

**MINUTES OF MEETING  
SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Summerstone Community Development District held a Regular Meeting on January 24, 2025, at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

**Present were:**

Robert “Bob” Parrish  
Jacob “Jake” Essman  
Riley Otero

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Jamie Sanchez  
Cindy Cerbone  
Chris Conti  
Jere Earlywine  
Ryan Dugan (via telephone)  
Alex Gormley  
Neeraj Chandler  
Rangel Rodriguez  
Maggie Kuper  
Members of the Public

District Manager  
Wrathell, Hunt and Associates, LLC  
Wrathell, Hunt and Associates, LLC  
District Counsel  
Kutak Rock LLP  
Access Management  
Access Management  
Access Management  
Supervisor-Appointee

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 10:02 a.m. The Oath of Office was administered to Mr. Riley Otero and Mr. Jake Essman before the meeting.

Supervisors Parrish, Otero and Essman were present. Supervisors Moulton and Wiggins were not present.

Mr. Sanchez stated the members of the public are mostly here for the Avalon Park West CDD meeting following this meeting.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

### THIRD ORDER OF BUSINESS

**Administration of Oath of Office to Newly Elected Supervisors [Seats 1, 2, 4] (the following to be provided in a separate package)**

Ms. Sanchez stated she administered the Oath of Office to Mr. Riley Otero and Mr. Jake Essman before the meeting. She provided and explained the following before the meeting:

- A. Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

### FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2025-03, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Ms. Sanchez recapped the results of the Landowners' Election, as follows:

Seat 1	Mary Moulton	1 Vote	2-Year Term
Seat 2	Riley Otero	2 Votes	4-Year Term
Seat 4	Jakes Essman	2 Votes	4-Year Term

**On MOTION by Mr. Essman and seconded by Mr. Parrish, with all in favor, Resolution 2025-03, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

Ms. Sanchez stated that Ms. Moulton declined her Board Seat.

**FIFTH ORDER OF BUSINESS****Acceptance of Resignation of John Wiggins  
[Seat 5]**

Ms. Sanchez presented Mr. John Wiggins' resignation.

**On MOTION by Mr. Essman and seconded by Mr. Parrish, with all in favor, the resignation of Mr. John Wiggins from Seat 5, was accepted.**

**SIXTH ORDER OF BUSINESS****Consider Appointment of Maggie Kuper to  
Fill Unexpired Term of Seat 5; Term Expires  
November 2026**

Mr. Parrish nominated Ms. Maggie Kuper to fill Seat 5.

No other nominations were made.

**On MOTION by Mr. Parrish and seconded by Mr. Essman, with all in favor, the appointment of Ms. Maggie Kuper to Seat 5, was approved.**

- **Administration of Oath of Office to Marggie Kuper**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Maggie Kuper.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2025-04,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-04. Mr. Essman nominated the following slate:

Robert "Bob" Parrish	Chair
Jacob "Jake" Essman	Vice Chair
Riley Otero	Assistant Secretary
Maggie Kuper	Assistant Secretary

No other nominations were made. This Resolution removes the following from the Board:

John Wiggins Assistant Secretary

Mary Moulton Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell Secretary

Cindy Cerbone Assistant Secretary

Jamie Sanchez Assistant Secretary

Craig Wrathell Treasurer

Jeff Pinder Assistant Treasurer

**On MOTION by Mr. Essman and seconded by Mr. Parrish, with all in favor, Resolution 2025-04, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

#### **EIGHTH ORDER OF BUSINESS**

**Presentation of Audited Financial Report  
for Fiscal Year Ended September 30, 2023,  
Prepared by McDirmit Davis**

Ms. Sanchez noted the pertinent information in the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023. It was a clean audit; there were no findings, recommendations, deficiencies on internal control or instances of noncompliance.

**A. Consideration of Resolution 2025-05, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023**

**On MOTION by Mr. Essman and seconded by Mr. Parrish, with all in favor, Resolution 2025-05, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.**

#### **NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-06,  
Setting a Public Hearing to Adopt Rules  
Relating to Parking and Parking  
Enforcement; and Providing for Severability  
and an Effective Date**

Ms. Sanchez presented Resolution 2025-06.

**A. Rules Relating to Parking and Parking Enforcement**

Regarding implementing an interim Towing Policy, District Counsel does not recommend doing so before adopting the final Rules at the March 28, 2025 public hearing, as it would not allow towing off CDD property. He suggested preparing a towing contract for the next meeting.

**On MOTION by Mr. Parrish and seconded by Mr. Essman, with all in favor, Resolution 2025-06, Setting a Public Hearing on March 28, 2025 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545, to Adopt Rules Relating to Parking and Parking Enforcement; and Providing for Severability and an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS****Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

- A. Affidavit of Publication**
- B. RFQ Package**
- C. Respondent: Lighthouse Engineering, Inc.**
- D. Competitive Selection Criteria/Ranking**

Ms. Sanchez stated that, with Lighthouse as the sole respondent to the RFQ, the Board can deem Lighthouse as the #1 ranked respondent and authorize Staff to execute a contract.

Staff responded to questions regarding why only one response was received and the current District Engineer's desire to resign. They reviewed the RFQ process.

- E. Award of Contract**

**On MOTION by Mr. Parrish and seconded by Mr. Essman, with all in favor, deeming the sole respondent, Lighthouse Engineering, Inc., as the #1 ranked respondent to the RFQ for Engineering Services, awarding the Engineering Services Contract to Lighthouse Engineering, Inc., and authorizing District Counsel to prepare an Agreement with Lighthouse Engineering, Inc. and for Staff to implement the Agreement, was approved.**

**ELEVENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of December 31, 2024**

**On MOTION by Mr. Essman and seconded by Mr. Parrish, with all in favor, the Unaudited Financial Statements as of December 31, 2024, were accepted.**

**TWELFTH ORDER OF BUSINESS****Approval of Minutes**

- A. November 8, 2024 Regular Meeting**
- B. November 22, 2024 Landowners' Meeting**

**On MOTION by Mr. Essman and seconded by Mr. Parrish, with all in favor, the November 8, 2024 Regular Meeting Minutes and the November 22, 2024 Landowners' Meeting Minutes, both as presented, were approved.**

**THIRTEENTH ORDER OF BUSINESS****Staff Reports**

- A. District Counsel: Kutak Rock LLP**
- B. District Engineer: Clearview Land Design, P.L.**

There were no District Counsel or District Engineer reports.

**On MOTION by Mr. Parrish and seconded by Mr. Essman, with all in favor, terminating the District Engineering Contract with Clearview Land Design, P.L., effective upon executing the Engineering Services Contract with Lighthouse Engineering, Inc., was approved.**

- C. District Manager: Wrathell, Hunt and Associates, LLC**

- **Discussion: Insurance Vertical Assets**

Ms. Sanchez stated she will work with Mr. Parrish to ensure the CDD has no vertical assets to insure.

- **NEXT MEETING DATE: February 28, 2025 at 10:00 AM or immediately following the adjournment of the Avalon Park West CDD meetings**

- **QUORUM CHECK**

The February 28, 2025 meeting will be cancelled. The next regular meeting will be held on March 28, 2025.

**FOURTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

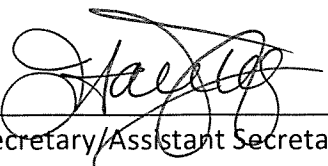
No members of the public spoke.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

<p><b>On MOTION by Mr. Parrish and seconded by Mr. Essman, with all in favor, the meeting adjourned at 10:28 a.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE

  
Secretary/Assistant Secretary

  
Chair/Vice Chair