

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, May 7, 2025, at 6:00 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
Jessica Teston-Loadholtes*	Board Supervisor, Assistant Secretary

Also present were:

Eric Dailey	District Manager, Halifax Solutions
Scott Steady*	District Counsel, Burr & Forman LLP
Juan Nova	Branch Manager, Juniper Landscaping (joined the meeting in progress)
C.J. Greene	Lead Ecologist, Crosscreek Environmental Inc.
Audience	Present

Note (*) – Attended via conference call.

First Order of Business

Call to Order and Roll Call

Mr. Dailey called the meeting to order at 6:00 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.

46 **Third Order of Business** **Audience Comments**

47

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

49

50 Ms. Scott thanked Mr. Dailey for working with her on getting the HOA Facility Use
51 Agreement executed for the Avelar Creek South Townhomes Association, Inc.

52

53 Mr. Dailey asked if there were any further audience comments and there were
54 none.

55

56

57 **Fourth Order of Business** **Consent Agenda Items/Business**
58 **Administration**

59

60 Mr. Dailey asked if the Board had any questions regarding the consent agenda
61 items. The Board had no questions or comments

62

63 On a motion by Ms. Campbell seconded by Ms. McLoughlin, with all in favor, the Board
64 approved the Business Administration Consent Agenda Items as presented, for Avelar
65 Creek Community Development District.

66

67

68 **Fifth Order of Business** **Staff Reports**

69

70 **A. Aquatic Services**

71

72 Mr. Greene presented his report to the Board and there were no questions or
73 comments.

74

75 Mr. Greene stated that this report was very basic with them just starting and the
76 May report will have more details.

77

78 The Board asked to make sure Juniper Landscaping is not allowing grass clippings
79 to the ponds and storm drains.

80

81 Mr. Dailey asked the Board if they had any other questions or comments for Mr.
82 Greene. There were none so he left the meeting.

83

84 **B. Landscape Inspection Services**

85

86 Mr. Dailey reviewed the PSA Horticultural report with the Board and there were no
87 questions or comments.

88

89 Mr. Dailey stated that with a score of 31 Juniper Landscaping passed the
90 inspection but stated Mr. Picciano still noted issues with irrigation maintenance and

91 following the scope of services in the contract that he will continue to address with
92 Mr. Agustin.

93
94 Ms. McLoughlin stated she will follow up with Mr. Picciano on the status of the tree
95 at 10106 Caraway Spice to make sure it is remaining healthy.

96
97 **C. Landscape Services**

98
99 Mr. Dailey presented the Juniper Landscaping proposals #339028 for controller
100 repairs at the 301 entrance for \$705.14 and #339285 for repairs to the pump control
101 box behind the monument on the south entrance of Cowley Road for \$362.75 that
102 were sent under separate cover.

103
104 The Board had some questions on the proposals and asked that Ms. McLoughlin
105 review them with Mr. Agustin. Mr. Dailey stated that they would need to take audience
106 comments since this was a walk on agenda item. Mr. Dailey asked if there was an
107 audience comment and there was none.

108

109 On a motion by Ms. McLoughlin seconded by Mr. Johnson, with all in favor, the Board
110 approved the Juniper Landscaping proposals #339028 for \$705.14 and #339285 for
111 \$362.75 subject to final review and approval by Ms. McLoughlin as Vice Chairperson, for
112 Avelar Creek Community Development District.

113

114 Mr. Nova with Juniper Landscaping joined the meeting in progress at 6:25 p.m. and
115 apologized for being late thinking it was at 6:30 p.m.

116

117 Mr. Nova stated that Mr. Agustin was no longer with Juniper Landscaping and he will
118 be the point of contact on the account for now.

119

120 Mr. Dailey explained the Board has already reviewed the landscaping reports and
121 approved the proposals so they will follow up with him after the meeting.

122

123 Mr. Dailey asked the Board if they had any other questions or comments for Mr.
124 Nova. There were none so he left the meeting.

125

126 **D. Clubhouse Coordinator**

127

128 Mr. Dailey reviewed the Clubhouse Coordinator report with the Board and there
129 were no questions or comments.

130

131 The Board discussed the fees for access cards, currently is no charge for the first
132 access card for a home with a maximum of two (2) access cards per home. There
133 is a fee of \$25.00 per replacement access card. The Board debated charging a fee
134 for first-time access cards to help offset the costs of ordering new ones and setting
135 them up.

136

137

138 On a motion by Ms. Campbell seconded by Ms. Teston-Loadholtes, with Ms. Campbell and
139 Ms. Loadholtes in favor and Mr. Cullen, Mr. Johnson and Ms. McLoughlin opposed, the
140 motion failed to change the access card fee to \$10.00 for a new card and \$25.00 for a
141 second access card, for Avelar Creek Community Development District.

142

E. District Engineer

143

144

145 Mr. Dailey stated that there was no report or update from Mr. Brletic at this time
146 except that he has stated on the community map and it will take two to three
147 months to complete a draft for review.

148

149

F. District Counsel

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151

152 Mr. Steady stated he had no updates at this time.

153

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

156

G. District Manager

157

158

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

161

162 Mr. Dailey stated that he has an estimate from CorLin Services to replace the wall
163 mounted key lock boxes for \$32.00 each plus \$120.00 for the labor. The Board
164 discussed the need to only replace one of the key lock boxes if it will not damage
165 the brick to remove it.

166

167 On a motion by Ms. Campbell seconded by Mr. Johnson, with all in favor, the Board
168 approved a not-to-exceed of \$200.00 for CorLin Services to remove both the wall
169 mounted key lock boxes if possible and replace them with one, for Avelar Creek
170 Community Development District.

171

172 Mr. Dailey stated that Ms. Cedres asked about purchasing a leaf blower to use on
173 the pool deck and around the outside of the clubhouse. The Board discussed the
174 options of the type to purchase and where to store it, deciding to not authorize the
175 purchase of a leaf blower at this time.

176

177 The Board asked to make sure that Juniper Landscaping is blowing off the pool
178 deck and clubhouse parking lot when they do their normal maintenance.

179

180 Mr. Dailey stated due to the current financial situation with the District Ms.
181 Campbell as Chairperson directed him to put a hold on the bridge repair proposal

182 that was approved at the March Board meeting. Mr. Dailey stated that since this
183 was done outside of a Board meeting and was previously approved by the Board,
184 they would need to ratify this action. The Board agreed with this decision and
185 discussed tabling this until the next fiscal year.
186

187 On a motion by Ms. Campbell seconded by Ms. McLoughlin, with all in favor, the Board
188 ratified the action of the Chairperson to put the bridge repair proposal on hold and agreed
189 to revisit the discuss on the proposal in Fiscal Year 2025-2026, for Avelar Creek
190 Community Development District.

191 Mr. Dailey asked the Board if they had any questions or comments. The Board had
192 none.
193
194

Sixth Order of Business

Presentation of Registered Voter Count

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198 Mr. Dailey presented the Registered Voter Count for the District to the Board,
199 which was 1031 as of April 15, 2025.
200

Seventh Order of Business

**Consideration of Fiscal Year 2023-2024
Audit**

204
205 Mr. Dailey presented the Fiscal Year 2023-2024 Audit to the Board for
206 consideration.
207

208 Mr. Dailey stated it was a clean audit and has been submitted to the state by
209 Inframark and he has also posted it with EMMA per the trust indenture requirements. Mr.
210 Dailey stated that once approved he will post it to the District's website.
211

212 On a motion by Ms. Campbell seconded by Mr. Johnson with all in favor, the Board
213 approved the Fiscal Year 2023-2024 Audit, for Avelar Creek Community Development
214 District.

Eighth Order of Business

**Consideration of Resolution 2025-07,
Approving Disbursement of Expenses**

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216
217 Mr. Dailey presented Resolution 2025-07, Approving Disbursement of Expenses
218 to the Board for consideration.
219
220

221
222 The Board discussed adjusting the amount in Section 2., (1) Non-Continuing
223 Expenses Not Exceeding \$5,000.00 - with approval of the District Manager down to
224 \$3,000.00. The Board also discussed adjusting the amount in Section 2., (2) Non-
225 Continuing Expenses Exceeding \$5,000.00 - with approval of the District Manager and
226

227 Chairman of the Board of Supervisors to say Non-Continuing Expenses Not Exceeding
228 \$5,000.00.

229

230 On a motion by Ms. Campbell seconded by Ms. McLoughlin, with all in favor, the Board
231 approved Resolution 2025-07, Approving Disbursement of Expenses with the change in
232 Section 2. (1) to \$3,000.00 and the change in Section 2. (2) from saying Exceeding
233 \$5,000.000 to Not Exceeding \$5,000.00, for Avelar Creek Community Development
234 District.

235

236

237 **Ninth Order of Business**

**Consideration of Resolution 2025-08,
Setting the Dates, Time, and Location
for Regular Meetings for FY 2025-2026**

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239

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241 Mr. Dailey presented Resolution 2025-08, Setting the Dates, Time, and Location
242 for Regular Meetings for FY 2025-2026 to the Board for consideration.

243

244 The Board discussed the need to have everyone review their schedules and to
245 send them to Mr. Dailey for discussion at the July Board meeting.

246

247

248 **Tenth Order of Business**

**Presentation of FY 2025-2026
Proposed Budgets**

249

250

251 Mr. Dailey presented the Fiscal Year 2025-2026 Proposed Budgets to the Board
252 for consideration.

253

254 Mr. Dailey explained that he worked with Ms. Campbell on various options to help
255 increase the reserve and general fund assessments to cover the costs of future projects
256 and contracts approved by the Board for both the current and next fiscal year.

257

258 Mr. Dailey stated the version presented in the agenda proposes a \$56,049.00
259 dollar increase to the General Fund and a \$100,000.00 increase to the Reserve Fund,
260 which is roughly a 42% increase in assessments to each homeowner.

261

262 The Board discussed the concerns of such a large increase in one year and how
263 they may need to look at stretching this across multiple years in smaller amounts. The
264 Board stated that some projects like the bridge, monument repairs, and landscape
265 enhancements, may need to be put on hold for longer than next fiscal year.

266

267 The Board decided to add the \$56,049.00 dollar increase to the General Fund and
268 to reduce the proposed increase to the Reserve Fund to \$25,000.00, resulting in roughly
269 a 24% increase in assessments to the homeowners.

270

271

272 **Eleventh Order of Business** **Consideration of Resolution 2025-09,**
273 **Approving Proposed Budgets for FY**
274 **2025-2026 and Setting Date, Time, and**
275 **Location for Public Hearing**
276

277 Mr. Dailey presented Resolution 2025-09, Approving Proposed Budgets for FY
278 2025-2026 and Setting Date, Time, and Location for Public Hearing to the Board for
279 consideration.
280

281 On a motion by Ms. Campbell seconded by Ms. McLoughlin, with all in favor, the Board
282 approved Resolution 2025-09, Approving the Proposed Budgets for Fiscal Year 2025-
283 2026 and setting the Public Hearing for Wednesday, July 30, 2025, at 6:00 p.m., at the
284 Avelar Creek Clubhouse, located 10125 Holland Road, Riverview, Florida 33578, for
285 Avelar Creek Community Development District.

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287
288 **Twelfth Order of Business** **Consideration of Halifax Solutions**
289 **Proposal for O&M Mailed Notices**
290

291 Mr. Dailey presented the Halifax Solutions Proposal for O&M Mailed Notices to the
292 Board for consideration.
293

294 Mr. Dailey stated this proposal will cover the costs of sending the required
295 Operations and Maintenance mailed notices of the proposed assessment increases for
296 the Fiscal Year 2025-2026 Budget to the homeowners.
297

298 On a motion by Ms. Campbell seconded by Ms. McLoughlin, with all in favor, the Board
299 approved the proposal from Halifax Solutions for \$2,200.00 for the O&M Mailed Notices
300 for Fiscal Year 2025-2026, for Avelar Creek Community Development District.

301
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303 **Thirteenth Order of Business** **Discussion on District Policies**
304

305 Mr. Dailey stated this was previously discussed under the Clubhouse Coordinator
306 report and asked if the Board had any further comments at this time. The Board had no
307 further comments at this time.
308

309
310 **Fourteenth Order of Business** **CDD 101 Presentation**
311

312 Mr. Dailey provided a brief overview of the CDD 101 Presentation in the agenda
313 packet and asked the Board how they would like to proceed with the presentation.
314

315 Ms. McLoughlin, Ms. Campbell, and Mr. Cullen got into various discussions on
316 past actions taken by previous and current Board Supervisors as it related to acting

317 without proper direction from the Board as required under various Florida Statutes. They
318 also discussed actions taken by previous management and staff members no longer with
319 the District.

320
321

Fifteenth Order of Business

Supervisor Requests

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Mr. Dailey asked if there were any Supervisors Requests and there were none.

325
326

Sixteenth Order of Business

Adjournment

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329 On a motion by Ms. Campbell, seconded by Mr. Johnson with all in favor, the Board
330 adjourned the meeting at 8:28 p.m., for Avelar Creek Community Development District.

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Secretary/Assistant Secretary



Chairperson/ Vice Chairperson