

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

The regular meeting of the Board of Supervisors of the Willow Creek Community Development District was held on Friday, June 7, 2024, at 1:00 p.m. at 4735 Helen Hauser Blvd., Titusville, Florida.

Present and constituting a quorum were:

Steve McConn  
Casey Dare

Chairman  
Vice Chairman

Also present were:

Andressa Hinz Philippi  
Matthew Hans  
Rich Hans  
Grace Kobitter  
Rodney Honeycutt

District Manager  
Governmental Management Services  
Governmental Management Services (by phone)  
District Counsel (by phone)  
District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Hinz Philippi called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

- A. Acceptance of Resignation Letters from Mr. Bill Crawford and Mr. Chad Harvey**
- B. Consideration of Appointment of Supervisor to Unexpired Term(s) of Office Seat #2 (11/2026), Seat #3 (11/2024) and Seat #5 (11/2024)**
- C. Oath of office for Newly Appointed Supervisor(s)**

Ms. Hinz Philippi: The next item would be organizational matters, we did receive resignation letters from Mr. Bill Crawford and Mr. Chad Harvey and we need a motion, how are we going to do the motion Grace with only two people to accept the resignations, because we need to accept the resignations before we appoint one person, right?

Ms. Kobitter: Sorry, I was on mute, we already have one open seat so we could go ahead and appoint that third Board member and swear them in and then we can accept

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the two other resignation letters, and then if there is another individual there to appoint, we can go ahead and do it at that time.

Ms. Hinz Philippi: Ok, because Jennifer told me something different but, that's ok, no problem. So, would you like to appoint someone to the open seat?

Mr. McConn: Yes, I make a motion to appoint Steven White to the Willow Creek CDD Board.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, appointing Steven White to fill the unexpired term of officer for seat #3 was approved.

Ms. Hinz Philippi: Ok, so Steven I'm going to swear you in, here is the oath of office, I will read it to you, so after I say the word "I" you would just say your name, so "I".

Mr. White: Steven White.

Ms. Hinz Philippi: A resident of the State of Florida and citizen of the United States of America, being a Supervisor of the Willow Creek Community Development District and recipient of public funds on behalf of the District, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida, and will faithfully, honestly, and impartially discharge the duties devolving upon me in the office of Supervisor of the Willow Creek Community Development District, Brevard County, Florida.

Mr. White: I do.

Ms. Hinz Philippi: Thank you. So, we have Steven and then for seat #5 I think was the one that was open, and then we have one more person that needs to be appointed, correct?

Mr. McConn: Right.

Ms. Hinz Philippi: So, would you like to make a motion for that person?

Mr. Dare: Do we need to accept the resignations first or are those already done?

Mr. McConn: No, we need to accept those.

Ms. Hinz Philippi: Yes, we can make a motion to accept the resignations.

Mr. McConn: Ok, I make a motion to accept the resignations of Bill Crawford and Chad Harvey as Board members.

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On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, accepting the resignation letters from Bill Crawford and Chad Harvey was approved.

Ms. Hinz Philippi: Alright.

Mr. McConn: I'll make a motion to appoint Jeff Myers to one of the open Board seats for Willow Creek CDD.

Ms. Hinz Philippi: Ok.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, appointing Jeff Myers to fill the unexpired term of officer for seat #2 was approved.

Ms. Hinz Philippi: So, for now, and let me just do the oath of office first for Jeff and then we can do the election of officers, so "I".

Mr. Myers: Jeff Myers.

Ms. Hinz Philippi: A resident of the State of Florida and citizen of the United States of America, being a Supervisor of the Willow Creek Community Development District and recipient of public funds on behalf of the District, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida, and will faithfully, honestly, and impartially discharge the duties devolving upon me in the office of Supervisor of the Willow Creek Community Development District, Brevard County, Florida.

Mr. Myers: I do.

Ms. Hinz Philippi: Alright, thank you. So now we have Jeff, and we can appoint him to seat #2.

#### **D. Election of Officer(s)**

Ms. Hinz Philippi: Now, for the slate of officers, I propose that if you would like to do that we could keep Steve as chairman, and Casey as vice chairman, and add the two new Board members that were added, Steve White and Jeff Myers would be assistant secretaries.

Mr. McConn: That's fine.

Ms. Hinz Phillip: Alright, so I need a motion to maintain the existing slate and add Jeff and Steve as assistant secretaries.

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On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, the election of officers, keeping the existing slate of officers the same, and adding Steve White and Jeff Myers as assistant secretaries was approved.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the November 3, 2023 Meeting**

Ms. Hinz Philippi: The next item would be the approval of the minutes of the November 3, 2023 meeting and that is on page 6. If there are any changes, please let me know, if not, a motion to approve would be in order.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, the Minutes of the November 3, 2023 Meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of:**

**A. Resolution #2024-03 Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing**

Ms. Hinz Philippi: The next item would be consideration of resolution #2024-03 approving the proposed fiscal year 2025 budget and setting the public hearing. So, I have sent this budget before to you guys and I'd like you to take a look and see if there are any questions, and if what is there is good for us right now. As I said, it's based upon the proposals we have on the agenda, and of course, most of the items under the clubhouse are going to be changing as we open and we see the needs or not but, that is over the next couple of months for us, and probably the next fiscal year to adjust things as needed.

Mr. McConn: I make a motion to approve.

Ms. Hinz Philippi: Alright, so this resolution is a two-part resolution, so the first part is approving the proposed fiscal year 2025 budget, and the second part is setting up the public hearing. As I told you guys, we could make an exception for August 8th which is Thursday, and then if you guys are ok with that date you can tell me what is the best time, maybe 11:30, maybe 1:00 o'clock in the afternoon, the same time as this meeting.

Mr. McConn: I think we're looking at a lot of meetings piling up on that day.

Mr. Dare: Yes.

Mr. McConn: Can we do it that Friday, August 9th?

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Ms. Hinz Philippi: Yes, we are trying to do it that week.

Mr. McConn: So, I'm good that Wednesday before, like Wednesday the 7th or Friday the 9th we can do that.

Ms. Hinz Philippi: Ok, so today is the 7th and we need 60 days.

Mr. Dare: Let's do the 9th.

Mr. McConn: Ok, so the 9th is fine, that Friday.

Ms. Hinz Philippi: Alright.

Mr. McConn: So, at the same time 1:00 o'clock, is that good for you guys?

Mr. Dare: It would be better if we could meet at 1:30, can we meet at 1:30?

Ms. Hinz: Philippi: Yes.

Mr. McConn: Sure.

Ms. Hinz Philippi: Alright, so we have a motion to approve resolution #2024-03 approving the proposed fiscal year 2025 budget and setting the public hearing that is going to happen on August 9th, that's a Friday, and that's an exception, at 1:30 p.m. in the afternoon, as we'll be at 4735 Helen Hauser Blvd., Titusville, Florida, 32780.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, Resolution #2024-03 approving the proposed Fiscal Year 2025 Budget and setting the Public Hearing on August 9, 2024, at 1:30 p.m. at 4735 Helen Hauser Blvd., Titusville, FL was approved.

Ms. Hinz Philippi: So, it has been mentioned that after the public hearing is attended on August 9th, we would like to change the meetings to a Tuesday at 1:00 p.m. for the meeting schedule.

Mr. Dare: Yes, that's fine.

Ms. Hinz Philippi: Alright, so I will ask Jennifer to put that on the calendar so we can approve that during the next meeting on August 9th, and that's going to be the second Tuesday of the month at 1:00 or 1:30 did you guys say?

Mr. McConn: 1:30.

Ms. Hinz Philippi: Ok, 1:30.

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**B. Resolution #2024-04 Boundary Amendment**

Ms. Hinz Philippi: And the next item would be resolution #2024-04 boundary amendment. I have Grace from Jennifer's office with us, and she can explain a little bit more about this. I would like to comment that we need to have a conversation afterward to figure out the amenity center but, I think we can rely on Grace to talk about it a little bit and then we can approve in substantial form.

Ms. Kobitter: Andressa?

Ms. Hinz Philippi: Yes.

Ms. Kobitter: Sorry, I couldn't hear you, I think you might have been muted.

Ms. Hinz Philippi: I'm sorry, I was just saying resolution #2024-04 for the boundary amendment, I was talking to the Board and saying that we had some questions on it that we were going to address later but, that you can explain a little bit and then we can approve in substantial form and then review later with District counsel and management.

Ms. Kobitter: Ok, yes, so I'm happy to go over that unless you already have Andressa.

Ms. Hinz Philippi: No, you can go ahead.

Ms. Kobitter: Sure, so members of the Board we were made aware that the clubhouse parcel is included in the contractual parcel and takes that boundary amendment out and to be included in the deed for the District, so just given that I wanted to confer online with KB Homes, as well as District management. So, we would like to move forward with the boundary amendment authorization but, we request that the Board approves it in substantial final form for review by District counsel, District management, and in conjunction with review with the developer.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, Resolution #2024-04 the Boundary Amendment was approved.

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**FIFTH ORDER OF BUSINESS**

**Consent to Assignment of Landscape Maintenance Agreement by and Between Willow Creek Community Development District and Meadowbrook Acres of South-Central Florida, Inc. to Weber Environmental Services, LLC**

**A. Landscape Maintenance Contract with Weber Environmental Services, LLC**

Ms. Hinz Philippi: The next item would be consent to the assignment of the landscape maintenance agreement between Willow Creek and Meadowbrook Acres to Weber Environmental Services. We do have a proposal in your package from Weber and we just need a motion to consent to assign this agreement, and then this can be executed by the chairman or vice chairman later with the new agreement for maintenance with Weber.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, accepting the Consent to Assignment of Landscape Maintenance Agreement by and between Willow Creek CDD and Meadowbrook Acres of South-Center Florida, Inc. to Weber Environmental Services, LLC was approved.

Ms. Hinz Philippi: Grace, do I need a second motion for the chairman to execute the agreement or it's good because of the consent already?

Ms. Kobitter: No, that would capture it in the motion, and then you can bring back the final package and the agreement for ratification at the next meeting.

Ms. Hinz Philippi: Sounds good to me, thank you.

**SIXTH ORDER OF BUSINESS**

**Ratification of:**

**A. Amendment to Lake Maintenance Services Agreement by and Between Willow Creek CDD and Solitude Lake Management, LLC**

Ms. Hinz Philippi: Alright, the next item would be ratification of amendment to lake maintenance services agreement between Willow Creek CDD and Solitude, and this is on page 47 of your agenda, and I need a motion to ratify.

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On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, ratifying the Lake Maintenance Services Agreement between Willow Creek CDD and Solitude Lake Management was approved.

**B. Bill of Sale – Affidavit Regarding Costs Paid (Verano Village B Utility Improvements)**

Ms. Hinz Philippi: Alright, the next item would be ratification of the bill of sale affidavit regarding costs paid by Verano Village B utility improvements on page 55.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, ratifying the Bill of Sale affidavit regarding the cost paid for Verano Village B utility improvements was approved.

**C. Quote Number 00006813 with Solitude Lake Management**

Ms. Hinz Philippi: The next item would be ratification of quote number 00006813 with Solitude Lake Management, I just need a motion to ratify.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, ratifying quote number 00006813 with Solitude Lake Management was approved.

**D. Quote #28424 with Hall Fountains Incorporated**

Ms. Hinz Philippi: The next item would be quote #28424 with Hall Fountains Incorporated on page 67 for the fountain in lake #1. I need a motion to ratify.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, ratifying quote #28424 with Hall Fountains Incorporated for lake #1 was approved.

**SEVENTH ORDER OF BUSINESS      Consideration of Proposals:**

**A. Amenity Management Services with Community & Association Lifestyle Management II, LLC (C.A.L.M)**

Ms. Hinz Philippi: The next item is consideration of the proposal from Amenity Management Services with Community & Association Lifestyle Management, C.A.L.M. on page 68. This is a GMS company, we have separated C.A.L.M. just for clubhouses for liability purposes but, it's our company within GMS. We are proposing, as I spoke with you

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guys before, Casey told me 4 days a week but, my intent with this is we have the 4 days a week, and I split 1 day into 2 days, so we had 32 hours, so we have more days with a person there, and my intent with that proposal is to also train that person to be a field manager in the future. So, this person is going to be there for the whole full time but, it's going to separate field management and Amenity, but this person is going to be there constantly, so you have that benefit of the same person taking care of all the grounds, so that's the goal. Once the club has a lot of people and a lot of traffic that grows with the clubhouse you can just pass this person on to 40 hours and then have the field manager as well.

Mr. McConn: And this is the person that does key FOBs?

Ms. Hinz Philippi: Yes.

Mr. McConn: Ok.

Ms. Hinz Philippi: He's going to take care of that, he's going to take care of the proposals that are going to come for anything related to the clubhouse, take care of the rentals, deposits, agreements.

Mr. McConn: Booking of the common space.

Ms. Hinz Philippi: Yes, exactly, inspection after the fact, the appearance of the community, if you want to promote something through the manager of the clubhouse, do a newsletter to send to people, take care of the grounds if you need maintenance, if you need anything this person is going to bring the proposals.

Mr. McConn: Ok, I make a motion to approve.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, accepting the proposal from Amenity Management Services with Community & Association Lifestyle Management II, LLC (C.A.L.M.) was approved.

**B. Janitorial Maintenance with Clean Star Services of Central Florida, Inc.**

Ms. Hinz Philippi: The next item would be janitorial maintenance with Clean Star Services of Central Florida. She gave me two proposals, one for 3 times a week, for \$2,300 a month, and one for 4 times a week for \$2,900. She separated the gym for \$87.50 a month, and pet stations for \$50.

Mr. McConn: So, that's actually specifically a disinfectant wipe station for the gym?

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Ms. Hinz Philippi: Yes.

Mr. McConn: And then emptying any if we were to add pet stations.

Ms. Hinz Philippi: Exactly, and I don't know if you guys are thinking about that but, she has different services that she can add if you need it, so it's good that she provides those services if we ever think about doing that and needing that for the future. We have here 3 times a week or 4 times a week, I don't know what you guys are thinking.

Mr. McConn: Well, right now we only have 180 houses, so obviously over time we're going to get more and more units, and obviously to get more use and have more demand for cleaning so I don't know if it makes sense to sign her up for 3 days a week now, and then as the club gets more and more use over time, increase it.

Ms. Hinz Philippi: We can do that, we can sign her up for 3 times a week, and then as demands add up, we can just ask her to come 4 times a week.

Mr. McConn: Ok, so I'll make a motion to approve the Clean Star Services agreement for 3 times a week.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, accepting the proposal for janitorial maintenance with Clean Star Services of Central Florida, Inc. for 3 times a week at \$2,300 a month was approved.

**C. Pool Maintenance**

Ms. Hinz Philippi: The next item would be pool maintenance, and this item was supposed to be on the agenda but we didn't get it in time.

Mr. Matthew Hans: I have two different options for the pool maintenance. So, we have Logans for Logans Pools.

Ms. Hinz Philippi: Do you have it printed out?

Mr. Matthew Hans: I did not print it, no, and the other one just came in like right before we sat down. So, we have Logans Pools, and they're offering 3 different options in terms of the amount of service. We have a 5-day option from them for \$3,200, a 3-day option for \$2,000, and a 4-day option for \$2,600, and that's taking care of the pool, the chemicals and the splash pad, the chemicals for that as well. Then we also have a quote from Pool Troopers, they're a little bit bigger, they are kind of throughout the state, and their price is \$2,983 to be exact for 3 days of service, including chemicals for the pool and

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the splash pad. So, the Logans guy, he's a younger guy, it's him and one or two other guys that work for him, it's a much smaller company. Pool Troopers, they have a bunch of guys, they have a guarantee like within an hour if you have an emergency, they can have someone out there, so ideally we're choosing between having someone there for more days or having a quick call if we have an emergency and have someone immediately out essentially.

Mr. Dare: Has this company ever had any recommendations based on previous experience?

Mr. Matthew Hans: So, we haven't worked with either of these companies in this area, we don't really have too many communities in this area but, Pool Troopers has worked on other pools by us and for us down south, and they are pretty solid but, again Logans Pools, he seemed extremely motivated and he got back to us very quickly, and he was aggressively going for it, so I think either way would probably be ok and we also have the other as an option that we could switch to.

Mr. Dare: Is one of those local?

Mr. Matthew Hans: Logans Pools is, he's a local guy.

Mr. Dare: I think if we're just starting out, I prefer to go with someone who is local.

Mr. Matthew Hans: Right, and Pool Troopers is also based locally as well, they have a bunch of franchises, they're just throughout the entire State of Florida.

Mr. McConn: Can we confirm with Logans, like would you call them to see how quickly they could get someone there?

Mr. Matthew Hans: Yes, we can definitely confirm that.

Mr. McConn: I think if that's the only real difference then it doesn't matter.

Ms. Hinz Philippi: Yes, and there's another thing, once the pool starts being used, you're going to want them more times. If you are starting with a high price already in the beginning, and then it's going to increase more and more because once people start using the clubhouse, you're going to see the need for somebody cleaning up is going to be more frequent. So, I think maybe you guys want to confirm that and then do a not-to-exceed amount, pending or you just want to approve with Logans.

Mr. McConn: I'll make a motion to approve Logans Pools because they give the three options and we can increase that if we need to.

Ms. Hinz Philippi: Ok, for now, 3 times a week or 4?

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Mr. McConn: Let's start with 3 and let's see how much we need.

Ms. Hinz Philippi: Alright.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, accepting the proposal from Logans Pools for pool maintenance 3 times a week for \$2,000 per month was approved.

Ms. Hinz Philippi: The next item I would like to include is a proposal that I received after the agendas went out for Travis Security, and this is for the set up of the cameras and monitoring services for the clubhouse. This is going to be a monthly fee and then we have to buy the key cards or the access cards, it comes with 200 cards, and if we need more we need to order and they are \$350 for 50 cards.

Mr. McConn: So, usually we get cards with the security in a bundle.

Mr. Matthew Hans: It's the same system you're talking about right, the Stasis System Addressa, they're doing the pool and the clubhouse.

Ms. Hinz Philippi: Yes, it's the clubhouse.

Mr. Dare: No, you're talking about the fence that goes through Evergreen, this is through Andrew Structure.

Mr. McConn: But we have two sets of key cards, one for the gate pool, and then one for the gate for doors into the main room and the gym.

Mr. Dare: But they're two different companies but, do we have to approve this now, can we table it for the next session, let's do that.

Ms. Hinz Philippi: We can table it.

Mr. Dare: Right, we don't need to approve it now. (inaudible comment)

Ms. Hinz Philippi: Ok, so we'll table this to the next meeting then.

Mr. Matthew Hans: And then before you go to the staff reports, we had some landscaping stuff we needed to approve, or do we have one more item?

Ms. Hinz Philippi: Yes, we'll bring it up under the field report.

Mr. Matthew Hans: Ok.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Audit for Fiscal Year  
Ending September 30, 2023**

*This item was inadvertently skipped over.*

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## **NINTH ORDER OF BUSINESS**

## **Discussion of Rules**

Ms. Hinz Philippi: The next item for discussion is the rules, and we want to present the rules today because, at the meeting that we're approving the budget, we want to also approve the rules, so we have them set up for our clubhouse when it's ready to open. I have some comments on the rules that I wanted to bring up to Grace and let me just open it here, I think it's page 115 if I'm not mistaken. Yes, so on your draft Grace, can you hear me?

Ms. Kobitter: Yes, I can. On page 115 which shows the notice?

Ms. Hinz Philippi: Yes.

Ms. Kobitter: Ok.

Ms. Hinz Philippi: So, on page 123 we have here resident access and usage, and I wanted to just make sure the direction of the Board is followed here, I was under the impression that we're going to provide two key access cards to each resident, has that changed? We're going to provide just one or two?

Mr. McConn: I think we should provide two per household, or how many come with the system, is it enough?

Ms. Hinz Philippi: The system comes with 200, we have 300 plus houses, right?

Mr. McConn: No, I think it was 180.

Ms. Hinz Philippi: Ok, so 180.

Mr. McConn: So, we're talking about the key cards is what we're talking about.

Ms. Hinz Philippi: No, we are talking about the rules because in the rules we have to define how many key cards you want to provide to your residents, and that doesn't depend on the vendor that is going to do that, that depends on what KB wants to provide to their residents, one key card or two.

Mr. Dare: And I would agree there should be two, but when we're talking with the different trades about the key cards, we'll tell them this is what we want, and they'll redo their bids.

Ms. Hinz Philippi: Ok, so two.

Mr. McConn: Yes, two.

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Ms. Hinz Philippi: Alright, so it would be two key cards Grace, and I think we have that in three different places on the rules, so we should revise that in the three places I think it's on page 124.

Ms. Kobitter: Ok, we'll make that update.

Ms. Hinz Philippi: Thank you. The other item that I just wanted to bring up is on page 125 item K, bounce houses and other structures, the installation and use of bounce houses and similar apparatus are prohibited on District property. No exceptions will be made. I just want to bring this up that we could do this as like, it could be permitted by the District manager's approval, or by clubhouse manager's approval because if you want to do an event or something that you're going to have kids and you want to have the bounce house, you could have the vendor provide a certificate of insurance for us.

Mr. Dare: Just like the last community that we did we had a bounce house.

Ms. Hinz Philippi: Right, and a lot of kids love that, so if you want to have that option and leave that open, you don't want to restrict that.

Mr. McConn: That's fine.

Mr. Dare: I agree as well.

Ms. Hinz Philippi: Alright, so Grace can you make that modification, please?

Ms. Kobitter: Ok.

Ms. Hinz Philippi: Alright, another thing is on letter L, excessive noise, that will disturb other patrons and guests is not permitted, including but not limited to the use of cellular phones and speakers of any kind that amplify sound. We were talking about this on other properties so I would just suggest here earbuds.

Mr. Matthew Hans: And this is preventing kids from coming to the clubhouse with a boom box and playing it really loud, so I think this rule should definitely stay.

Ms. Hinz Philippi: Yes, and I want to say, I just want to suggest like for guests to use earbuds.

Mr. McConn: I think that's perfectly fine as written.

Ms. Hinz Philippi: Alright, so moving down to swimming pool policies, under #3 on swimming pool policies for supervision of minors you have here, all children, regardless of age, using inflatable armbands, I don't see in the provision any age for kids. So, it only says here anyone that is unable to swim safely without assistance must be accompanied by a capable adult. I prefer that you use, under age 14 kids must be accompanied by an

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adult because a kid can be 8 years old and swim good, and I say, he can go ahead and go to the pool.

Mr. McConn: I think we've restricted that in our other amenities that have a pool where children can't attend the pool without an adult.

Mr. Dare: I think it says the adult has to be able to swim too.

Mr. McConn: Yes, the adult has to be able to swim, and the adult can't be in some other part of the clubhouse, like being in the gym because of the pool, so I would think we'd make that here too.

Ms. Hinz Philippi: Yes, so we should put like an age number because we don't have one there.

Mr. Dare: The other problem with saying 14 or so like that, is you avoid a flock of teenagers at the pool and then they get rowdy and there's no adults to reign them in so, really it needs to be anybody that's under 18 who came to the pool by themselves, and the other thing is they just don't listen to other adults, so a parent needs to be responsible for them because they're at the new the facilities.

Ms. Kobitter: So, we can update this provision to require children under the age of 13 or 14 to be accompanied by an adult over the age of 18 but, we do have to be careful regarding the Fair Housing Act that we're not having unnecessary restrictions, such as requiring anyone under the age of 18 to be accompanied by an adult but, it's definitely acceptable to have that age limit at 13 or 14 that we can update that provision.

Mr. Dare: That's fine but, let's just make it, we're trying to stress that the parents are responsible for the minors of whatever facilities they're using, so whether we put that as a separate line item just so there's no misunderstanding.

Ms. Hinz Philippi: I think the way it's written is very good, the only thing it was missing is the age restriction to be very clear.

Mr. McConn: Right, so we add that in as an additional rule, another line.

Mr. Dare: So, it needs to be expanded beyond just no swimming children.

Ms. Hinz Philippi: Yes. Alright, so another item under the fitness center policies, it says here hours of operation from 6:00 a.m. to 10:00 p.m. but, do we know if we're going to have the key card access separated from the clubhouse, or are you going to give them access to the whole clubhouse at these times, or what is going to be the idea for that?

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Mr. Dare: I think it's going to have to be set up so that they can't get access to the pool after dark but, they can have access to the other facilities, so we're just going to have to get with Andrew and figure out what the program will be.

Ms. Hinz Philippi: Ok, so Grace we have two places here for the fitness center and I think for the pool.

Mr. Dare: Well, we need to make sure that the doors going out to the pool from the lobby are access-controlled at least with a magnetic lock or something like that.

Ms. Hinz Philippi: Right.

Mr. Dare: Because there's two gates in the breezeway, there's a gate to get into the breezeway and there's another gate to get pool access, and supposedly there's no doors that access directly into the fence closed area to the pool and so we just need to look at all of this.

Ms. Hinz Philippi: Right, so that's why I think it's premature to put the time here on the rules, so maybe Grace we could do this to be set up by the manager or be updated for like a resolution later, or what is the best course of action here?

Ms. Kobitter: We can revise that to include the hours will be stated onsite, and we can always update these policies just by motion of the Board should they decide to change the hours, we only need to hear that being said, or the range of fees but any policy changes that are needed the Board is able to make those changes on a monthly basis if they desire.

Ms. Hinz Philippi: Ok, so can you include that in the hours?

Ms. Kobitter: Yes, and I will make all of these revisions and circulate the redline for the Board's review.

Ms. Hinz Philippi: Ok. The other item I just wanted to bring up is, there is in here the use to prohibit the use of personal trainers, do you guys want to prohibit that because they could provide insurance if people want to use the gym, or do you just want to restrict that to no?

Mr. Dare: My personal opinion is that unless we have abuse appear, there's some flexibility there unless we have a situation arise that it becomes a nuisance.

Ms. Hinz Philippi: Ok, alright.

Mr. McConn: There's an attire issue too in the swimming pool policies where appropriate swimming attire, swimsuits must be worn at all times, and wearing prohibited

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attire will result in immediate expulsion for the pool area, but prohibited attire isn't defined anywhere. So, if we're going to say that, we have to make sure that it's very clear what is prohibited.

Ms. Hinz Philippi: Yes, like clothes, jeans, cutoffs.

Mr. McConn: Right, so if you're seen wearing prohibited attire it will result in immediate expulsion, you have to define what the prohibited attire is, or you take it off completely and you just say appropriate swimming attire, swimsuits must be worn at all times, so either way you could do it.

Ms. Hinz Philippi: Ok, and one thing I would love to include here and I don't know how to word it but, Grace can help me, on the pool is no exposure or no improper sexual behavior because people do get in the pool and then they have called them out, and if we don't say it and spell it out there, they say well nobody said we couldn't.

Mr. McConn: Right, and so Grace could you suggest like a family atmosphere kind of notation there?

Ms. Kobitter: We do have items that are regarding conduct, no cursing, offensive language, no threatening language or behavior is allowed, were you looking for something in addition to that?

Mr. Dare: Yes, because particularly later in the day people get their groove on in the pool, and say, oh it didn't say anything in there about it.

Ms. Hinz Philippi: So, we probably need to give the guidelines here but, we can publish onsite what we define here.

Mr. Matthew Hans: And not to interrupt you but, these are policies, you guys can change policies at any meeting without a public hearing, so we're not changing like any by-laws so if we do need to at the next meeting to change something on the swimming pool policies we can easily do that as well.

Mr. Dare: Ok, and until there's a problem then you don't have to be so restrictive to say everything until it starts to become a problem. I don't know how restrictive this document needs to be.

Mr. McConn: Well, with the whole profanity thing, you may want to say no profanity, no lewd or lascivious activities so we could say, as identified by the onsite manager or something like that, I mean we can make it so that it generalizes without getting too specific.

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Ms. Hinz Philippi: Alright so Grace can you just put something that says, and other policies established by the clubhouse manager and Board of Supervisors?

Ms. Kobitter: Yes, I think we have that language.

Ms. Hinz Philippi: Ok.

Mr. McConn: Perfect.

Mr. Dare: To Steve's point, down south maybe people have a different acceptance of what's ok, and you get a lot of people who come from all different walks of life. (inaudible comment)

Ms. Hinz Philippi: Yes, and so this is going to be the policy that we're going to adopt. Alright, so we talked about the timing, and Grace is going to update that, and then there is the timing for the pickleball courts also from 7:00 a.m. to 9:00 p.m., do you want to do the same thing and just leave it there to specify later, or is this time ok?

Mr. McConn: Well, we're going to be meeting again, so I think we can make that dusk to dawn.

Ms. Hinz Philippi: Yes, ok, so just change that Grace. So, also on general policies, item D, refers to again this facility, so I think that needs to be changed to pickleball instead.

Ms. Kobitter: Yes, we'll make that update.

Ms. Hinz Philippi: Alright. Then because in the other parts of the rules, we're referring to children under 14, I think it's going to be good that we refer to that in the pool area too so they are matching and you have uniform language going on. Tot lot looks good, lakes and ponds, are fine, and the facility rental policies. Ok, on the facility rental policies I didn't see anything about alcohol, or prohibiting alcohol or anything, so what are your thoughts about that?

Mr. McConn: I would say no alcohol until residents take over.

Ms. Hinz Philippi: That increases your liability here for sure.

Mr. McConn: Yes, so I would say no alcohol.

Mr. Matthew Hans: That's definitely the easiest and some of our other properties what they do to allow alcohol is they require you to have a licensed and insured bartender serving it, and the District as an additional insured.

Ms. Hinz Philippi: Yes, but it doesn't mean that you're not going to be liable.

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Mr. McConn: Honestly, for the turnover for the original CDD, we're not that far from turnover, so it's just when we hit the 250 threshold, which will probably be in the next year, that's going to be turned over to the residents.

Ms. Hinz Philippi: The transition is going to take like 4 years for them to control the Board.

Mr. McConn: But, it is definitely much easier and much safer to just say no alcohol.

Mr. Dare: I would just say, start out with no alcohol, and then if it becomes an issue where people wind up partying we can always look at changing the policy.

Ms. Hinz Philippi: Ok, alright, so if you could add Grace, no alcohol can be served in the rental policy.

Ms. Kobitter: Ok.

Ms. Hinz Philippi: Ok, thank you. The only other question that I have is the annual user fee, non-resident, and this of course because it's a public amenity but, you put it here, the rates are between \$2,500 and \$4,000 and there is no definition of why it would be \$2,500 or up to \$4,000. I believe the \$2,500 is for a single person, and \$4,000 for a family, is that the distinction?

Ms. Kobitter: So, we included the range to allow the Board to have the ability to decide where they would like to see that range. Typically, we do it based on when it's the highest assessment that needs to be paid within the District but, we just provided a range to have options for the Board to consider.

Mr. McConn: So, what is the highest assessment, is that just on the bigger lots, so it's a weight scale based on the size of the lot?

Ms. Kobitter: I'm sorry, can you repeat that one more time?

Mr. McConn: Is there a weighted scale based on the size of the lot, I know it's like that in some of the other CDDs.

Ms. Kobitter: Yes, so typically the largest assignment amount for the largest lot is being assessed, we'll take that number and we'll multiply it by an appropriate amount, typically, 2 or 3, I believe we've done it in other Districts, and that typically comes out in between that range. So, this is the range that we use at our other Districts just depending on the number of lots, the quality of the amenities that are being provided is how we determine or guide the Board on which number is most appropriate within that range.

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Mr. Dare: My personal opinion is since we're just opening, we're not really trying to encourage public use, let's make it the limit of the range. (inaudible comment)

Ms. Hinz Philippi: Ok, so \$4,000.

Mr. Dare: If that's allowed, yes.

Ms. Hinz Philippi: So, one thing that you would add in here, you can add the maximum amount out that number, like you can say, we can have \$2,500 for non-residents for this club, and 25 memberships, so you can put a number for that, correct Grace?

Ms. Kobitter: Yes, so we have the range and we would just recommend adopting one.

Mr. Dare: Let's adopt the high end of the range, and then we'll discuss internally whether or not we want to limit the number of non-resident users.

Ms. Hinz Philippi: Ok, so we can leave the rate at \$4,000 then Grace.

Ms. Kobitter: We can advertise the ranges as is, and then when we come back for the public hearing the Board has the ability to decide within that range what they'd like it to be, so no determination is needed today for that.

Ms. Hinz Philippi: Ok, sounds good. Alright, with that, I don't have any other comments. Alright, now we go to staff reports.

Mr. Rich Hans: Andressa?

Ms. Hinz Philippi: Yes.

Mr. Rich Hans: You just want to get a motion to set the public hearing for the rules.

Ms. Hinz Philippi: Ok. So, after discussion of the rules we just want to make a motion to set the public hearing for August 9, 2024, at 1:30 p.m. at this location, I need a motion to approve.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, authorizing to set the Public Hearing for the Rules on August 9, 2024, at 1:30 p.m. at 4735 Helen Hauser Blvd., Titusville, FL was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

Ms. Hinz Philippi: Ok, so the next item would be staff reports, Grace for attorney, we have the memorandum of updates for the ethics training.

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**A. Attorney – Memorandum on Updates and Reminders: Ethics Training for Special Districts Supervisors and Form 1**

Ms. Kobitter: Yes, so just a reminder for the Board that effective as of the calendar year Supervisors are required to have 4 hours of ethics training, and there's a memo included that provides you with the link to the Florida Commission on Ethics where there are courses available that the Board should do. It is self-reporting so I do recommend just keeping a log for yourself of just the course that you've done so that you can have that available if needed but, if anyone has any questions I would be happy to answer them, otherwise, nothing additional to report.

Ms. Hinz Philippi: Ok, thank you, and on the memorandum you have some links there right?

Ms. Kobitter: Yes.

Ms. Hinz Philippi: So, they probably have some courses there for free, and you have to just do it by December 31st, and then on the next Form 1 you're going to just check the box that says, hey I did my ethics training. For the Supervisors, that's just a reminder to submit your Form 1. Did you guys get the email from the Commission on Ethics asking you to set up an account to do Form 1 online?

Mr. Dare: I did not.

Ms. Hinz Philippi: Ok, well now everything is online so you need to check if you got that, and if you did, it may be expired, because you have like 15 days to set up your account, and if you don't you have to call the number, and this is painless because there are live people that answer the phone, so they will send you a new email and then you can set up your account. You do that one time, and then every year you just have to go log in and do Form 1 online, and both of you are going to be receiving an email from my office saying that they are giving your email address to be included as well, and by the way, the deadline for submission is July 1st.

**B. Engineer**

Ms. Hinz Philippi: So, the next item would be engineer, and Rodney, do you have anything for us?

Mr. Honeycutt: Nothing to report today.

**C. Field Manager – Monthly Report**

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Ms. Hinz Philippi: Moving on to field manager, Matt, I know that you do have some proposals that were received after the agenda went out, so please let us know what those are.

Mr. Matthew Hans: Yes, so before we get to the proposals, Casey, I know you reached out to Andressa about the fountain and possibly moving it because the fountain was hitting some homes.

Mr. Dare: Yes, it was that the overspray was blowing on to some of the residents and they were complaining about it.

Mr. Matthew Hans: Yes, so I had spoken with Hall Fountains about that, and we're limited to where the fountains can be moved because of the cords and wires already underneath.

Mr. Dare: So, right now, we have 250' cable and that's the maximum length of the cable, and he can pull it closer to the Boulevard and further away from the houses.

Mr. Matthew Hans: Right, so that one is located right now, and we only have a limited range because the cord is running from the Boulevard.

Mr. Dare: Ok.

Mr. Matthew Hans: But I had spoken with them, they have the ability to turn down the fountain so they're not shooting 30' in the air. So, we do have the ability to turn it down a little bit, and there's two that are powered from the Parkway, and the one in pond #2 is powered from I think it's Turchetta, it's powered off of the Boulevard, and that's where this one runs to, we can pivot it out a little bit this way, is what they're saying.

Mr. Dare: (inaudible comment)

Mr. Matthew Hans: They said they can also turn it down so we're not shooting 30' in the air, so we're only shooting about 25' so that might help with the wind.

Mr. Dare: Yes, that's probably the easiest way.

Mr. Matthew Hans: Ok, perfect, and they're going to be out next week to do the fountain on pond #1, so I was planning on going up there and meeting with them and adjusting that with them and see where we're at. Then we have a few proposals from Meadowbrook Landscaping, and I don't know if you got the upcoming sales video so you wanted to freshen up the front.

Mr. McConn: That changed, they're not filming in the community anymore.

Mr. Matthew Hans: Ok.

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Mr. McConn: But things still need to look good.

Mr. Matthew Hans: Yes, we would definitely still freshen up at the front so, there's quite a few patches along the sides where the sod is kind of overtaken by weeds and there's a lot more dirt to grass now, so we have one quote for taking care of that, it's going to be about 6 pallets worth of sod, they're charging us \$2,280 for the install and removal of the old sod in those areas, and then there's some mulch in the landscaped beds right before the sales office, and we're looking to have those freshened up. So, \$870 is what they told me for that price, and then we have a few areas that we want to add some irrigation to. We have one that is off of Turchetta, the resident has been calling and complaining because it's CDD property, it's brown, and we have no irrigation there currently. I just spoke with Meadowbrook as well, and they're going to do \$750 for that, and they were planning on doing more than what we were looking for there, so it would be \$750 to do the irrigation there, and then we have 3 entranceway islands, the first 3 islands you see. We have irrigation for all of the like shrubs and flowers and that, but there's no irrigation for the sod, so the sod in between there is pretty much just dirt and weeds, they didn't have the estimate for us for that yet but, they said if we do a not to exceed \$2,500 they'll have a quote for us.

Mr. Dare: Where do you put sod that doesn't have plants?

Mr. Matthew Hans: I'll show you.

Mr. McConn: On the edge of the islands

Mr. Matthew Hans: Yes, and you can see what it looks like here but, if you do just want to give a number, bundled altogether and we do a not to exceed, just to make it easy for approval purposes.

Mr. McConn: Sure, ok, see what we get.

Ms. Hinz Philippi: So, which one Matt?

Mr. Matthew Hans: I'll list it all off after I get the total price.

Ms. Hinz Philippi: Ok.

Mr. Matthew Hans: Then also Scott talked about, once we do add irrigation to those center islands I think we should just rip out that sod and put completely fresh sod as well, and I'll pass around my phone so you can see some pictures.

Ms. Hinz Philippi: But you're talking about \$3,900 for these three proposals for sod here and irrigation.

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Mr. Matthew Hans: Yes, correct.

Mr. Dare: That's the easiest way to restore the sod?

Mr. Matthew Hans: Yes, it's not really sod that's left at this point, Bahia grass when it gets overtaken by weeds gets overtaken. Alright, so just to be safe I'm going with, let's do a not to exceed of \$6,650 in total, and that's just an extra \$200 just to make an even round number. For 6 pallets of sod to replace the damaged sod by the entranceway, mulching a couple of the entranceways, landscape beds that are looking a little bit sad, irrigation at 7745 Turchetta or on the lot next to 7745 Turchetta to be exact, and then \$2,500 for adding irrigation to the center islands and that's with Meadowbrook, not Weber. So, just a motion to approve \$6,650.

Ms. Hinz Philippi: Not to exceed \$6,650.

Mr. Matthew Hans: Correct.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, accepting the proposals from Meadowbrook Landscaping not to exceed \$6,650 for landscaping enhancements and additional irrigation in certain areas was approved.

Ms. Hinz Philippi: I would like to also talk to maintenance if it's Weber that's going to be doing the maintenance, for us to make sure that the grass is not dying there beforehand so we don't have to replace all the time, and that's their job, so we have to be on top of them because we don't want to be doing this over and over.

Mr. Matthew Hans: Yes, exactly, and I'll talk to Meadowbrook too when they do the install to turn up the irrigation timers as well.

Ms. Hinz Philippi: Yes. Do you have the proposal for that part that we talked about for the mailboxes?

Mr. Matthew Hans: No, we don't have a proposal for that area, we didn't decide what we want to do there yet.

Mr. Dare: You're talking about the old mailboxes in phase 1?

Ms. Hinz Philippi: Yes, so you remember I talked to you about it, it looks very bad, they are coming with their cars to the mailbox area, so if you told me that like temporarily they are going to modify the space for the mailboxes, or no, it's going to be there.

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Mr. Dare: You're talking about Village D?

Ms. Hinz Philippi: No, phase 1.

Mr. McConn: Phase 1.

Mr. Dare: Well, in phase 1, those mailboxes were temporary and there's rats around there.

Ms. Hinz Philippi: Yes, but what I mean is, if we put new grass there, they are going to come with a car on top of it again, so we need to know, this is moving, the mailboxes are moving too?

Mr. Dare: Yes, moving to the amenity.

Mr. McConn: Everything goes to the amenity.

Mr. Dare: But the grass needs to be fixed.

Ms. Hinz Philippi: Yes, but I think once we move everything, we will put the new grass because it doesn't make sense to do it right now.

Mr. Dare: Well, and I hear what we're saying but, I will also say that, if it doesn't look good we need to put something down so that it looks ok.

Mr. Matthew Hans: Right, so either that or they take it out and they put mulch, or something that isn't going to die with being run over or trampled on.

Ms. Hinz Philippi: Yes.

Mr. Dare: And I just don't want it to be completely dirt.

Mr. Matthew Hans: So, a pallet of sod is about \$400, it covers 400' it's probably about a pallet to a pallet and a half for that area.

Mr. Dare: Is there any irrigation?

Mr. Matthew Hans: There is supposed to be irrigation running along the street on CDD property, I can confirm before we do anything there.

Mr. Dare: Yes, let's find out because of this time of year and it being dry like this.

Mr. Matthew Hans: Right, ok.

Mr. Dare: So, let's just figure out what the variables are and then we'll see what the timing is for the mailboxes.

Ms. Hinz Philippi: Ok, sounds good. Do you have anything else Matt?

Mr. Matthew Hans: No, that's really the main thing, if anybody has any questions about any field stuff though, I can answer those.

Ms. Hinz Philippi: Do you want to go over the field report or not, you're good?

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Mr. Matthew Hans: For the most part, it's all standard and self-explanatory.

Mr. Dare: And I'm aware of everything that's on this list.

Ms. Hinz Philippi: Alright, sounds good.

**D. Manager – Discussion of Procedures for the Landowners Election – November 1, 2024**

Ms. Hinz Philippi: So, the next item would be the manager and discussion of procedures for the landowner's election. This is for the November 1st landowners election, and we bring this up now but, we're going to send this information to you closer to November also. So, we have here a sample of the official ballot, and the seats that are going to be up for election are seats #3, #4, and #5, and as always the candidates that get the most votes will serve a 4-year term, and the candidate that has the least amount of votes would serve a 2-year term, so we'll probably have two people with a 4-year term and one with a 2-year term, and that's going to be defined by the landowner. It can also be done through a proxy, so just one person needs to come for the landowner.

Mr. Dare: And that's in November?

Ms. Hinz Philippi: Yes, in November, and you've done this before but, we'll bring it up again closer to November so you can prepare for that, so that's just for informational purposes.

**ELEVENTH ORDER OF BUSINESS      Financial Reports**

**A. Approval of Invoices**

**B. Acceptance of Unaudited Financials**

Ms. Hinz Philippi: The next item would be financial reports, tab A is the approval of invoices on page 154, and tab B is the acceptance of the unaudited financials. If you have any questions, please let me know, if not, we need a motion to approve those.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, the Invoices and the unaudited financials were approved.

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**TWELFTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Hinz Philippi: The next item would be Supervisor’s request and audience comments. Just for the record we have no audience today, do we have any Supervisor’s requests?

Mr. McConn: None.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Hinz Philippi: Ok, not hearing any, I need a motion to adjourn.

Ms. Kobitter: Andressa?

Ms. Hinz Philippi: Yes.

Ms. Kobitter: Before we adjourn, I believe we missed the acceptance of the fiscal year 2023 audit, which is on the agenda.

Ms. Hinz Philippi: Oh yes, we skipped that one by mistake, thank you so much.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Audit for Fiscal Year Ending September 30, 2023 (Cont.)**

Ms. Hinz Philippi: So, we just need a motion to accept the audit for fiscal year ending September 30, 2023. We passed the audit, so it’s a clean audit, we just need a motion to accept.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor, accepting the audit for Fiscal Year ending September 30, 2023 was approved.

Ms. Hinz Philippi: Then we need a motion to adjourn the meeting.

On MOTION by Mr. McConn seconded by Mr. Dare with all in favor the meeting was adjourned.

DocuSigned by:  
*Andressa Hinz Philippi*  
87D36659F55A4C5  
Secretary / Assistant Secretary

Signed by:  
*Steve McConn*  
63535C7139ED474  
Chairman / Vice Chairman