

## **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 Tuesday, November 12, 2024, at 1:00 p.m. at 4735 Helen Hauser Blvd., Titusville, Florida.

Present and constituting a quorum were:

Steve McConn  
Stephen White  
Jeff Myers

Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Andressa Hinz Philippi  
Rich Hans  
Nicole Corbin  
Jennifer Kilinski  
Patrick Collins  
Rodney (Bob) Doyle

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

### **FIRST ORDER OF BUSINESS**

### **Oath of Office for Newly Elected Supervisor(s) at Landowners Election – Seat #3**

Ms. Hinz Philippi: We need at this point to administer an oath of office for the newly elected Supervisor for seat #3 that is Steve McConn, so first Steve would you please state on the record that you want to resign from seat #1?

Mr. McConn: I, Steve McConn wish to resign from seat #1.

Ms. Hinz Philippi: Alright, thank you, and now we can give you the oath of office for seat #3, so I will read the oath, and if you would just say your name after I say, "I", so "I".

Mr. McConn: Steve McConn.

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

**November 12, 2024**

**Willow Creek CDD**

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. McConn: I do.

Ms. Hinz Philippi: Alright, thank you, and I will need you to fill out that form for me, and again, this is from the landowners election, seat #3, and this will be for a 4-year term. So, the next item would be to appoint Mr. White to seat #1.

Mr. McConn: I'll make a motion to appoint Steve White to seat #1.

Ms. Hinz Philippi: Ok.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, appointing Steve White to fill the unexpired term of office for seat #1 was approved.

Ms. Hinz Philippi: Ok, so we have an appointment of Stephen White to seat #1, and Jennifer, do I need another oath of office for Stephen?

Ms. Kilinski: Yes, technically because he's assuming a new seat, so we'll need a new oath.

Ms. Hinz Philippi: Ok, so Stephen, the same thing, after I say, "I", just state your name, so "I".

Mr. White: Stephen 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. Alright, so that takes care of our oath of office that we needed.

**SECOND ORDER OF BUSINESS**

**Roll Call**

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

**November 12, 2024****Willow Creek CDD****THIRD ORDER OF BUSINESS****Organizational Matters****A. Consideration of Resolution #2025-01 Canvassing and Certifying Results of Landowners Election**

Ms. Hinz Philippi: Item No. 3 would be organizational matters, consideration of resolution #2025-01 canvassing and certifying results of the landowners election. So, this resolution just explains that the Board of Supervisors of Willow Creek Community Development District canvasses and certifies the results of the landowners election that we just had pursuant to Section 190.006(2) Florida Statutes, and this is a 4-year term as I said for seat #3 which was for 524 votes.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, Resolution #2025-01 canvassing and certifying results of the landowners election as approved.

**B. Consideration of Resolution #2025-02 Declaring Vacancies**

Ms. Hinz Philippi: The next item is consideration of resolution #2025-02 declaring vacancies, so because we had the general election seats and nobody qualified for the two Supervisor seats for the general election, we need to declare them vacant at this point. So, I would like to have a motion to declare vacancies of those seats.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, Resolution #2025-02 declaring vacancies was approved.

**C. Discussion of Appointment of Supervisor to Unexpired Term(s) of Office – Seat #4 and Seat #5 (11/2024)**

Ms. Hinz Philippi: The next item would be discussion of appointment of Supervisor to unexpired term of office for seat #4 and seat #5. So, at this time we have Casey Dare in seat #4 and he's going to be a holdover seat because nobody qualified for his seat but, we also have seat #5 that is an open seat. If you guys would like to consider somebody for this seat we can do that, we also have a resume of one of the residents that was sent to us but, if the Board wants to consider today this discussion of an appointment of Supervisor we can do that today, if not, we can do it at the next meeting.

Mr. McConn: Let's postpone that until the next meeting.

**November 12, 2024**

**Willow Creek CDD**

Ms. Hinz Philippi: Ok, so the seat won't be effective until like a week from now anyway, so we can do that at the next meeting, and maybe reach out to the community and see if we have more people that can send their resumes.

Mr. McConn: Ok.

Ms. Hinz Philippi: Alright, so we'll table this for now.

**D. Oath of Office for Newly Elected Supervisor(s)**

**E. Consideration of Resolution #2025-03 Electing Officer(s)**

Ms. Hinz Philippi: So, we already had the oath of office for the newly elected Supervisors, so we'll go to the next item, resolution #2025-03 electing officers. As you know, every time that we do administer an oath of office we need to do our due diligence in electing officers. If you guys are comfortable just keeping the same slate of officers we can do that.

Mr. McConn: Yes, I make a motion to keep the same slate of officers.

Ms. Hinz Philippi: Ok.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, Resolution #2025-03 electing officers, keeping the existing slate of officers the same was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the August 9, 2024 Meeting**

Ms. Hinz Philippi: The next item would be approval of the minutes of the August 9, 2024 meeting. If there are any changes, questions or edits, please let me know, if not, I would need a motion to approve.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, the Minutes of the August 9, 2024 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of:**

**A. Variance Easement Policy Rates and Rules**

Ms. Hinz Philippi: Next we have an item of consideration of variance easement policy rates and rules. This item, I'll ask Jennifer to talk about it because I just want to bring up that we have had multiple residents reaching out to the CDD asking to fix or to cut

**November 12, 2024**

**Willow Creek CDD**

their grass or weed their grass behind their fence. The problem is we have an agreement with our landscaping company that he doesn't need to do landscaping there.

Mr. McConn: So, where the fence adjoins the CDD common area, they're not going outside their fence, trimming the grass right along the fence line.

Ms. Hinz Philippi: No, so that looks bad because the CDD cuts there and then there's a piece that stays there because the machine that our landscaper uses cannot go through there, and if we do ask the landscaper to do that on all the fences, it's going to be a huge amount of money. So, I spoke with Jennifer, and we have to get into an agreement, or we talk to the HOA and say no fences at all, or we have a system to approve the fences that will state they are responsible for the landscaping and all of that. So, she can talk about that more, and the item is in your package. Jennifer, would you like to comment?

Ms. Kilinski: Yes, and I think you introduced it really well, and there's a couple of different considerations, the one is that Andressa was just reviewing with you all, the two options are the difference in amending our landscaping agreement to require as being in these areas, there's always a concern about where the different property, and the private property overlaps but, that is one option to bring back a proposal for what that cost would be. The second is to allow the resident to enter into an agreement and the purpose of doing the maintenance on their fences, and that would simply be an agreement that we could record and allow them to increase their lot that abuts CDD common area for purposes of maintaining that area if they want to, and we could be explicit about what that is. The third option is, not allowing fences, or giving some buffer towards the fence where you have better mowing access, so those are the kinds of things that we have heard of from time to time. This variance encroachment agreement also contemplates a process by which residents can come to the District, we have this in so many Districts where the HOA and the CDD, and I'm not talking about today but down the road in particular, are not connected, so residents control both of those and are not necessarily talking to each other. (inaudible comment) they would be the easement areas that we have problems accessing on, so this is kind of the first step in adopting how those procedures would be followed in the event that somebody wanted to come onto CDD property to either maintain it or to put up some type of improvement. It's really a policy decision for you all, I'd be happy to talk

**November 12, 2024**

**Willow Creek CDD**

about any pros and cons but, that's the kind of feedback that we're looking from you all today.

Mr. McConn: Jennifer, I think we don't want to go down the road of prohibiting fences because that's a desired option for a lot of customers. I don't think the right decision is to put it in the CDD because then the customers that elect not to do fences are paying the burden of the maintenance on customers that do decide to do fences, so that doesn't seem equitable or fair. So, I think we need to provide an approval of fence that they understand they have the responsibility to maintain both sides of the fence as far as vegetation goes, and I'd even go as far as saying like the customers that about a retaining wall that has a fence on it, if they elect to come in and put a privacy fence immediately adjacent to the black aluminum fence basically so they have privacy, that they understand they have to maintain both sides of that fence as well, that if trees and weeds grow between the privacy fence and the wall, they're responsible for addressing that, and that way if it's a burden on the customers as far as what modifications and customizations they want to make and not making that a problem for the CDD or the maintenance contractor to try to sort out what everybody's personal preferences are, they assume that responsibility and they have to manage that process, and maybe we even take it a step further as part of the fence approvals. Those customers that do have privacy fence adjoining some of those sloped areas that are in the CDD, that as part of that installing that fence that they have to put a gate in their fence adjoining the CDD property so that they don't have to walk around 20 different houses to get to that fence, they have to put a gate in so they can get access and they can have either their landscape maintenance company weed whack on the outside of the fence or whatever, and then they have access.

Ms. Hinz Philippi: Yes, and if you saw Nicole's report there is a lot in there, so if you take a look at her report, it's in the field report, she went to all of the houses, and took pictures of everything.

Mr. McConn: And again, once the CDD transitions to homeowner control, if they want to change the policy and make those common areas, unmaintained common areas, that may be a decision they make down the road but, today those are going to be maintained.

Ms. Hinz Philippi: Yes, because that looks awful.

**November 12, 2024**

**Willow Creek CDD**

Mr. McConn: I know but I'm just saying once it's under homeowner control that's different.

Ms. Hinz Philippi: But I think what you were saying makes a lot of sense because nobody can just think that they're going to put a fence there and we have to take care of it, that makes no sense, it's your responsibility, so I think that's exactly what you were saying.

Mr. McConn: So, how is this document, how is the variance application drafted, Jeff, did you draft this, or did the management draft this?

Ms. Kilinski: I drafted it but, I do think in light of your conversation, I think what we would probably want to do, and you can give us this direction, and we can work with the chairman outside of the meeting if you all are ok with this direction, would be to draft a memorandum of understanding between the CDD and the HOA about how the HOA is approving fences, and it just becomes a part of the fencing process heretofore, that you have that representation when somebody comes in to find a HOA application that they're allowed to put up whatever the fence is going to be, that the caveat to that is the CDD has granted the HOA authority to enter property and provide that approval and in consideration therefore the homeowner has now taken on that responsibility. We just need to make sure that the CDD gives the property interest, an easement, and the HOA is on the same page about processing that application and making sure that the end user, the homeowner, understands what that responsibility is. So, if you guys are ok with that, we'll just prepare a document that kind of outlines that process and has all the little agreements between the two parties and that we're granting those rights, and we can go ahead and effectuate that now so we can cut down on the issues going forward.

Mr. McConn: Ok, well I make a motion to have you draft a document as you discussed and move this forward and we can coordinate offline or with the HOA management company and get where we need to go.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, authorizing District Counsel to draft a memorandum of understanding between the CDD and the HOA relating to procedures of approving privacy fences as stated on the record was approved.

Ms. Hinz Philippi: Alright, Jennifer, so I guess we're going to touch base on this with Steve later and get that drafted.

**November 12, 2024**

**Willow Creek CDD**

Ms. Kilinski: Yes ma'am, sure will, thank you.

Ms. Hinz Philippi: Thank you.

**B. Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2024**

Ms. Hinz Philippi: The next item would be the engagement letter with Grau & Associates to perform the audit for fiscal year ending September 30, 2024. Of course we already did that since we needed to perform the audit, so we just need your approval, so it's more like a ratification of this item.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting the engagement letter with Grau & Associates to perform the audit for Fiscal Year ending September 30, 2024 was approved.

**C. Landscape Maintenance Contract for Amenity Center with Weber Environmental Services, LLC**

Ms. Hinz Philippi: The next item would be landscape maintenance contract for the amenity center with Weber. We have to start having them maintain the landscape of the clubhouse, so we asked them to send us a proposal and that's what you have there. Matt worked with them on this and I think Jeff also took a look at it, right Jeff?

Mr. Myers: We're talking about 5C?

Ms. Hinz Philippi: Yes.

Mr. Myers: Did we skip over 5B?

Ms. Hinz Philippi: No, we just did that.

Mr. Myers: Ok.

Ms. Hinz Philippi: So, this is just the standard agreement that we have for irrigation, special services, and this is just 40 cuts per year, shrub pruning 12 times a year, and then I think it's fertilization 4 times, irrigation 12 times per year.

Mr. McConn: Ok.

Ms. Hinz Philippi: So, the total yearly contract would be \$15,660, if we are good with that, I just need a motion to approve.



**November 12, 2024**

**Willow Creek CDD**

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting the Landscape Maintenance Contract for the Amenity Center with Weber Environmental Services, LLC for a total amount of \$15,660 per year was approved.

Ms. Hinz Philippi: I will work with Jennifer to get the agreement for that, and maybe we can just amend our agreement for the Amenity Center, Jennifer?

Ms. Kilinski: That's definitely what I would do.

Ms. Hinz Philippi: Ok, that sounds good.

## **SIXTH ORDER OF BUSINESS**

### **Ratification of Proposal with Weber Environmental Services, LLC**

Ms. Hinz Philippi: The next item would be ratification of the proposal with Weber Environmental Services, this was something that was brought to my attention, we needed mulch, we needed some bushes that needed to be removed and replaced, so we approved this outside of the meeting, we just need you to ratify it now.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, ratifying the proposal with Weber Environmental Services, LLC was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Acceptance of Amenity Facilities**

Ms. Hinz Philippi: The next item would be acceptance of the amenity facilities, and as you know, KB Homes did provide us with the bill of sale, which passed on ownership to the amenity facilities to the CDD, so at this point we're just accepting the amenity facilities as described in the document, and we just need a motion to accept the amenity facilities.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting the Amenity Facilities was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

Ms. Hinz Philippi: The next item would be staff reports, attorney, Jennifer, do you have anything else for us?

**November 12, 2024**

**Willow Creek CDD**

**A. Attorney**

Ms. Kilinski: No, nothing else specific, I just want to remind the Board, we do have the boundary amendment hearing coming up tonight, first reading and second reading in November, and then we'll be back to you probably at your January meeting with just an amendment to the master report, etc. We'll be coordinating with the chairman and GMS' office for those amendments to present to you in the future but, if you have any questions for us about that or otherwise, I'd be happy to take them.

Mr. McConn: No questions.

**B. Engineer**

Ms. Hinz Philippi: Alright, we do not have the engineer here today.

**C. Field Manager**

**1) Monthly Report**

**2) Fence Report**

Ms. Hinz Philippi: So, the next item would be the field manager's report, and Nicole prepared the report, and you can just state for us what you have here Nicole.

Ms. Corbin: This is an update on the regular service provided by the vendor, we got the lawns, they removed a tree that fell during the first hurricane, that was Hurricane Helene, and that got removed and has since been repaired with that, the drain cover was repaired that was broken by a lawnmower reported by a homeowner. Then I went through after Hurricane Milton came through and documented all the trees that needed to be repaired with that and that is, we have a proposal for that here and on that there's two additional trees that are going to be included in this price that aren't listed that we had talked to her about that are going to be cut down due to damage, all of these are trees that are hanging over or have a possibility of falling onto homes or areas where people could be, public areas, so there are 8 listed here, and then 2 additional ones will be included for the whole cost.

Ms. Hinz Philippi: So, this proposal was not on the agenda but was provided today, I guess.

Ms. Corbin: Yes, last night an email was received.

Mr. McConn: So, this is all Village B?

Ms. Corbin: Yes, and the 2 additional, one of them is on the nature walk area, and then the other one is on Pecorino I believe.

**November 12, 2024**

**Willow Creek CDD**

Mr. McConn: I mean are we coordinating with the City of Titusville because some of these look like they're in the tree save areas, and they were super picky about it, I'm not talking about anything whether they died or fell over by the hurricane but, we need to at least coordinate with them so they don't come back later, and say, hey, these trees were supposed to be saved.

Ms. Hinz Philippi: Ok, so we'll make a note to coordinate with the City of Titusville, because once they do remove them then there is no way that we can show them the damage.

Mr. McConn: Right, so we need to at least have an inspection with whoever at Titusville so they can approve them to be removed so they don't come back later and have them say, oh you need to plant 100 trees to replace those trees you took out.

Ms. Hinz Philippi: Ok.

Mr. Meyers: Right, and I believe in this group there was only I think 1 that was going to be completely removed, the rest of them were going to be trimmed, and then the majority of these were outside of the conservation area. The one that's here, that fell during the hurricane, that's dead, and then this is the pocket park, this is in the other easement area that's outside, so I think most of them are outside but, the couple that we do touch.

Mr. McConn: Well, those two areas to the left, those were redesigned to save trees, so those two that are here, we basically had to redesign that to eliminate lots to specifically save some of those trees.

Mr. Meyers: Right, that are now dead.

Ms. Corbin: Ok, I'll check on that.

Ms. Hinz Philippi: So, what I suggest is, and when Nicole was doing the report for the fences, we take a past tense picture, and she was inspecting those after the hurricane, she did take a picture, so we have the time, we have a location there, and we can show the person when they come out that was the damage.

Mr. McConn: Well, the inherent challenge always is when you save trees like this, and you start doing a bunch of modifications around them, the chance of them surviving is 50/50 so the reason why I want them to come out there is for them to understand doing these kinds of things isn't always a successful objective, they may not, they say well even if you saved it, that's all fine but, I at least want them to understand.

**November 12, 2024**

**Willow Creek CDD**

Ms. Corbin: Yes.

Ms. Hinz Philippi: That sounds good, she will reach out at least for them to understand what's happening for the one that we have to remove.

Mr. McConn: Also, how often is Weber weeding out like the beds coming down the Boulevard because that's the biggest thing I see, there's lots of weeds growing.

Ms. Corbin: Yes, I know they've been working on it in the last couple of weeks as well.

Mr. McConn: Is that quarterly or is it monthly, or are they doing it every service?

Ms. Hinz Philippi: It should be monthly.

Ms. Corbin: Yes, and I'll check on exactly how often, I'll check with Matt and Miguel.

Mr. McConn: Right, because we have such density there that the weeds tend to blend in.

Ms. Hinz Philippi: Usually, grass and maintenance would be like every 2 weeks they would come out but, what we did last time that I had a conversation with Matt and said to them that they were on basically their last chance because if they don't do their job as contracted for, we're going to have to change. So, what Matt did, he inspected it and said they were doing better.

Ms. Corbin: When we went through last Monday with them, or the Monday before that, he mentioned that they improved a lot and they were still out there working.

Mr. McConn: They have a lot of room to improve so, and then we're getting into the time of year as we start where those brown weeds start taking over, especially in the bahia sod, so they need to be doing their part to keep all those winter weeds at bay.

Ms. Hinz Philippi: Yes, so make a note to check with them Nicole, I think it would be good to schedule a drive through like next week, and what I'd like you to do is take pictures of the things that you notice that need to be worked on, like the weeds and all, and then you send it to me and I'm going to email it, so copy me, and then we have the date and the picture. Then in 2 weeks you go out again and you see if they took care of it, if not, then we don't know if he did it or the location or whatever.

Ms. Corbin: Yes, ok.

Ms. Hinz Philippi: Ok, so on this proposal, how much is it and for how many trees?

Ms. Corbin: It's going to be for 10 trees total and it's \$12,125.

Ms. Hinz Philippi: Including the two additional ones?

**November 12, 2024**

**Willow Creek CDD**

Ms. Corbin: Yes.

Ms. Hinz Philippi: Ok, so 10 trees and how much is it?

Ms. Corbin: \$12,125.

Ms. Hinz Philippi: Does the Board want to approve this now, with permission to working with the City of Titusville?

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

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting the proposal from Weber Environmental Services, LLC to remove 10 damaged trees due to hurricane damage not to exceed \$12,125 was approved.

Ms. Hinz Philippi: The next item is the fence report, I guess the fence report was up to the lakes because you can see how many fences we have.

Mr. Myers: Yes, there's a lot.

Ms. Corbin: Yes, there's a lot.

Mr. McConn: So, one of the things that I'm concerned with, and this was kind of discussed was, like on page 101, if you look at the bottom photo, there's a privacy fence but, then behind it you've got all this disarray and washout that happens, and it's like well, is that caused by the fence.

Ms. Corbin: So, that's actually one thing we're working on figuring out, the couple of houses that had emailed about that issue, we're working on that.

Mr. McConn: Right, because we had a homeowner reach out to us saying, hey this should be a warranty item, and it's like well, you have drains that you have directed back to that area, so we have no idea what was contributed, what wasn't, it's not necessarily on us.

Ms. Corbin: Yes, I think it's Turchetta that has at least 3 houses that I've gone out and taken pictures of and Matt and I are trying to figure that out.

Mr. McConn: Is that CDD property?

Ms. Hinz Philippi: On the backside, yes, it's an easement.

Mr. McConn: Well, what happens is that's really standing material so you can put a slope when you get water flow it doesn't hold up, so the slope, there's going to be some natural erosion. The fact that this isn't all rotted out, so the biggest thing is getting grass

**November 12, 2024**

**Willow Creek CDD**

growing in there so the small repairs, I would just say the CDD make the repairs and then restate the slope which is going to be the challenge.

Ms. Hinz Philippi: The biggest problem we have, and that's why I talked to Matt, when he asked Nicole to go there and take pictures and then he went there. My problem with that is because the water is coming from the homeowner's side, so it's not coming from us.

Mr. McConn: Well, we need to look to see in the approval, we need to check the approved construction plans, if the approved construction plans say that they either drain all the way to the street, or drain partly to the street, and partly to the rear, so it's however the plans were approved. If it wasn't built per plan with Jeff and his team to do something.

Mr. Myers: Right, to do some investigative work.

Mr. McConn: Or there are things that could be done to try to minimize that .

Mr. Myers: Also, we run into an issue like these two houses here where it could have originally been graded correctly, then they have a fence company come in, they install a privacy fence, it affects the way that was graded, you don't know what the fence company did, post hole diggers dropping dirt, changing the direction of slope, things like that, then it's difficult to know and then over time if you have water that runs underneath the fence that shouldn't have run underneath the fence because things change, that's the difficult scenario.

Mr. McConn: Well, another problem the we've encountered is particularly if the ground is more saturated, is putting the mowers on the slope and as the mowers themselves will damage the slope and cause a little bit of sliding, so it could be from the maintenance contractor mowing a slope that the grass is wet and the soil was saturated and it will cause the sod to tear and slide down and that's a challenge.

Ms. Hinz Philippi: Right.

Mr. Myers: Right, but see like on this, did the homeowner install that black fence and then put the landscaping on the slope side of it?

Mr. McConn: Well, the development didn't put landscaping around the fence like that.

Mr. Myers: Right, so then again, if you put landscaping in that area, you've completely changed and altered what was originally there.

**November 12, 2024**

**Willow Creek CDD**

Mr. McConn: Right, and that looks more like just the grass dying off because that's in shade.

Mr. Myers: Right, and what page is that?

Mr. McConn: Page 104.

Mr. Myers: Yes.

Ms. Hinz Philippi: Yes, and I think really in this case we have to look case by case and maybe reach out to Jonathan.

Mr. McConn: The other thing is, Rodney is the CDD engineer, so get Rodney to go out and see if it's a drainage problem, a stabilization problem, a grading problem, I mean Rodney would be able to tell a lot by lot what's contributing to the issue.

Ms. Hinz Philippi: Ok, so let's mark the ones that we have that problem with.

Mr. McConn: Like this one is obviously a drainage problem.

Ms. Hinz Philippi: Yes, so that one, the first one that we saw, I was in doubt because the water comes from the homeowner's side but, what we'll do is, just make a note to select the ones that we need to inspect and then we can go and schedule something with Rodney to come and inspect with you there, and then we get a report from him, and then we can take the next step.

Ms. Corbin: Ok.

Ms. Hinz Philippi: Alright, so that was for the fence report.

#### **D. Manager**

##### **1) Consideration of:**

**a. Performance Measures and Standards as Required by Florida Statute 189.0694**

**b. Strada Proposal**

Ms. Hinz Philippi: So, the next item would be manager's report, so if you guys take a look at page 113, we have consideration of performance measures and standards as required by Florida Statute 189.0694. This is new, we need to keep performances and goals and objectives for the District, and we have provided you some standards here that we put together for all the Districts, so what we did is we have these goals that are going to be posted on our webpage, and every year we will evaluate these measures and standards, and once we do that we're going to post that we met the standards or if we didn't, why we didn't. So, that's something new and Jennifer, do you want talk about that a little bit more?

**November 12, 2024**

**Willow Creek CDD**

Ms. Kilinski: Yes, so the Board has the ability and flexibility to update these from time to time. I know you saw these in a few other Districts, and statutorily we have to post it by the end of end of next year but, you're required to adopt goals and standards by December of this year. They are generally things that the District is doing anyway, I mean our theory in part is that there's a lot of statutory compliance requirements as it is in the Statutes and adding another one that makes it more expensive to operate the District isn't something most of our clients are interested in doing, so we sort of conformed to, you have 3 meetings a year, you're going to hold public meetings, you comply with public records, and that kind of thing. If you want to add something else, we'd welcome your feedback today but, remember you can also add something once a month if you have any great ideas that come up between now and your next meeting.

Ms. Hinz Philippi: So, if you guys are ok with these standards and the annual reporting form, I would need a motion to approve.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting the Performance Measures and Standards as required by Florida Statute 189.0694 was approved.

Ms. Hinz Philippi: The next item is a proposal from Strada, we do have only 200 key FOBs for the residents, and I think this Board had talked about providing each resident with 2 key FOBs for the clubhouse, and we have only 200 that we had bought from them. So, I have their proposal here for 50 additional access cards, which is \$350. I don't know how many you guys would like to order but I think it's a good idea to order now.

Ms. Corbin: Yes, because I start signing them up on Monday.

Mr. Myers: Is that what most other Districts are doing that, providing 2 cards?

Ms. Hinz Philippi: Yes.

Mr. McConn: We need to order enough cards at least for phase 1 Village D and Village B, and Village C, so whether we order them now or order them just in time, so just keep track of that.

Ms. Hinz Philippi: Yes, and how many do we have now that are sold?

Mr. McConn: Well, between Village B, and Village D in phase 1, so it would be about 326, so whether you want to have extra, I would say probably 350 and that way if



**November 12, 2024**

**Willow Creek CDD**

people lose them at least you have cards to sell because people lose cards, and then we'll order Village C cards.

Mr. Myers: How many do we have?

Ms. Corbin: I have a little less than 200, it's like 190 right now.

Mr. McConn: So, they're \$350 for 50, and you have 200?

Ms. Corbin: Yes.

Mr. Myers: So, if we order 500 cards, that will definitely get us where we need to be for 3,500 lots, so let's order 500.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting the proposal from Strada Services to order 500 additional key FOB access cards for the clubhouse was approved.

## **2) Selection of the District Records Office within Brevard County**

Ms. Hinz Philippi: The next item is, and I have some items that were not on the agenda but, I need the Board's approval. First, can we have a motion to add Nicole Corbin to our slate of officers, to add her as an assistant secretary.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, authorizing staff to add Nicole Corbin as an assistant secretary to the slate of officers was approved.

Ms. Hinz Philippi: The next item would be, we need pest control for the clubhouse because there are a lot of bugs there, and I'm going to authorize the cleaning lady, the pool guy, and everybody to start working now because we need to get the clubhouse looking good, so I'm going to try to coordinate with them next week. So, we also need pest control because there are a lot of bugs inside.

Mr. McConn: So, just get some quotes.

Ms. Hinz Philippi: Yes, so what I wanted to do is to get a not to exceed amount of \$200 a month and with that I can probably get like somebody for \$100 but, depending on how many bugs we have there, so just to be safe like if we approve a not to exceed amount of \$200 a month for pest control.

**November 12, 2024****Willow Creek CDD**

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, authorizing a not to exceed amount of \$200 per month for pest control for the clubhouse was approved.

Ms. Hinz Philippi: The next item I wanted to bring to the Board is, so we have the decorations for the clubhouse, they are very nice, there is one room that I would like to use for Nicole because she's going to be there every day so people can come and talk to her, it's a small room that has a door that opens to a closet, that has the electrical panel, that could be storage for something there, and it's a small office area as well. So, I just wanted to get approval from the Board to buy a desk and two chairs and, maybe like a small file cabinet for her because she needs to keep the records and things there.

Mr. McConn: Ok, so just make sure it's a locking cabinet.

Ms. Hinz Philippi: Yes.

Mr. McConn: And I think we're using your office for CDD records storage.

Ms. Hinz Philippi: Yes, that's the next item on my list here, it's going to be selection of the District's records office within Brevard County, and we need an office here in Brevard County.

Mr. McConn: Would that suffice then?

Ms. Hinz Philippi: Yes, that will solve that problem, so we would make this office to be the clubhouse.

Mr. McConn: Ok, so I'll make a motion to approve that space in the clubhouse as the District's records office.

Ms. Hinz Philippi: Ok, so to hold the District's records office.

Mr. McConn: And I'll add to that motion that we hold the District's records at that location as well.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, authorizing staff to purchase a desk, two chairs and a file cabinet to set up a small office in the clubhouse near the electrical panel room and designate that location as the District's Records office within Brevard County was approved.

**November 12, 2024**

**Willow Creek CDD**

Ms. Hinz Philippi: And because the office chair and desk are going to be a small amount to purchase, I'm going to just work outside of the meeting to send you some quotes Steve, and then you can approve them, and I can put the order in.

Mr. McConn: Ok, that's fine.

Ms. Hinz Philippi: And if you guys would also let me add, I will reach out to Amanda to see if she has with the designer any suggestions and I will go outside of the meeting, and I also want the ladies bathroom, there is no mirror, and I know that as soon as we open the clubhouse the ladies are going to say, there's no mirror.

Mr. McConn: But is there no mirror in either bathroom?

Ms. Hinz Philippi: I don't know.

Ms. Corbin: If you want to check the men's but, I'm going to guess if there's no one in the women's, there's probably not one in the men's either.

Ms. Hinz Philippi: Ok.

Mr. McConn: Ok, we'll check on that.

Mr. Myers: Yes.

Ms. Hinz Philippi: Ok. Then the other thing I'm going to ask Nicole also to put together a list of things that we need to fix, like a door knob that is not opening, or doors that are not closing all the way, and then she's going to put a list together, and maybe I can work outside of the meeting with Jeff or with you Steve and send it to you guys.

Mr. Myers: That's fine.

Mr. McConn: Now has the gym equipment already been ordered and all that stuff?

Ms. Hinz Philippi: Ok, that's another item that I wanted to touch base on.

Mr. McConn: Ok.

Ms. Hinz Philippi: So, I provided the quotes to Casey and to Amanda, and they have not sent me anything back.

Mr. McConn: Ok, send them to me.

Ms. Hinz Philippi: Ok.

Mr. McConn: Just send them to me.

Ms. Hinz Philippi: Alright, so with that, I don't think I have anything else there. Do you have anything else Nicole?

Ms. Corbin: No.

**November 12, 2024**

**Willow Creek CDD**

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Approval of Invoices**

**B. Acceptance of Unaudited Financials**

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

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

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Hinz Philippi: The next item would be Supervisor's requests, do we have any Supervisor's request at this time?

Mr. McConn: No.

Ms. Hinz Philippi: Not hearing any, do we have any audience comments?

Mr. Doyle: I'm just listening this time.

Ms. Hinz Philippi: Ok, thank you so much.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Hinz Philippi: We just need a motion to adjourn.

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

DocuSigned by:

*Andressa Hinz Philippi*

87D36639F53A4C3...  
Secretary / Assistant Secretary

Signed by:

*Steve McConn*

69535C7139ED471...  
Chairman / Vice Chairman