 none.

88

89 **B. Landscape Inspection Services**

90

91 Mr. Dailey presented the report to the Board provided by PSA Horticultural and
92 asked if they had any other questions or comments.

93
94 Ms. McLoughlin stated she attended the inspection with Mr. Picciano with PSA
95 Horticultural and noted there is work that needs to be done in the community and
96 that there are proposals on the agenda to address tree and debris removal from
97 the hurricanes.

98
99 Mr. Dailey stated that Mr. Johnson has joined the meeting in progress at 6:12 p.m.

100
101 **C. Landscape Services**

102
103 Mr. Augustin reviewed his report with the Board, and they had no questions or
104 comments. Mr. Augustin also provided updates to Mr. Picciano's report for the Board.

105
106 Mr. Dailey stated that Mr. Brletic has joined the meeting in progress at 6:18 p.m.

107
108 Mr. Dailey presented the Juniper Landscaping Proposal Summary to the Board. Mr.
109 Augustin and Ms. McLoughlin reviewed the proposals and addressed the code
110 enforcement issue with the two trees on District property that a resident reported to
111 the county.

112
113 **On a Motion by Ms. McLoughlin seconded by Ms. Campbell, with all in favor, the Board**
114 **approved the Juniper Landscaping proposals #319146, 319251, 319280, 319291,**
115 **319310, 319886, 320082, 320096, 320117, 320154, 320190, and 320454 totaling**
116 **\$23,540.38, for Avelar Creek Community Development District.**

117
118 Mr. Dailey asked the Board if they had any other questions or comments for Mr.
119 Augustin. There were none so he left the meeting.

120
121 **D. District Engineer**

122
123 Mr. Brletic introduced himself to the Board and thanked them for the opportunity to
124 work with the District.

125
126 Mr. Dailey stated that the Public Facilities report for the District needs to be
127 updated and the Board asked Mr. Brletic to provide a proposal.

128
129 The Board discussed the maintenance and usage of some of the property in the
130 District and Mr. Brletic stated that an updated map that showed these types of
131 items would be best and save on costs to keep having to look things up and verify
132 them. The Board asked Mr. Brletic to provide a proposal to create a new District
133 map with the items discussed.

134
135 Mr. Brletic stated he looked at the bridge and it needs to be repaired or replaced. The
136 Board discussed using composite material versus wood to extend the life of the
137 bridge if repaired or replaced.

138

139 On a Motion by Ms. Campbell seconded by Ms. McLoughlin, with all in favor, the Board
140 authorized the Mr. Brletic to collect proposals for repairing or replacing the bridge with
141 composite materials, for Avelar Creek Community Development District.

142
143 Mr. Brletic asked the Board if they had any questions or comments. The Board had
144 none.

145
146 Ms. Campbell stated they do have some other items on the agenda to consider
147 that they will need Mr. Brletic to provide comments on.

148
149 **E. District Counsel**

150
151 Mr. Steady he had no additional updates at this time, just the business items for
152 consideration on the agenda

153
154 Mr. Steady asked the Board if they had any questions or comments. The Board
155 had none.

156
157 **F. District Manager**

158
159 Mr. Dailey reviewed the Action Item List with the Board, and they had no questions
160 or comments.

161
162 Mr. Dailey provided updates on the following items:

- 163
164
- 165 • The Board needs to approved annual Performance and Measures which
166 are now required and will provide them for the March Board meeting.
 - 167 • He is reviewing the insurance claims filed by Inframark with Egis but it is
168 likely they will not meet the deductibles so they will not be covered under
169 the policy.
 - 170 • There is no evidence he could find that the previously discussed budget-
171 based water bill was paid by Inframark and there is no outstanding invoice
172 from the county at this time. The Board asked to hold reaching out to the
173 county until they have further discussion at the March Board meeting.
 - 174 • He is working on reviewing the District records received from Inframark but
175 they were not kept in good order and some are missing. He stated the
176 Official Proccedings books are missing and if that is the case he will need
177 to reproduce them at an additional cost to the District or they could purchase
178 a tablet to store them on.

179 On a Motion by Ms. Campbell seconded by Mr. Johnson, with all in favor, the Board
180 authorized Mr. Dailey to purchase a tablet for the District Official Proceedings records
181 storage in the clubhouse if needed, not-to-exceed \$100.00, for Avelar Creek Community
182 Development District.

183

184 Mr. Dailey stated he has concerns about the clubhouse cleaning services provided
185 by Spearem after speaking with Ms. Molinaro. Mr. Dailey stated he would
186 recommend the Board collect proposals from other vendors.
187

188 On a Motion by Ms. Campbell seconded by Ms. McLoughlin, with all in favor, the Board
189 authorized Mr. Dailey to collect proposals for clubhouse cleaning services and authorized
190 Ms. Campbell to terminate Spearem Enterprises and execute an agreement with a new
191 vendor not-to-exceed \$5,000.00 per year at her discretion, for Avelar Creek Community
192 Development District.

193
194 Mr. Dailey stated that the pool looks like it has not been cleaned in over a month.
195 Mr. Dailey stated he has spoken with Mr. Wood with Zebra Cleaning team and that
196 they have been sick for a few weeks and have not been treating the pool. Mr.
197 Dailey stated he would recommend the Board collect proposals from other
198 vendors.
199

200 On a Motion by Mr. Cullen seconded by Mr. Johnson, with all in favor, the Board authorized
201 Mr. Dailey to collect proposals for pool cleaning services and authorized Ms. Campbell to
202 terminate Zebra Cleaning Team and execute an agreement with a new vendor not-to-
203 exceed \$15,000.00 per year at her discretion, for Avelar Creek Community Development
204 District.

205
206 Mr. Dailey then asked the Board how they would like to define the responsibilities,
207 hours and title for Ms. Molinaro.
208

209 The Board discussed with Ms. Molinaro how things have been going for the past
210 few weeks and what she felt was the best way to handle this. Ms. Molinaro
211 suggested she could oversee the pool and clubhouse cleaning vendors to verify
212 the work is being done, the rentals, and access cards and would like to have some
213 office hours set from 2:00 p.m. to 7:00 p.m. two to three days per week for up to
214 fifteen hours.
215

216 On a Motion by Ms. Campbell seconded by Mr. Johnson, with all in favor, the Board agreed
217 to the Clubhouse Coordinator title, the responsibilities of the role handling rentals,
218 managing access cards, overseeing the pool and cleaning services onsite and allowing
219 set office hours not to exceed fifteen hours per week for Ms. Molinaro, for Avelar Creek
220 Community Development District.

221
222 Ms. Molinaro stated she will be working on creating logs for the vendors and a list for
223 all the rentals.
224
225
226

227 Mr. Dailey reminded the Board the next meeting will be on Monday, March 24,
228 2024, at 6:00 pm at the clubhouse.

229
230 Mr. Dailey asked the Board if they had any other questions or comments. The
231 Board had none.

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233
234 **Sixth Order of Business** **Discussion on District Email Services**

235
236 Mr. Dailey stated that with moving the email accounts to Venturesin.com there
237 were no prior archive accounts established with GoDaddy. Mr. Dailey stated that if the
238 Board wanted to add this service there would be some extra hourly charges to get this
239 set up plus a \$50.00 fee per month for the five accounts with Venturesin.com.

240
241 **On a Motion by Mr. Cullen seconded by Ms. McLoughlin, with all in favor, the Board**
242 **declined to add the email archive accounts with Venturesin.com for \$50.00 per month, for**
243 **Avelar Creek Community Development District.**

244
245
246 **Seventh Order of Business** **Ratification of District Agreements**

247
248 Mr. Dailey presented the Ratification of the District Agreements listed on the
249 agenda to the Board.

250
251 **On a Motion by Ms. Campbell seconded by Mr. Johnson, with all in favor, the Board ratified**
252 **the District Agreements as presented: Halifax Solutions District Management Services**
253 **Agreement, BDi Engineering Agreement, PSA Horticultural Agreement, Venturesin.com**
254 **Website Services Agreement, and the Adorned By Him Amenity Services Agreement, for**
255 **Avelar Creek Community Development District.**

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257
258 **Eighth Order of Business** **Consideration of Aquatic Weed**
259 **Control, Inc. Proposal for Aquatic**
260 **Services**

261
262 Mr. Dailey presented the Aquatic Weed Control, Inc. Proposal for Aquatic Services
263 to the Board.

264
265 **On a Motion by Ms. Campbell seconded by Ms. Teston-Loadholtes, with all in favor, the**
266 **Board approved the proposal from Aquatic Weed Control for aquatic services for**
267 **\$7,500.00 per year and for Mr. Brletic and Teston-Loadholtes to review the scope of**
268 **services with the vendor prior to execution of the agreement, for Avelar Creek Community**
269 **Development District.**

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Ninth Order of Business

**Consideration of Proposals for
Clubhouse Roof Repairs**

Ms. McLoughlin presented the Proposals for Clubhouse Roof Repairs to the Board and explained the options between repair and replacement.

278 On a Motion by Ms. McLoughlin seconded by Ms. Campbell, with all in favor, the Board
279 approved the proposal from Steadfast Roofing for the clubhouse roof repair for \$723.09,
280 for Avelar Creek Community Development District.

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Tenth Order of Business

**Consideration of Engagement Letter
for Grau and Associates for Audit
Services**

Mr. Dailey presented the Engagement Letter for Grau and Associates for Audit Services to the Board.

Mr. Steady stated he agreed with the services to cover fiscal years ending September 30, 2024, through September 30, 2026

293 On a Motion by Ms. Campbell seconded by Mr. Cullen, with all in favor, the Board approved
294 the Grau and Associates Engagement Letter for Audit Services for fiscal years ending
295 September 30, 2024, for \$4,400.00, September 30, 2025, for \$4,500.00 and September
296 30, 2026, for \$4,600.00, for Avelar Creek Community Development District.

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Eleventh Order of Business

**Consideration of FLCLASS Interlocal
Agreement for Intergovernmental
Investment Pool**

Mr. Dailey presented the FLCLASS Interlocal Agreement for Intergovernmental Investment Pool to the Board.

Mr. Dailey explained FLCLASS meets the requirements the state set for the District to invest in and it is used by other Districts and governmental entities in Florida.

309 On a Motion by Ms. Campbell seconded by Ms. McLoughlin, with all in favor, the Board
310 approved the FLCLASS Interlocal Agreement for Intergovernmental Investment Pool and
311 to close the Valley Bank account and transfer the balance to FLCLASS once opened, for
312 Avelar Creek Community Development District.

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Twelfth Order of Business

**Discussion on Placement of HOA
Signs on District Property**

Ms. McLoughlin presented the topic regarding the Placement of the HOA Signs on District Property.

Ms. McLoughlin stated that the HOA sign in the median at the entrance needs to be removed as the post was placed in concrete and poses a danger to the public and a potential liability to the District. Ms. McLoughlin stated she would like to see the sign taken up, the concrete removed from the base, and the sign placed in a break-away sign bracket for safety reasons. Ms. McLoughlin stated she was referencing the MUTCD as the standard that is used (see Exhibit A attached).

The Board and Ms. Molinaro, who also serves on the HOA Board which installed the sign, debated about what was previously approved by the past District Board regarding location, maintenance, and local sign guidelines. Mr. Dailey and Mr. Steady agreed that there needs to be agreements in place between the District and the HOA for any signs on District property currently and in the future.

On a Motion by Ms. Campbell seconded by Mr. Johnson, with all in favor, the Board approved Mr. Dailey to get a proposal for the removal of the HOA sign from the District median, for Avelar Creek Community Development District.

On a Motion by Ms. Campbell seconded by Mr. Johnson, with all in favor, the Board amended the original motion and approved Mr. Dailey to get a proposal for the removal of the HOA sign from the District median and for a split of the costs between the District and the HOA, for Avelar Creek Community Development District.

Thirteenth Order of Business

**Consideration of Resolution 2025-05,
Declaring Board Vacancies**

Mr. Dailey presented Resolution 2025-05, Declaring Board Vacancies to the Board.

Mr. Dailey explained that he confirmed with the office of the Hillsborough County Supervisors of Elections that no one submitted to run for seats #2 and #5 prior to the end of the qualification period in June. Mr. Dailey stated that after the November election the Board was required to declare the two seats vacant and then appoint two qualified electors to fill them within ninety days. Mr. Dailey stated that the two seats do roll over until they are filled so Ms. Teston-Loadholtes and Mr. Cullen are currently in the two seats.

358 On a Motion by Ms. Campbell seconded by Mr. Johnson, with all in favor, the Board
359 approved Resolution 2025-05, Declaring Board Vacancies for Seats #2 and #5, for Avelar
360 Creek Community Development District.

361
362
363 Mr. Dailey stated the Board can choose to reappoint the current Supervisors if they
364 wish or announce the openings and take applications from interested qualified electors in
365 the District.

366
367 The Board asked Ms. Teston-Loadholtes and Mr. Cullen if they would like to
368 continue to serve in the open seats and they both stated they would.

369
370 On a Motion by Ms. McLoughlin seconded by Ms. Campbell, with all in favor, the Board
371 appointed Ms. Teston-Loadholtes to serve in Seat #2 and Mr. Donald Cullen to serve in
372 Seat #5 for four-year teams starting November 2024 and ending November 2028, for
373 Avelar Creek Community Development District.

374
375 Mr. Dailey administered the Oath of Office to Mr. Cullen.

376
377 Mr. Dailey asked Mr. Cullen if he would like to waive or accept compensation of
378 \$200.00 per meeting up to \$4,800.00 per year. Mr. Cullen accepted compensation.

379
380 Mr. Dailey stated that since Ms. Teston-Loadholtes is not present in person this
381 evening he cannot administer her the Oath of Office and will at the March Board meeting.

382

383

384 **Fourteenth Order of Business** **Supervisor Requests**

385

386 Mr. Dailey asked if there were any Supervisors Requests.

387

388 Mr. Steady stated that he did not intend to attend future meetings in person unless
389 requested and Mr. Brletic also agreed. The Board agreed and stated they would ask Mr.
390 Dailey to let them know if they need to attend any future meetings in person.

391

392 Mr. Dailey asked if there were any further Supervisors' Requests, and there were
393 none.

394

395

396 **Fifteenth Order of Business** **Adjournment**

397

398 On a Motion by Ms. Campbell, seconded by Mr. Cullen with all in favor, the Board
399 adjourned the meeting at 8:30 p.m., for Avelar Creek Community Development District.

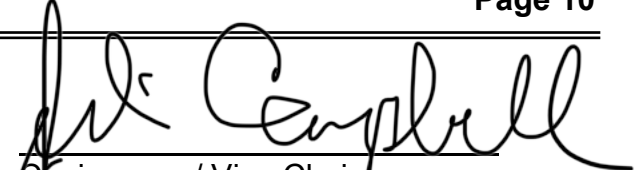
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Secretary/Assistant Secretary



Chairperson/ Vice Chairperson

Exhibit A



Search



FHWA Highway Safety Programs

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IN THIS SECTION



III. Repair and Replacement of Small Sign Supports

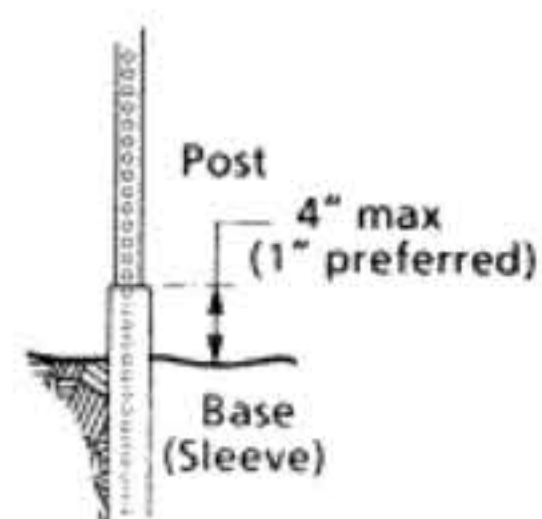
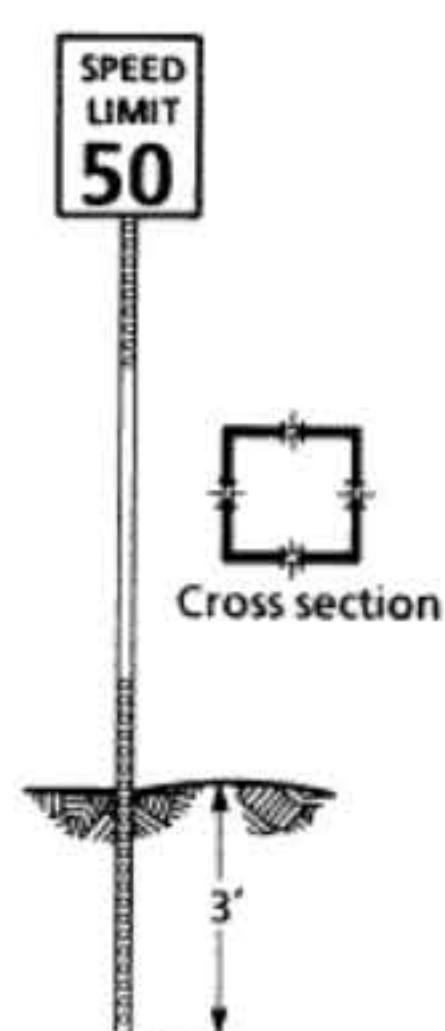
Location and Height of Signs

The location of signs is usually established by the guidance set forth in the current edition of the *"Manual on Uniform Traffic Control Devices,"* State standards and/or directives, and legal procedures and/or requirements.

A sign may require replacement, an additional sign may be added or a whole sign assembly (sign(s) and support) may require replacement. Do not rely on original position and height of the sign as appropriate criteria. ~~It is important to check the~~

Square Steel Tube

Another sign post is the square steel tube (perforated) design. It is used in many localities.



Post Support. Posts can be driven into the ground. Do not place concrete around the post. A broken or damaged post is easier to remove if it is not driven or set into the ground more than three feet.

Breakaway Devices. Sleeve assemblies like the one shown in the lower drawing will increase the safety of a sign when it is hit and make it easier to repair. After the sign has been hit, the broken stub of the post can be removed from the base sleeve and a new sign post put back in place.

Maximum Post Size

Max. Sign Panel Post Size

30 " X 30" 2.25" X 2.25"

X 0.105"

Sign Panels. Attach the sign panels tightly to the post and use oversized washers to keep the sign from breaking loose from the post when a vehicle hits it. Sign panels should be mounted a minimum of

Who does the MUTCD apply to?



The MUTCD audience includes, but is not limited to, State and local highway agencies, public officials, owners of private roads open to public travel, the insurance industry, law enforcement agencies, incident management personnel, maintenance personnel, academic institutions, private industry, and planning, ... Jun 7, 2024

 <https://mutcd.fhwa.dot.gov>

[Overview - Manual on Uniform Traffic Control Devices \(MUTCD\)](#)
