

**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, January 13, 2026 at 1:00 p.m. at the Willow Creek Amenity Center, 1756 Pecorino Court, Titusville, Florida

Present and constituting a quorum were:

Steve McConn *joined late*
Stephen White
Marisela Rivera
Jeff Myers

Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jeremy LeBrun
Nicole Corbin
Patrick Collins *by phone*
Colin T. Van Wyk
Mitchell Zwang *by phone*

District Manager
Governmental Management Services
District Counsel

District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order and called the roll. We have four Supervisors present so we have our quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. LeBrun: Just for the record, no members of the public are present, just Board and staff.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the November
12, 2025 Meeting**

Mr. LeBrun: Item number three is approval of the November 12, 2025, Board meeting. Happy to take any corrections. If not, I just need a motion to approve those minutes.

January 13, 2026

Willow Creek CDD

On MOTION by Mr. Myers, seconded by Mr. White, with all in favor, the Minutes of the November 12, 2025, Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District

Mr. LeBrun: This is our public hearing on the adoption of amended and restated rules of procedure for the District. Before we start, can we get a motion to open the public hearing?

On MOTION by Mr. Myers, seconded by Mr. White, with all in favor, Opening the Public Hearing, was approved.

Mr. LeBrun: The public hearing is officially open. We'll check again just for the record that there no members of the public are present to comment for the hearing, we'll bring it back to the Board. Under that hearing, we have the consideration of Resolution 2026-03 adopting the amended restated Rules of Procedure of the District. That starts on page 15 of your electronic agendas. Patrick, do you want to give a quick summary of what the amended rules and restated rules are?

Mr. Collins: Yes, absolutely. Just a few minor updates to capture some law changes that came out of the state 2025 legislative session. Primarily just a couple of minor changes that related to the evaluation criteria for public works projects. No longer considering how much work a particular vendor has or has not done for the District. Also, a slight change to the rulemaking notices of procedures that requires at least 35 days to notice any public hearing that is required for a rule change. Besides that, just a few minor cleanup edits. Nothing major for the Board to note. I did see these changes being enacted across all the Districts that you are sitting on. If you have questions let me know. But otherwise, we'll be looking for a motion to accept.

A. Consideration of Resolution 2026-03 Adopting Amended and Restated Rules of Procedure for the District

Mr. LeBrun: For the record Supervisor Steve McConn just entered the meeting. Any questions for Patrick? If not, we need amotion to approve Resolution 2026-03.

January 13, 2026

Willow Creek CDD

On MOTION by Mr. Myers, seconded by Mr. White, with all in favor, Resolution 2026-03 Adopting Amended and Restated Rules of Procedure for the District, was approved.

Mr. LeBrun: Can I have a motion to close the meeting?

On MOTION by Mr. Myers, seconded by Mr. White, with all in favor, Closing the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

**Review and Acceptance of Fiscal Year
2025 Audit Report**

Mr. LeBrun: This item is on page 110 of your electronic agenda. This is the Fiscal Year 2025 audit report. It was a clean audit, so I'll start with that. Each year the District undergoes and independent third-party audit of its finances. On page 110 you will see the letter to the Board from the auditor that says in their opinion the District complies in all material respects with the aforementioned requirements for the fiscal year ending September 30, 2025. I'm happy to take any questions on it, if not a motion is needed to approve that and send to the state.

On MOTION by Mr. Myers, seconded by Mr. White, with all in favor, Accepting the Fiscal Year 2025 Audit Report, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins: I have nothing to add. Happy to answer any questions.

B. Engineer

Mr. LeBrun: The District engineer is not in attendance today.

C. Field Manager's Report

i. Discussion of Landscaping Proposals from Robertson's Lawns, Inc.

Ms. Corbin: We're still working on the erosion issue. I have all the houses there right now. They are making a list of which cases are the worst and we are going to focus on those and get the proposals going from there.

January 13, 2026

Willow Creek CDD

Mr. McConn: With there being 140 houses, these all were getting washouts down the slope because we had issues where the landscaper was essentially scalping the grass as they were going over that.

Ms. Corbin: Most of them are from washout coming from the property line into the conservation area. A few of them do not seem like they're like scalping or some of them have recovered from that because they've been trying to keep more of an eye on it. Some of them are just minor areas, but a lot of them are bigger areas when it's a lot toward the property line.

Mr. McConn: Do you have a set of construction plans?

Ms. Corbin: I do not know.

Mr. McConn: We need to get a set of construction plans because I believe that most of those houses aren't supposed to be draining. Yards are not supposed to be draining to the backyard, to the slope. They're supposed to be draining to the street.

Ms. Corbin: That's what I've been told.

Mr. McConn: Okay, we will get you the set of plans. I don't know that there's a whole lot that can be done to correct that now. How are you addressing the problem?

Ms. Corbin: The ones that have made it so theirs drain, they've kind of added on to make it drain towards the back. They've added those hoses onto the end of the drain to bring it towards the back.

Mr. McConn: Meaning they've added a pipe onto the gutter that are downspouts.

Ms. Corbin: Yes, then it comes that way. It comes directly to their fencing or whatever they have at the back.

Mr. McConn: How are you addressing that with the homeowner? Because they're creating the problem which again the CDDs must spend money to fix.

Ms. Corbin: Those ones will be getting told they need to fix it. But some of them do not have that issue. They haven't added on to their drain spout or their downspouts. It's just how it was when they bought it.

Mr. LeBrun: I think the District engineer is going to be going through that list.

Mr. McConn: One of the ways to manage it so that you're not having to fix the slope going down to the buffer is you have to manage the water. Are you're going to be repairing the slopes on the sod? You would have to install a little drain at the side yard swale. So between each house

January 13, 2026

Willow Creek CDD

there's a swale, the house drains to the side property line and then either drains to the front or the back. They weren't supposed to drain to the back, but you know.

Ms. Corbin: Yeah, a lot of seem to.

Mr. McConn: But it's going to go down that side swale get to the rear lot line and it's going to go down that slope and it's going to wash that thing out because those slopes are not reinforced.

Ms. Corbin: Correct.

Mr. McConn: The only way to permanently fix it is to put a little yard drain in there and put a section of that black corrugated pipe down the slope and discharge it at the wetland line or the buffer line. That way you'll catch it in the inlet and won't pick up speed going down the slope or wash out the slope. Most likely it's going to have to be either built into the budget over time or it's just going to have to be a special assessment.

Mr. LeBrun: I think the challenge is the CDD doesn't own or maintain any property, like the resident lot lines, they meet each other. The CDD doesn't have any area in between the houses that the District oversees. So it's all that behind and I think Rodney was going to do the special inspection today, but he got sick. But that is part of his job to see how slope drains are.

Mr. McConn: So put a yard inlet in the back corner and then aggressively convey the water down the slope.

Mr. LeBrun: There is one homeowner that is experiencing some issues, so they put a temporary riprap repair there.

Mr. McConn: Well, you can try to reinforce it. You can reinforce the slope either with stone or fabric or whatever. What happens is when you put it in that side yard swale between the lots it goes from being sheet flow to shallow concentrated flow. Then when it hits that 4-1 slope, it picks up enough velocity where it erodes and washes out the sod and the dirt. Well then how to you slow it down? You can armor plate it. We start putting a bunch of rock in there, then you can't mow the slope because then the motor is going to hit the rock and that's a problem.

Ms. Corbin: Yeah. What we did for the temporary fix for the one resident on Friday, the neighbor has the retaining wall except for like this much of his yard. Then it goes into the one that has a fence in that area that was completely washing away.

Mr. McConn: Is that where the edge of the wall is? That one area where the wall transitions around tapers to nothing?

January 13, 2026

Willow Creek CDD

Mr. White: The problem is that also from what we saw on some of them once you install a fence, you're already altering the grade that was there, that was built by construction. You have no idea what was altered to put in fence posts, what was dug up, what happened to that dirt, where did all that go? And that over time impacts the way that the yard drains, then creates washout.

Mr. McConn: Well part of the problem with sodding these areas, the sod isn't very stable over time. It's maintainable because you can mow it. Cord grass is a much bigger root ball and will lock that dirt down. You're not trying to get a mower up and down, back and forth, on that slope area. If we get a little wash up, nobody knows the difference because the cord grass isn't going anywhere.

Ms. Corbin: Weber did the cord grass behind 10 or so houses last year. The issue that we're dealing with now with that is the houses that are not having erosion issues like Pecorino here. There's cord grass on that very first house.

Mr. McConn: You can't get to them.

Ms. Corbin: We can't get to the rest of the houses to do the maintenance. It's just becoming an issue with that.

Mr. McConn: Well, that was the error of doing cord grass isolating. Now you have to do sections that you're not trying to get maintenance or access across the cord grass sections.

Mr. LeBrun: I think once we have the list of the most critical down and engineer can see what fix might work for each of those specific areas, depending on where they are, so they will drain.

Mr. Collins: I know Rodney's not there, but just generally as you are working on this, if you could keep a list of homes that have installed their own kind of supplemental drainage apparatus and then take as many photos to document it as possible. We can work on those units as they're needed if they are not complying. Besides that, I think the next step is we need to get Rodney to review the most pressing points and opinion on what needs to be done in order to get those remedied.

Ms. Corbin: The landscaping company is supposed to be noting anyone who has the drain coming out and then anything that's interrupting it. But Rodney and I will also keep note of it.

Mr. McConn: Now, on the several that have had cord grass installed, are you seeing any additional degradation or is it kind of stabilized?

January 13, 2026

Willow Creek CDD

Ms. Corbin: A lot of them, it still didn't completely fix the issue. Especially closer to the property line, because the cord grass was installed further away from the property line because the cord grass was installed further away from the property line.

Mr. McConn: Meaning like, down the slope?

Ms. Corbin: Correct. On Pecorino there's one towards the corner where it was installed, but their fence line used to have much behind the fence going towards the conservation, and now it has literally nothing. It's just going straight down. So that just keeps washing away more and more.

Mr. McConn: I'll get Rodney to look at it, and he can come up with what is the cause.

Ms. Corbin: Okay the tree work that was approved at the November meeting, trimming the trees and everything was completed by Robertsons. Then the same thing as usual where we'll go over proposals for the work. The three proposals for the debris removal, the work that was done by Weber last year but they did not remove the debris that residents are wanting removed. First one is \$4,200, the second one is \$3,700, and then there's the third one at \$4,600. On two of those we have a second option where they could cut the debris into smaller pieces and move them further into the conservation area so they wouldn't be seen by residents. The third one that does not have that is the main resident that has asked us to remove it. And that one, that resident has agreed for us to, or agreed to remove the downspout so they can access behind their house. You have two options on two of them. Just the one option on the one.

Mr. McConn: Where is the debris now, on the slope?

Ms. Corbin: It's right behind the conservation fencing.

Mr. McConn: I don't think there's any reason trying to get a machine back there and haul it out of there, just push it back and let it do its thing.

Ms. Corbin: The one that we didn't do the option for that. Just because the resident has been adamant about having it removed. She says she sits in the back and that's all she sees. I can contact Krista and see what she would say for cost. If we did that for the third one as well it would be cheaper than what the current proposal is. We can go from there.

Ms. Rivera: She's the one that's providing access.

Ms. Corbin: Yeah, they said she would remove the drain spout so that they can get back there.

Mr. McConn: Can we get some pictures?

January 13, 2026

Willow Creek CDD

Ms. Corbin: I don't have them on hand, but yes. I can get them emailed to you. I believe hers are just like the regular ones, like right underneath the drain here.

Mr. White: They're just standard, because of the distance between each house, they prefer to be removed.

Ms. Corbin: Just trying to avoid any damage to the property to get back there.

Mr. White: Yes.

Ms. Corbin: Next one is for the ponds on the back part of Trobato. The landscaping company originally was trying to remove all the cattails and vegetation that's grown up, but because of how deep it is in there and how far it goes out, they weren't able to use the equipment they have on hand to do it. They did a proposal for dredging the pond for the removal of the cattails.

Mr. McConn: Why are we trying to remove the cattails?

Ms. Corbin: Just to make it work with the other ponds. I've had multiple residents contact me asking for it.

Mr. McConn: Okay. The wetlands type vegetation is a natural occurrence so to go in there where the conditions exist that they were to occur naturally, you're going to invest all kinds of money and be doing this from now for forever. Because cattails, they serve the function of absorbing nutrients out of the stormwater so when it discharges it's cleaner into the environment. You're going to have residents asking for everything under the sun. I don't know that is the best justification for the CDD to throw money at things. If it's a problem that's fixable, but if it's a maintenance thing that is just going to be a money sink. It's just like the hogs. It's a huge environmental area. I mean, to really address the hog issue for good without just spending tons and tons and tons of money.

Ms. Rivera: The argument was it was hiding the alligator. I don't know if they got rid of the alligator or not.

Ms. Corbin: I haven't been able to see it and know how big it is. Fish and Wildlife will not come out unless they're over 4 foot long.

Mr. McConn: All ponds breed mosquitos, and they want all the ponds treated for mosquitos. That is one of the other complications and they are blaming the cattails. That's not the cattails. This is Florida. Every area that is not built on is floodplain. It holds water most of the time. I'm not telling you flat out to tell them no, but to try to educate them.

January 13, 2026

Willow Creek CDD

Mr. LeBrun: Yeah, typically the process would be if we receive a report for that, we usually have them call it into the FWC with all the pertinent information because they want a first-person account. If they do send a trapper out, we don't ever get a confirmation. They authorize a tag and that's it.

Ms. Corbin: The ones that we've had removed, one was reported by a resident, and they had to contact me to get approval to come out.

Mr. McConn: Now, who's doing the aquatic maintenance?

Ms. Corbin: Solitude.

Mr. McConn: Are they spraying the shoreline?

Ms. Corbin: Yes.

Mr. McConn: How often are they spraying?

Ms. Corbin: They come out once a month. I believe they spray it. The last time they were out, they said they sprayed it, and they were going to come and do an additional visit.

Mr. McConn: What is Solitude saying about the cattails?

Ms. Corbin: No, this is Robertsons who does the landscaping.

Mr. McConn: I know, but what's the aquatic maintenance company saying about the cattails?

Ms. Corbin: I haven't talked to Solitude about it.

Mr. McConn: Well, aren't they the right vendor? Because these are wetland vegetation that's occurring inside the water line, right?

Mr. LeBrun: What we've seen some other Districts that have this because we don't always remove cattails like when you said. The issue is usually the lake vendor can treat them in some cases, but they don't haul it out.

Mr. McConn: My point is that if they're spraying the shoreline and if they say from an aquatics vendor expertise that without reconfiguring that pond making the slope going into the pond much steeper. What happens is some of these ponds have a littoral shelf that enhances wetland vegetation. If there's a shelf there, that's intended to grow wetland plants. We had to replant this whole mitigation area right here, right across from the entrance to the amenity site. We planted that and within not even a year it was thick. You're fighting against nature.

Mr. LeBrun: I think the cattail removal is more resident driven as opposed to vendor water management.

January 13, 2026

Willow Creek CDD

Mr. McConn: I know, but it's just like the landscape guys be like oh yeah, I'll remove anything you'd asked me to remove for a price. If that's not a good investment of the money, then that's different.

Ms. Corbin: Originally the plan was they were just going to remove it. They started on it some before they realized how deep it as going down and they couldn't get the crew to take care of it, but they were just doing it like the regular maintenance. But once it became the dredging part of it with bringing in equipment they stopped.

Mr. McConn: These ponds are all stormwater permitted ponds for St. Johns, no? If you're going to dredge a pond talk to Rodney, but you're going to have to get a permit out of St. Johns and usually they frown upon removing the natural occurring wetland vegetation because that's part of the function of a stormwater pond. It's not just a cosmetic thing, they are occurring naturally. They are not here for cosmetic purposes. Now they serve a nice cosmetic purpose, but they have a technical purpose to manage and treat stormwater. I would ask Rodney, because the vendor is going to say no problem. We'll do whatever to the water and remove the wetland vegetation. St. Johns probably will not. That's not normal maintenance function so we are not going to permit that.

Mr. LeBrun: We'll do whatever the Board wishes.

Ms. Corbin: Next one is for the installation of the rock at the downspouts that we talked about last meeting, as well as replacing some of the plants around the clubhouse that have died and need to be replaced. Then the last one is optional. If we wanted to replace the mulch it will go from the entrance sign and replace up to Fortana. And then they'll do that whole area with the \$15,000 quote.

Mr. McConn: Has the new landscape vendor been treating the Bahia sod that's coming out in the boulevard?

Ms. Corbin: They have been treating but it's still bad. We haven't don't anything with it like replacing it since we took over. They took over for Weber. Once the weather warms up and we see what's just dormant and comes back. My plan is to get with them to redo a lot of the sod that needs to be replaced.

Mr. McConn: Okay.

Ms. Corbin: I want to see what actually bounces back from dormancy and what doesn't. That's all for field stuff. I'm still working on the fountain repair that was approved at the last

January 13, 2026

Willow Creek CDD

meeting. They are not able to come out like we talked about, until they come out for the new fountains. But I have a couple of local contacts. I'm trying to get with them to get prices from them and see if they can do it sooner for close to the same price.

Mr. McConn: What's the problem, did the pumps run out?

Ms. Corbin: I believe it's the motor. That's what I was told by Solitude. But they also did not lay eyes on it. I sent them pictures of everything. I'm hoping it's just the motor that needs to be replaced.

Mr. McConn: Do you not have the spec sheet for that fountain? Like what motor is in it?

Ms. Corbin: I do not have anything from the install. I just have pictures.

Mr. McConn: Let me go back through and look at my files to see when we hired them and what the specs are on that. Because that'll make it easier for you pricing on either parts or replacement.

Ms. Corbin: I have the pictures from the fountain and from the electrical part. I can't remember if one of them is a one phase and one of them is a three phase for the electrical and then the motor. It's not supposed to be that way. What I've been told is that what caused the issue, it needs a new motor. That should fix it. I'm also looking into the pressure.

Mr. McConn: But none of the fountains were three phase fountains.

Ms. Corbin: It's something in the motor. Let me see if I have a picture.

Mr. LeBrun: I think I'll take one of those vendors to see it when to diagnose what the other ones are getting.

Ms. Corbin: For pressure washing, I'm trying to figure out options that are safe for the pond use for the retaining walls. Jeff and I talked because the company that I talked to uses a diluted bleach solution. I talked to Solitude, and they don't recommend using with the ponds. I'm trying to see if I can find someone that has a safer option.

Mr. McConn: We're just pressure washing the trail or what are we trying to pressure wash?

Ms. Corbin: The retaining wall where the algae has grown up. We did it last year once and it's just grown up again over time for both this retaining wall and the one closer to the model homes on Willow Creek Boulevard.

Mr. McConn: So just having pressure wash without any chemicals in it. You at least blast the surface of the block getting the mildew and all that stuff.

January 13, 2026

Willow Creek CDD

Ms. Corbin: I'll email the one that did the clubhouse pressure washing and see if that's an option they have or not. I'll find someone else and get quotes for it.

Mr. McConn: Because that the same thing they do on houses and stuff because you don't want somebody pressure washing your house with bleach solution because it will fade your paint.

ii. Discussion of Proposal for Clubhouse Signage

Ms. Corbin: We finished the install of the access points by the door on the gym or by the gym and then the pool gate on this side of the pickleball courts. Residents have been using those continuing key fob distribution. It's mainly for the new closings and the new phase. Still waiting on the benches and trash cans. I had an email saying that we were just waiting on them to come in. The holes in the splash pad area from the fence were filled. Then the family restroom door handle was replaced and the bricks on the pool deck were replaced or fixed and installed there. We're waiting on the drink fountain outlet, which I know Marisol and I were emailing about this morning. We did the Christmas lights that were approved at the last meeting and they were installed around Thanksgiving, like the weekend before. And they were just taken down a week ago today. And the residents were happy with those. We did have issues with the lights by the sign. The outlet kept tripping, so I'm going to have an electrician come out.

Mr. McConn: GFI?

Ms. Corbin: I believe. Yeah, because I would reset it.

Mr. McConn: Typically, when the GFI start doing that it's just a bad GFI and you have to change out the GFI.

Ms. Corbin: I'm contacting some electricians just to have them come out and get that fixed so we don't have an issue in the future. Just because it also causes issues with that trips with the irrigation system. I added just the basic solar lights to the mailboxes after residents' request because it was super dark out there. It was a quick, cheap install there. Then we had an insurance visit just to go over anything we needed to fix or get up to date. The main thing that they focused on was getting the signage installed. We need to replace the pool rules because the signs were falling apart. Then also add in like official pickleball rules, the fitness center, playground, and just the clubhouse rules. Also, no lifeguard sign, since we have no lifeguard on duty. I went with aluminum signs for everything just to try and keep it where it stays. It's not going to fall apart like the plastic ones did. I went with Everett for all of the signs and it winds up being with tax \$976.83. From what I've found, I'll probably need about \$80 for the materials for mounting and hanging

January 13, 2026

Willow Creek CDD

them up and everything. Then the handyman that we've used before give me a quote just for install, which shouldn't be too bad for mounting signs.

Mr. McConn: We had any homeowners asking about the fence on the top lot? What do we ever figure out on that?

Ms. Corbin: I've had one or two mention it to me. Not a huge amount, but I believe I mentioned it like probably all a year ago, and there were no plans as of then.

Mr. McConn: The big thing was the benches and the trash cans.

Ms. Corbin: But I haven't had many people. Honestly, it was very kind of the beginning of me being here that people kind of brought it up. I haven't had anyone since then ask about having a fence or anything.

Mr. McConn: I think the fence just clutters up the look of the amenity area. But some people want to be able to go there, drop their kids off in a little top lot, close to the fence, do everything else instead of watching what their kids are doing. It's right there next to the parking lot and while there's not full parking lot here, it's probably not that big of a deal.

Ms. Corbin: No, we do get some people that kind of especially like FedEx and everything like to speed through, but normally it's not too bad.

Mr. McConn: Are they coming from Village D? Coming through there?

Ms. Corbin: They come both ways. They come through Pecorino down this way and then they'll also cut through.

Mr. McConn: If that continues, we may want to look at doing some speed bumps where it's less attractive to cut through the amenity center because that's just a lot of wear and tear on the private parking lot area, as opposed to using the public streets.

Ms. Corbin: That's everything I have though.

D. District Manager's Report

Mr. LeBrun: Nothing to report to the Board. Happy to take questions, if not we'll just move down to our financial reports.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Register

Mr. LeBrun: Next we have our financial reports. This is on page 133. You will see the approval of the check register. For the check register, we have checks 760-765. Total there is

January 13, 2026

Willow Creek CDD

\$11,133.21. Then we also have our ACH payments, 80009-80013 totaling \$16,989.05. The grand total for the check register is \$28,122.26. Behind that you have the check register. Happy to take any questions, if not I need a motion to approve.

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, the Check Register, was approved.

B. Balance Sheet and Income Statement

Mr. LeBrun: Behind that you have your unauthorized financials. No action is required by the Board.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

Mr. LeBrun: If there are no other comments or Board business, we need a motion to adjourn.

NINTH ORDER OF BUSINESS

Adjournment

Mr. LeBrun: Is there a motion to adjourn?

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

Signed by:


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Secretary /Assistant Secretary

Signed by:


63535C7139ED474...

Chairman / Vice Chairman