

**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, August 12, 2025, at 1:00 p.m. at the Willow Creek Amenity Center, 1756 Pecorino Court, Titusville, Florida.

Present and constituting a quorum were:

|                 |                     |
|-----------------|---------------------|
| Steve McConn    | Chairman            |
| Stephen White   | Assistant Secretary |
| Jeff Myers      | Assistant Secretary |
| Marisela Rivera | Assistant Secretary |

Also present were:

|                   |                                  |
|-------------------|----------------------------------|
| Jeremy LeBrun     | District Manager                 |
| Nicole Corbin     | Governmental Management Services |
| Patrick Collins   | District Counsel (by phone)      |
| Lauren Gentry     | District Counsel (by phone)      |
| Rodney Honeycutt  | District Engineer                |
| Several Residents |                                  |

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. LeBrun called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. LeBrun: Moving on to our public comment, any members of the public wish to make any comments? Hearing none we can move on.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the May 13, 2025 Meeting**

Mr. LeBrun: Moving on to item No. 3, this is the approval of the minutes of the May 13, 2025 Board of Supervisors meeting. I'm happy to take any comments or corrections, if not, I would just need a motion to approve those minutes.

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On MOTION by Mr. McConn seconded by Mr. White with all in favor, the Minutes of the May 13, 2025 Meeting were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Organizational Matters**

- A. Consideration of Resolution 2025-06 Appointing District Manager**
- B. Consideration of Resolution 2025-07 Re-Designating Administrative Office, Principal Headquarters and District Records Office**
- C. Consideration of Resolution 2025-08 Re-Designating Registered Agent and Office**
- D. Consideration of Resolution 2025-09 Removing and Appointing Officers**

Mr. LeBrun: Moving on to item No. 4, organizational matters. Lauren or Patrick, did you want to go through the resolutions? I didn't know if you wanted to present those or if you'd like me to.

Mr. Collins: Thanks Jeremy, I can walk through them fairly quickly. These are very typical resolutions simply completing the transition of your District management services from Governmental Management Services, South Florida to Governmental Management Services, Central Florida. So, first we would just have resolution 2025-06 which just formally appoints the new District Manager. Then resolution 2025-07 re-designates the administrative office, and principal headquarters and District records office, which is going to be GMS' Central Florida Orlando location. Resolution 2025-08 re-designates the registered agent of the District, which will be GMS, Central Florida and resolution 2025-09 removes the officers of GMS, South Florida and re-appoints officers of GMS, Central Florida.

Mr. LeBrun: Any questions from the Board on any of those?

On MOTION by Mr. McConn seconded by Mr. White with all in favor, accepting Resolution 2025-06 through Resolution 2025-09 listed above were approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Public Hearing on the Adoption of the Fiscal Year 2026 Budget**

Mr. LeBrun: That brings us down to item No. 5. We have several public hearings under item No. 5, so this is a public hearing on the adoption of the fiscal year 2026 budget. Can I get a motion to open the public hearing?

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

Mr. LeBrun: Alright, we'll go to the members of the public. I don't believe there's any comments related to this item, so we'll bring it back to the Board.

**A. Consideration of Resolution 2025-10 Adopting the Fiscal Year 2026 Budget and Relating to the Annual Appropriations**

Mr. LeBrun: So, what you have in front of you Board members is the fiscal year 2026 budget. If you recall at your previous meeting, you approved a proposed fiscal year 2026 budget. Not much changed since then, they've updated the actuals. You'll see the actuals through 6/30/25 for Willow Creek I. Just a reminder, no assessment increase so all the owners within the District will not have an assessment increase this year and like I said it is a pretty similar budget to what the board viewed at the last meeting. I'd be happy to take any questions on it, and if not, I would just need a motion to approve resolution 2025-10.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, Resolution 2025-10 adopting the Fiscal Year 2026 Budget and relating to the Annual Appropriations was approved.

**B. Consideration of Resolution 2025-11 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. LeBrun: That brings us down to item 5B, consideration of resolution 2025-11 imposing Special Assessments and certifying an assessment roll. I'll just check to see if any members of the public wish to make any comments on this item. Hearing none, we'll bring it back to the Board. So you just adopted your fiscal year 2026 budget and this is the mechanism that's going to fund that budget, imposing Special Assessments and certifying an assessment roll. I'm happy to take any questions on that resolution, and if not, I would just need a motion to approve resolution 2025-11.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, Resolution 2025-11 imposing Special Assessments and certifying an Assessment Roll was approved.

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**C. Consideration of Fiscal Year 2026 Developer Funding Agreement**

Mr. LeBrun: Alright, last item under item No. 5 is consideration of the fiscal year 2026 developer funding agreement. So, the budget the Board just adopted does contemplate, there's a small developer funding portion you'll see there in the revenue section. So, this essentially just is an agreement that will allow, if necessary, to utilize and collect those funds from the developer if needed.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, accepting the Developer Funding Agreement was approved.

Mr. LeBrun: Alright, I just need a motion to close the public hearing.

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

**SIXTH ORDER OF BUSINESS****District Goals and Objectives****A. Adoption of Fiscal Year 2025 Goals and Objectives**

This item was not discussed.

**B. Adoption of Fiscal Year 2026 Goals and Objectives**

Mr. LeBrun: That brings us to item No. 6, this is the District goals and objectives. As the Board may recall, the legislative session requires Special Districts to adopt measurable rules and objectives and standards. So, what you see there in your agenda package is the proposed fiscal year 2026 goals, all of the goals align with State Statutes, and they're already part of the way we do things, so we would recommend our Boards to just re-approve the same goals for the upcoming fiscal year. I'd be happy to take any questions on it, and if not, we're just looking for a motion to approve those, and then you'll see those if you're on your electronic agendas on page 93, you'll see the goals that start in that section.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, accepting the Fiscal Year 2026 Goals and Objectives was approved.

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## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

Mr. LeBrun: That brings us down to staff reports, we'll go ahead to District counsel.

#### **A. Attorney**

Mr. Collins: Thanks Jerry, I appreciate it. Nothing too much to add for the Board, but I'd be happy to answer any questions. I just wanted to first confirm that all Board members submitted a Form 1 prior to the July deadline, and if not I'm sure you would have received an email from the state or alternatively I think Jeremy's office can probably provide you with the requisite link to file that Form 1. Also, just want to make a quick reminder to complete the ethics training by the end of the year, that deadline being December 31st.

Mr. LeBrun: Any questions on any of those items.

Mr. McConn: No.

Mr. LeBrun: Thank you Patrick.

#### **B. Engineer**

Mr. LeBrun: Next item, District engineer, Rodney.

Mr. Honeycutt: I don't have anything to report but, if anybody has any questions, I'd be happy to answer them.

Mr. LeBrun: Any questions for the engineer?

Mr. McConn: No.

#### **C. Field Manager's Report**

##### **i. Discussion of Proposals for Pressure Washing**

###### **1. Beacon Cleaning**

###### **2. Cape Coast Pressure Cleaning**

###### **3. Kenneth Horn's Roof Cleaning & Pressure Cleaning Services**

##### **ii. Discussion of Proposal for Fountain Replacement from Solitude Lake Management**

##### **iii. Discussion of Proposal for Tree Trimming From Weber Environmental Services**

Mr. LeBrun: Next item is our field manager report, and this section is just for discussion, Willow Creek II will actually approve some of these things if the Board wishes but, we're just going to discuss these, so we'll go to Nicole.

Ms. Corbin: So, I'll try keep it short and sweet, switched over to Robertson's starting in July. Overall, they've been doing good, they're trying to keep on top of stuff. We had some

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irrigation issues that they're working on trying to get everything going, they've been working on weeds and stuff. There's some kinks we're working out as far as access things, making sure they know all they're responsible for, but their lead's been really good with keeping in contact with me. We did the tree removal project by Weber. I do have a proposal, there's a tree that we cut down some of the branches, but the resident had expressed concern about other branches that looked like if they fell, they would hit the house, so I had Weber add on a proposal for that which should be at the end of the agenda. So, basically for that tree it's going to be through Weber at \$1,680, so that's something we'll have to approve in Willow Creek II. Then I mentioned the irrigation issues already, we've been working on some sprinklers, working on the second round of erosion issues. I sent over a list, there's approximately 130 houses that have minor to major erosion issues behind them, like mainly on the preservation areas, so I'm looking at getting the proposal through Robertson's for that, and I will probably have that at the next Board meeting. I did have a resident recently let me know about some hog damage, so we're going to talk about that and figure out the best thing to do for that. Then a while ago at one of the meetings someone mentioned that there were some holes along the walking path, and I finally got a company to reach out to me and give me a quote for that, so for them to fix the two holes in there it would be \$875. Once again, that's something we'll approve at the Willow Creek II meeting. The lakes were treated by Solitude, the fountain in the front one stopped working and essentially, I was told it was not worth the cost to repair it, so we're looking at replacement. I do have a proposal for that but, we are looking at some other options just because the price is kind of high through Solitude for replacement, so we'll probably continue that but, I least wanted to give an option.

Mr. McConn: What's the price?

Ms. Corbin: \$2,200.

Mr. LeBrun: Yes, that's for a full replacement. This one has lights, so it was \$2,200. Now, we have some other CDDs in Brevard that have fountains, so that's a little high so we're going to take a look at that.

Mr. White: Well, Hall Fountains is who did the fountains.

Ms. Corbin: So, I reached out to them and they basically told me to contact our lake person who does the lakes because they would charge for gas and travel coming from Fort Lauderdale.

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Mr. McConn: I know but we're going to do two fountains in Village C, so it may be beneficial to piggyback that CDD work when we mobilize them for the Village C work and you won't have to pay for mobilization.

Ms. Corbin: Ok, so I'll reach out to them. Then for the clubhouse stuff, we have three quotes for pressure washing that we talked about at the last meeting. Just based on pricing, all of them service wise seem pretty good, Beacon is the cheapest by about \$600 so that's the one I'm leaning towards, again it will be approved in Willow Creek II. We had some fixes around the clubhouse, urinals and things like that. We're working on installing the key FOB access points. We got the gym equipment installed last week, so residents are enjoying the use of that. I am looking at placing an order for an additional key FOB, I don't know if we talked about that at the last meeting, so that's going to be 50 cards is \$350. We had to replace the felt on the pool table after it was ripped, and then we replaced the pool tiles after some damage happened. Everything else is otherwise good, for the playground I know we were talking about doing trash cans, but I don't know if you guys have an update on when that would be happening. You guys had mentioned that you guys had some that you could install.

Mr. McConn: We'll talk to Marlene and see if there was anything left.

Mr. White: She hasn't gotten back to me, so I'll follow up with her.

Ms. Corbin: Ok.

Mr. McConn: Just tell us what locations, and how many so we can check and see if we have those.

Ms. Corbin: Yes, ok, I'll shoot you guys an email for it after the meeting. Then I know Jeff has been trying to get stuff for the clubhouse needs, get Anthony out here so we've just been waiting on that. Just real quick, with the gym equipment I am looking at probably getting the gym mirror but, that will probably be something I do at the next meeting just because residents asked about it, and the last thing is going to be the TV for the community room for here. The tape up there kind of shows size options. I listed basically the prices which I listed in the report on retail costs, there are sales, so I'll settle for the best price option to save money. The mount installation is the same price no matter what, and then for adding the cable on there so we can have the channels increase the Spectrum bill which would be \$70 per month.

Mr. McConn: And how much TV usage do you expect?

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Ms. Corbin: Honestly, probably a pretty good amount. I've had a good amount of residents ask me about installing one and when it was going to happen, and I know that other communities down in South Florida where I trained with Matt, he said they got used a good amount especially during the sports season and everything, like football, and everything.

Mr. McConn: I mean the price for it is not tremendous between, and I assume you want the largest TV?

Ms. Corbin: Yes, so a 65" is around \$500, 70" is around \$600, and 75" is around \$700 before any sales. The biggest difference is going from 75" to 85", it's like a \$500 jump. But again with sales, right now the 85" is \$200 off and the 75" is only like \$50 off.

Mr. McConn: You want the biggest TV we can afford.

Ms. Corbin: Ok. Other than that, I believe I am done. Everything else is just approval of estimates and stuff, so I'm done.

Mr. LeBrun: Any questions for Nicole?

#### **D. District Manager's Report**

##### **i. Approval of Fiscal Year 2026 Meeting Schedule**

Mr. LeBrun: That brings us down to District manager's report, I just have one item under here, and that is the approval of the fiscal year 2026 meeting schedule that's on page 129. It keeps our normal meetings on the second Tuesday of the month, and you'll see that there. So, if the Board is ok with that, I just need a motion to approve the fiscal year 2026 meeting schedule.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, accepting the Fiscal Year 2026 Meeting Schedule was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Financial Reports**

##### **A. Approval of Check Register**

##### **B. Balance Sheet and Income Statement**

Mr. LeBrun: Item No. 7 are the financial reports, we just need the approval of the check register and that's on page 132 of your electronic agendas. We have checks #730 through checks #749, and the total there is \$43,754.10, and behind that you have your check register. I'd be happy to take any questions on it, if not, I just need a motion to approve that check register.

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

Mr. LeBrun: Alright behind that you have your unaudited financial through June 30th, no action required on the Board's part, it's just there for your awareness.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. LeBrun: That brings us down to our Supervisor's, any Supervisor's requests?

**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. LeBrun: Hearing none, I just need 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:



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Chairman / Vice Chairman