

**MINUTES OF MEETING
RIVERWOOD ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Riverwood Estates Community Development District held a Public Hearing and Regular Meeting on November 14, 2025 at 9:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544.

Present:

Melisa Sgro
Brady Lefere
Jenna Walters

Chair
Vice Chair
Assistant Secretary

Also present:

Jordan Lansford
Wes Haber (via telephone)

District Manager
District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Lansford called the meeting to order at 9:02 a.m.

Supervisors Lefere, Walters and Sgro were present. Supervisors Buck and Aponte were absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public were present.

THIRD ORDER OF BUSINESS

Public Hearing on Rules Relating to Parking and Parking Enforcement

A. Affidavits of Publication

- **Notices of Rule Development**
- **Notice of Rulemaking**

These items were included for informational purposes.

B. Consideration of Resolution 2026-06, Adopting Rules Relating to Parking Enforcement; Ratifying the Actions of the District Manager to Provide Notice Thereof; and Providing for Severability and an Effective Date

On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, the Public Hearing was opened.

Mr. Haber stated Exhibit A, attached to Resolution 2026-06, specifically addresses the Parking Rules for CDD-owned roadways only. The Rules prohibit parking and authorize towing vehicles off CDD-owned roadways, subject to posting appropriate signage in the areas identified as problematic. The Rules also authorize the CDD to post signage on other CDD-owned roadways deemed problematic, without the need to replicate this process.

Ms. Lansford stated Atlas Towing is reviewing the CDD’s form of Agreement prepared by Mr. Haber. Once executed and signage is in place, the semi-truck can be towed within six hours of being notified. The Agreement is specific to heavy-duty tows; it does not include patrolling the roads.

No affected property owners or members of the public spoke.

On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, Resolution 2026-06, Adopting Rules Relating to Parking Enforcement; Ratifying the Actions of the District Manager to Provide Notice Thereof; and Providing for Severability and an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-07, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; and Providing for an Effective Date

Ms. Lansford presented Resolution 2026-07. It is necessary to amend the Fiscal Year 2025 budget to remove the committed fund balance of 100%, which reduced the Developer contribution obligation by \$115,383.

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, Resolution 2026-07, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2026-08, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; and Providing for an Effective Date

Ms. Lansford presented Resolution 2026-08. It is necessary to amend the Fiscal Year 2026 budget to reduce the Developer contribution amount.

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, Resolution 2026-08, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Discussion/Consideration of Agreement with Pasco County to Enforce Speeding

Mr. Haber reviewed the requirements necessary to initiate a Traffic Enforcement Agreement with Pasco County or with the Sheriff, for enforcement of speeding and other traffic violations on CDD-owned roadways. Ms. Lansford proposed the CDD enter into a Cost Share Agreement with the HOA to avoid delays in initiating the County or Sheriffs engagement processes.

The Board consensus was to proceed with a Cost Share Agreement with the HOA, which authorizes the HOA to enforce speeding violations on CDD-owned roads, contingent upon the HOA not having to enter into a Traffic Enforcement Agreement with the County. If it is required, the CDD will proceed with initiating the process with the County. Ms. Sgro will provide the HOA's contact information to Mr. Haber.

Ms. Lansford recalled an instance in another CDD where the CDD's insurance would not cover the services of the Florida Highway Patrol (FHP); it would only cover services provided by the Sheriff. Mr. Haber asked her to check with the CDD's insurance carrier.

Discussion ensued regarding alternatives, such as installing speed bumps, asking the FHP to place radar signs in the CDD, and having residents complain to the County.

SEVENTH ORDER OF BUSINESS

Ratification Items

- A. **Rust- Off, LLC Agreement for Rust Prevention Services**
- B. **Sunrise Landscape Proposal for Mulch Installation 2025**

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the Rust- Off, LLC Agreement for Rust Prevention Services and the Sunrise Landscape Proposal for Mulch Installation 2025 , were ratified.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2025

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the Unaudited Financial Statements as of September 30, 2025, were accepted.

NINTH ORDER OF BUSINESS

Approval of October 2, 2025 Public Hearing and Regular Meeting Minutes

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the October 2, 2025 Public Hearing and Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

- A. **District Counsel: Kutak Rock LLP**
- B. **District Engineer: Florida Design Consultants, Inc.**
There were no District Counsel or District Engineer reports.
- C. **District Manager: Wrathell, Hunt and Associates, LLC**
 - **NEXT MEETING DATE: December 4, 2025 at 9:00 AM**
 - **QUORUM CHECK**

The December 4, 2025 meeting will be canceled.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

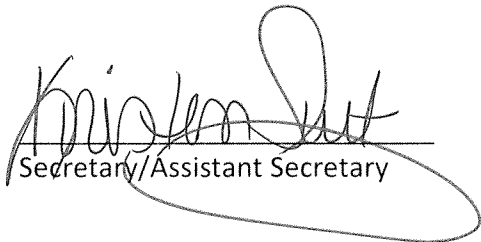
No members of the public were present.

THIRTEENTH ORDER OF BUSINESS


Adjournment

On MOTION by Mr. Lefere and seconded by Ms. Walters, with all in favor, the meeting adjourned at 9:21 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair