

**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 11, 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
Marisela Rivera	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager
Nicole Corbin	Governmental Management Services
Patrick Collins <i>by phone</i>	District Counsel

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

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 12, 2025 Meeting

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

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, the Minutes of the August 12, 2025 Meeting were approved.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2026-01
Authorizing Spending Authority**

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Mr. LeBrun: Item four is consideration of Resolution 2026-01 authorizing spending authority. Patrick, did you want to go through this one briefly with the Board?

Mr. Collins: Yeah, this is a resolution that explicitly sets forth spending authority that the District manager as well as the Chairman and Vice Chairman would have in order to execute proposals or agreements outside of a meeting. This is generally a power that Supervisors wield, but we just like to have an explicit resolution that adopts those parameters. This will be great for emergency circumstances. If emergency repairs were required and the Board wasn't scheduled to meet for some time, this resolution would allow the District manager together with the District chairman to go ahead and execute proposals in emergency circumstances and other circumstances where we would need to expense some funds without coming to a meeting first to approve a proposal.

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, Resolution 2026-01 Authorizing Spending Authority was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2026-02 Setting a Public Hearing on Amended and Restated Rules of Procedure

Mr. LeBrun: Next you have Resolution 2026-02, setting a public hearing on amended and restated rules of procedure. Patrick, do you want to go through that one as well?

Mr. Collins: Sure. We'll try to be quick. I assume the Board has probably heard this before if you've been to meetings in the last two months. We just want to bring the rules of procedures into compliance with the updates that we got out of the states 2025 legislative session. To be clear, we are always complying with the state's statutes and requirements, but we just like to get our written rules updated to reflect that as well. The primary change for the Board to be aware of is a change to the rulemaking procedures that now requires 35 days worth of notice to adopt or amend any rules that are subject to a public hearing. The other thing the Board needs to be aware of is a change to the evaluation criteria for competitive purchase for public works projects. You're now no longer permitted to consider the amount of work a particular vendor has done, or has not done, for the District in the past. Those are the primary changes for the Board to be aware of. Otherwise, it's just a couple of cleanup items getting rid of old terminology and updating your District manager's address as well.

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Mr. LeBrun: Thanks, Patrick. Did you recommend setting that hearing for the January meeting?

Mr. Collins: That's up to the Board. I'm not sure when the Board would like to meet next. I don't believe we have a definite meeting set up after this one except for just our regular scheduled monthly meetings, but if the Board has an idea of when they intend to meet next, then we can go ahead and schedule the hearing for that date.

Mr. LeBrun: The January meeting would be on January 13, 2026. We can schedule it for that, we'll just have to meet on that day.

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, Resolution 2026-02 Setting a Public Hearing on Amended and Restated Rules of Procedure was approved.

SIXTH ORDER OF BUSINESS

Ratification of Auditing Services Agreement with Grau & Associates for Fiscal Year 2025

Mr. LeBrun: Grau was selected to serve as your auditor. The audit committee already selected them, so we're just ratifying that agreement.

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, Auditing Services Agreement with Grau & Associates for Fiscal Year 2025 was ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Adoption of Fiscal Year 2025 District Goals and Objectives

Mr. LeBrun: Next is ratification of adoption of Fiscal Year 2025 goals and objectives. This is just ratifying those 2025 goals and objectives, and then we'll put those on the District's website as required by some of the new state statutes.

On MOTION by Mr. McConn seconded by Mr. White, with all in favor, the Adoption of Fiscal Year 2025 District Goals and Objectives was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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Mr. Collins: I have nothing to add. Happy to answer any questions. I would remind the Board to complete the ethics training, but you all already did that, so congratulations.

B. Engineer

Mr. LeBrun: Rodney said he couldn't make it today, but he didn't have anything to report.

C. Field Manager

- i. **Discussion of Proposals for Holiday Lighting**
 - 1. **Brevard Lights**
 - 2. **Christmas Glow Co**
- ii. **Discussion of Proposals for Fountain Replacement**
 - 1. **Hall Fountains, Inc.**
 - 2. **SOLitude Lake Management**
- iii. **Discussion of Fountain Repair Proposal from Hall Fountains, Inc.**
- iv. **Discussion of Tree Work Proposals from Robertson's Lawns, Inc.**

Ms. Corbin: We're still working on the second round of erosion issues trying to come up with a plan. We are having an issue with getting access for the equipment they want to bring in so we're trying to figure out the best way and best usage to do that. I've talked to Jeff and we're going to meet with Robertson's Lawns to figure out a plan. Hopefully next meeting I'll have a proposal together. We completed the tree trimming proposal that was approved at the last meeting and fixed the walking hole paths or walking path holes. One of them was a sprinkler that was underneath where the bench was installed. So that was what caused the issue. We repaired that as well. We repaired the sod damage that had been approved. We have Justin out here working to get the hogs taken care of in the conservation areas. Then we'll work on sod repairs once we are not having as many issues with that. I do have two proposals for tree trimming from Robertson's Lawns. One of them is for one tree behind Cortese for \$750, and then the other one is for \$1,850 total for two areas for trimming trees that are hanging over towards residents' houses or branches that are hanging down. We did have the storm that came through a few weeks ago, the retaining wall behind the model homes was damaged. We sent it to the insurance company. We're still trying to figure out what's going on with that, but we'll probably have to find some quotes to get it repaired.

Mr. McConn: We've already contracted John Halter to make the repair.

Mr. LeBrun: Oh, perfect.

Ms. Corbin: No one told me that.

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Mr. McConn: We'll be happy to be reimbursed though.

Mr. LeBrun: We are working with the insurance, going back and forth with them. They're looking at various exclusions. So, we're still trying to work through that.

Mr. McConn: Because since it's a storm water pond, you can't leave it because that pond doesn't function. It's a violation from one of the environmental agencies if you leave it unrepaired.

Mr. Collins: Okay.

Mr. McConn: That starts this week.

Mr. Lebrun: Were you getting complaints?

Ms. Corbin: No, I haven't had any complaints. The only one I had was we had some weeds growing up in it, but I have Robertson's maintaining the weeds growing up around it now. I think we're good to wait until Hall can do it. Especially if they're able to just replace the motor for a substantial savings over replacing it. We can discuss that in the next one. Last, we did the pressure washing. Strava is actually here now finishing up the key fob access point installation that we approved. They just have to get everything live, everything's installed. We received the additional key fobs that were ordered. The gym has been super popular. We have hours set from 6:00 a.m. to 10:00 p.m. So, they have some more access rather than the 7:00 a.m. to 8:30 p.m. for the rest of the areas. We are still waiting on an update on the benches and trash cans for the playground area. I know after the last meeting we sent out what we were looking to get, but I never heard anything after that. I sent an email to some people with KB and they asked what I was looking to get so I sent back two benches and a trash can and haven't heard anything since then.

Mr. McConn: You're going to need to send it to the main development, dealing with Jeff Myers, or somebody else that is in the vertical, they don't have those contacts. So, send it to Steve White.

Ms. Corbin: Okay. Then the splash pad holes were fixed, but we're still waiting on the other items. I know we've been talking about them just trying to figure it out. We installed the TV and have the cable added on there for resident use. Then the Christmas lights for the Christmas season, I have two quotes. The first one is Brevard Lights. He kind of did a pick and choose option where you can add on whatever ones we wanted. I was looking at just doing the front of the building here and then the entryway light, putting lights and then wreaths on both sides of the tower part. If we go with that for Brevard Lights, it winds up being \$8,400 for the same thing, but less lights used around it. The Christmas Glow Co is basically \$5,200. I know Brevard Lights is a

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little more expensive with that, but our budget is like \$17,000, so it fits well within the budget. They were a little more professional and quicker with getting back. They just seemed more put together. Both quotes do include putting it up, maintaining it while they're up. So, if we have an issue with the light going out, they'll be here within 48 hours to fix it. Then also taking them down and storing them until the next year. We have both those options there.

Mr. McConn: So, do we own the lights? The \$8,000 includes owning them?

Ms. Corbin: Yes.

Mr. LeBrun: For Brevard Lights, I was reading back through it, you're not owning them or buying them, you're almost like leasing them is what it is. So, they come in, they bring everything, they put it up, then they come take it down. We do this in other communities. Sometimes they offer multi-year discounts.

Mr. McConn: The thing is, having been in an association in the past where you buy it, by the time you're in your third or fourth year it's because they get outdated. It's a sunk cost. I think leasing them and having them update their inventory year to year is the better option.

Ms. Corbin: Yeah, Brevard Lights I think would be the better option. If we just did the front of the building and the entryway, it would be \$8,400. But if we wanted to do everything, do the sides of the building and the back of the building, it would be \$13,800, which we do have in the budget to spend.

Mr. McConn: My opinion is that most of the people are going to be driving by, not necessarily coming to park, especially this time of the year, unless they're going to the gym. You probably get the biggest pop from doing the back of the building and then the side facing the entrance than doing the front. Are they going to do the whole front of the building?

Ms. Corbin: Yeah, they would do the whole front.

Mr. McConn: The majority of the community is not going to see the front of the building if they don't come to the amenity during that time frame.

Ms. Corbin: Okay.

Mr. Lebrun: So, you want to focus on the back of the building?

Mr. McConn: I guess if we're talking about facing the building, it would be the right side of the back. I think that side because of all the mailboxes and it can be so dark at night. So do the two sides.

Ms. Corbin: So, the sides and the back?

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Mr. McConn: Yeah.

Ms. Corbin: The mailman was asking if there was a possibility of adding some kind of chain to the mailbox area that he can block off people coming in because the way he does the mail is the whole side gets opened and if someone comes up trying to get their mail while he's putting it in that side, he has to close all of them and then let them get their mail and then open them all back up. I told him I would see what you guys think, even if it's just like a simple like little chain that I can install.

Mr. McConn: A chain between the aisles?

Ms. Corbin: Yeah, between the aisles, like on the front part of it. Because he opens up the entire side and then puts the mail in through that.

Mr. McConn: We could look at getting a sign that says you can't get your mail until the mail carrier is done.

Ms. Corbin: I will look into that. The ponds were treated by Solitude as usual. I'm having some issues with the breaker; I'll keep an eye on it. We have a couple quotes. Hall Fountains gave us a quote. He thinks it's just going to need the motor replaced and that would be \$4,144.93. Then if we have to replace it from them it's \$16,190.35. He did say that they wouldn't be able to come out and do it until they install the ones that you guys are getting done in the new phases. The other quote we have is SOLitude, which is more expensive. It's \$22,682 for them to do it.

D. District Manager's Report

i. Discussion of Amenity Management Services Agreement

Mr. LeBrun: That brings us down to our District managers' report. Just one item under here, kind of a cleanup item just for amenity management. Patrick can chime in as well. This is just essentially transferring the amenity management contract over to another LLC for the GMS side of things. It just aligns that up with how our office operates. Patrick, did you want to add anything onto that? All the terms and everything are the same, it's just a different entity.

Mr. Collins: No, just what Jeremy said. I believe our office helped prepare this form of agreement in the first place, so it's nothing that we are unfamiliar with. If the Board wants to approve the agreement in substantial form, just pending final review by District staff, that'll be acceptable from our perspective.

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On MOTION by Mr. McConn seconded by Mr. White, with all in favor, the Amenity Management Service Agreement was approved in substantial form.

NINTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Register

B. Balance Sheet and Income Statement

Mr. LeBrun: Next we have our financial reports. We have the approval of the check register. You have checks 750 through 759 for \$24,463.98. Our ACH is in there as well for utilities and other items totaling \$8,653.14. Behind that you have your unaudited financials, no action required on the Board's part.

On MOTION by Mr. McConn seconded by Mr. White, with all in favor, the Approval of the Check Register and the Invoices and the Unaudited Financials was approved.

TENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. LeBrun: Are there any Supervisor's requests? Hearing none, we will move on to the next item.

ELEVENTH 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:

Jeremy LeBrun

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Secretary /Assistant Secretary

Signed by:

Stephen McConn

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Chairman / Vice Chairman