

## **MINUTES OF THE ORGANIZATIONAL MEETING WILLOW CREEK II COMMUNITY DEVELOPMENT DISTRICT**

The organizational meeting of the Board of Supervisors of the Willow Creek II Community Development District was held on Tuesday, January 14, 2025 at 1:30 p.m. at the Willow Creek Amenity Center, 1756 Pecorino Court, 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 Honeycutt

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

### **FIRST ORDER OF BUSINESS**

### **Introduction**

- A. Call to Order**
- B. Public Comment Period**
- C. Oath of Office**

Ms. Hinz Philippi: So now that I have called the roll, we don't have any public here today, so just for the record we don't have anyone from the public here. So, next we need to administer the oath of office for Willow Creek II Board members, so after I say the word "I" you would state your name, and then at the end you would say I do or I will, so "I".

Mr. McConn: Steve McConn.

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Ms. Hinz Philippi: A citizen of the State of Florida and of the United States of America and being employed by or an officer of the Willow Creek II Community Development District and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Mr. McConn: I will.

Mr. Hinz Philippi: Ok, so Stephen the same thing, so "I".

Mr. White: Stephen White.

Ms. Hinz Philippi: A citizen of the State of Florida and of the United States of America and being employed by or an officer of the Willow Creek II Community Development District and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Mr. White: I do.

Ms. Hinz Philippi: Alright, thank you. Now Jeff, so "I".

Mr. Myers: Jeff Myers.

Ms. Hinz Philippi: A citizen of the State of Florida and of the United States of America and being employed by or an officer of the Willow Creek II Community Development District and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Mr. Myers: I solemnly swear.

Ms. Hinz Philippi: Alright, thank you. So, we're done with our oath of office.

## **SECOND ORDER OF BUSINESS**

## **Organizational Matters**

- A. Confirmation of Notice of Meeting**
- B. Information of Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190**
- C. Consideration of Resolution #2025-01 Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners' Meeting**
- D. Consideration of Resolution #2025-02 Canvassing and Certifying the Results of Landowner Election**
- E. Election of Officers**
  - 1) Consideration of Resolution #2025-03 Electing Officers**

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**2) Consideration of Resolution #2025-04 Designating Treasurer and Assistant Treasurer**

Ms. Hinz Philippi: The next item would be our organizational matters. So, the first item is just a confirmation of the notice of the meeting, and I think I'm going to read all of them through and then can we do a motion for all the organizational matters altogether Jennifer?

Ms. Kilinski: Yes, you can, just look at the agenda, we need to have the Board give us direction on item E, how you want to elect officers and confirming the treasurer and assistant treasurer but, otherwise I think we can take a motion on all the rest. Then if you look at section 3 and section 4 which is a big one, if you are all ok, I think we could take a consent motion to approve because all of those are very straightforward, and then when we start getting into the financing matters, you may need to take them one at a time but, that should expedite it significantly.

Ms. Hinz Philippi: Ok. So, let me start with of course the first item, confirmation of the notice of meeting, we did publish this in the required time, 20 days before the meeting and we did give this notice for the public meeting, this is just a confirmation of this notice. The second item is information on Community Development District and public official responsibilities and Florida Statutes Chapter 190, you guys are aware of this since you are already on another Board, so that's just for you guys to know that we did have that for this organizational meeting Willow Creek II. The next item would be consideration of resolution #2025-01 ratifying the actions of the District manager and District staff in noticing the landowners meetings, so that is just for us to ratify the actions that we took before within the landowners meeting, such as the advertisement, the agenda, and all of that. The item would be resolution #2025-02 canvassing and certifying the results of the landowner election that we just had, so we're just confirming those were the results. Then item E is the election of officers, and we can go through that right now, when I do read the resolution #2025-03 and then resolution #2025-04. So, resolution #2025-03 we're going to of course elect a chairman, a vice chairman, and then assistant secretaries, and then for treasurer, of course we have for Willow Creek I we have Patti Powers and then assistant treasurer, and all of those items we can go through but, this is basically the organizational matters. So, I think what I will do is, the first two items we can do a motion and then for the resolutions we can take those separately. Jennifer, do we need a motion for each resolution?

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Ms. Kilinski: No, I think we can, if the Board is ok with it, just take a motion to approve everything under that in one motion.

Ms. Hinz Philippi: Ok, so let me talk about resolution #2025-03, which is electing officers. We have Steve McConn, Casey Dare, and we have Jeff Myers, Stephen White, and Paul Thomas, and then we have Rich Hans who usually is our secretary, and me, Andressa Hinz Philippi as an assistant secretary. So, who is going to be the chairman, and vice chairman? Do you guys want to keep it as we have it on Willow Creek I?

Mr. McConn: Yes, keep it the same.

Ms. Hinz Philippi: Alright, so with that said, we have Steve McConn as chairman, vice chairman would be Casey Dare, and then secretary, Rich Hans, assistant secretaries would be Jeff Myers, Stephen White, Paul Thomas, and also me, Andressa Hinz Philippi as an assistant secretary. Then, for treasurer, resolution #2025-04, we have as the treasurer, Patti Powers from our office and for assistant treasurer we have Sharyn Henning.

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

Ms. Hinz Philippi: Alright, so let's do a motion to approve the organizational matters items A to E, and resolution #2025-03 and #2025-04 which is what we just read into the record and the Board confirmed that's their preference. So, for all those items I need a motion to approve.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting items A through E under organizational matters and confirming Resolution #2025-03 and Resolution #2025-04 were approved.

### **THIRD ORDER OF BUSINESS**

### **Retention of District Staff**

- A. Consideration of Agreement for District Management Services**
  - 1) Consideration of Resolution #2025-05 Appointing District Manager**
- B. Consideration of Agreement for District Counsel Services**
  - 1) Consideration of Resolution #2025-06 Appointing District Counsel**
  - 2) Consideration of Resolution #2025-07 Selection of Registered Agent and Office**
- C. Consideration of Resolution #2025-08 Appointing Interim District Engineer**
- D. Consideration of Interim District Engineering Agreement**

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Ms. Hinz Philippi: The next item would be retention of District staff, and we have items A through D, and this is resolution #2025-05 appointing the District manager on page 16, then we have resolution #2025-06 appointing District counsel, on page 30. For District manager of course it would be myself and GMS, and for District counsel, it's going to be Jennifer Kilinski and her office, Van Wyk, PLLC. Then resolution #2025-07 is to select a registered agent and office, and resolution #2025-08 is to appoint an interim District engineer, and item D, consideration of interim District engineer agreement. So, those are items A through D, are there any questions or anything we can clarify here, if not, I would need a motion to approve all those items.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting items A through D under retention of District staff was approved.

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

#### **Other Organizational Matters**

- A. Request Authorization to Issue RFQ for Engineering Services**
- B. Consideration of Resolution #2025-09 Designating a Qualified Public Depository**
- C. Consideration of Resolution #2025-10 Establishing Checking Account and Designating Account Signatories**
- D. Consideration of Resolution #2025-11 Adopting a Legal to Defense Policy**
- E. Consideration of Resolution #2025-12 Authorizing Recording of Notice of Establishment**
  - 1) Notice of Establishment**
- F. Consideration of Resolution #2025-13 Adopting Investment Policy**
- G. Consideration of Resolution #2025-14 Authorizing Execution of Public Depositor Report**
- H. Consideration of Resolution #2025-15 Adopting a Public Comment Policy**
- I. Consideration of Resolution #2025-16 Adopting Prompt Payment Policy**
- J. Consideration of Resolution #2025-17 Adopting Internal Control**
- K. Consideration of Resolution #2025-18 Adopting a Records Retention Policy**
  - (Memorandum with Option I & Option II)**
- L. Consideration of Compensation to Board Members**
- M. Consideration of Resolution #2025-19 Selecting District Records Office**
- N. Consideration of Resolution #2025-20 Designating the Primary Administrative Office and Principal Headquarters of the District**

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- O. Consideration of Website Services Agreement**
- P. Consideration of Resolution #2025-21 Authorizing Chairperson and Vice Chairperson to Execute Plats, Permits and Conveyances**
- Q. Consideration of Resolution #2025-22 Authorizing the Use of Electronic Documents and Signatures**
- R. E-Verify Memorandum**
- S. Consideration of Resolution #2025-23 Adopting Direct Purchase Forms**
- T. Adoption of District Goals and Objectives**

Ms. Hinz Philippi: The next item would be other organizational matters, items A through T and this would be the RFQ for engineering services, resolution #2025-09 designating a qualified public depository, resolution #2025-10 establishing checking account and designating account signatories, resolution #2025-11 adopting a legal defense policy, resolution #2025-12 authorizing recording of notice of establishment, resolution #2025-13 adopting investment policy, resolution #2025-14 authorizing execution of public depositor report, resolution #2025-15 adopting a public comment policy, resolution #2025-16 adopting prompt payment policy, Resolution #2025-17 adopting internal control, resolution #2025-18 adopting a records retention policy, then consideration of compensation for Board members, and what is the pay for this Board?

Mr. McConn: We'll waive compensation.

Ms. Hinz Philippi: Alright, so the compensation is waived. Then we have resolution #2025-19 selecting a District records office, and we're going to be selecting this office as the holder of the records, like we did for Willow Creek I. Then we have resolution #2025-20 designating the primary administrative office and principal headquarters of the District, then item O is consideration of website services agreement, that is a part of our GMS services so that one is there if you want to see it but, it's what we usually charge for other Districts, so it's included in the monthly fee, and that is on page 118. Then we have resolution #2025-21 authorizing the chairperson or vice chairperson to execute plats, permits and conveyances because that's where we're starting this new District we're going to have to maybe change something, so we need the chairperson to be able to work with staff and make those things happen. Resolution #2025-22 authorizing the use of electronic documents and signatures, those are the ones that we already have for Willow Creek I. Then item R is E-Verify memorandum as you guys already know we already presented that for Willow Creek I, and then resolution #2025-23 is for adopting the direct purchase forms and then item T, adopt of District

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goals and objectives which is the same one that we did present for Willow Creek I that we had to comply with the new law and that was part of what the legislation asked us to do. So, those are items A through T, do you have any comments Jennifer, or are you good, we can approve them.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, accepting items A through T under other organizational matters was approved.

## **FIFTH ORDER OF BUSINESS**

### **Designation of Meeting and Hearing Dates**

- A. Consideration of Resolution #2025-24 Designation of Regular Monthly Meeting Date, Time and Location for Fiscal Year 2025**
- B. Designation of Date of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54 Florida Statutes**
  - 1) Consideration of Resolution #2025-25 Setting a Public Hearing to Consider the Proposed Rules of the District**
- C. Consideration of Developer Funding Agreement**
- D. Consideration of Resolution #2025-26 Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and enforcing Non Ad-Valorem Assessments in accordance with Section 197.3632 Florida Statutes**

Ms. Hinz Philippi: The next item would be designation of meeting and hearing dates, resolution #2025-24 designation of regular monthly meeting date, time and location for fiscal year 2025. So, I think this Board would like to designate this meeting to happen right after the Willow Creek I meeting.

Mr. McConn: Right.

Ms. Hinz Philippi: Alright, so we will make that monthly meeting date for the clubhouse which is here on Pecorino Court, so that would be the Willow Creek Amenity Center, 1756 Pecorino Court, Titusville, Florida, 32780, and it's going to be on the second Tuesday of the month at 1:30 p.m. so we have time for our first meeting. So, that being said, we have item B, designation of date of public hearing to adopt Rules of Procedure in accordance with Section 120.54 Florida Statutes, so Jennifer can you just clarify that one, it's just for the rules like we had for Willow Creek I, right?

Ms. Kilinski: It is, they're exactly the same, so that they line up.

Ms. Hinz Philippi: Ok, so that is going to be consideration of resolution #2025-25 setting a public hearing to consider the proposed rules for the District, and that's going to

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be the same because it's the same District but, different entities so we're going to do that again. Then item C, consideration of developer funding agreement on page 224, and then item D, consideration of resolution #2025-26 setting date of public hearing expressing the District's intent to utilize the uniform method of levying, collecting and enforcing Non Ad-Valorem Assessments in accordance with Section 197.3632 Florida Statutes. So, this one is just a resolution that is going to express that we're going to collect assessments on the tax bill and we have an agreement with the Tax Collector for that to levy the assessments, and you guys are familiar with this because you've been doing that for the other District. So, is there anything specific that you want to comment on these items Jennifer?

Ms. Kilinski: No, I don't think so unless the Board has any questions, I know you've seen all this before.

Ms. Hinz Philippi: Alright, so we have item No. 5 items A through D, and I need a motion to approve those.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting items A through D under designation of meeting and hearing dates was approved.

## **SIXTH ORDER OF BUSINESS**

## **Financing Matters**

### **A. Appointment of Financing Team**

- 1) Investment Banker – Consideration of Resolution #2025-27**
- 2) Bond Counsel – Consideration of Resolution #2025-28**
- 3) Trustee**
- 4) Methodology Consultant**

Ms. Hinz Philippi: Now we'll go to financing matters, and we have here appointment of financing team, #1 is investment banker on page 234, so we have that one and then we have bond counsel, consideration of resolution #2025-28, then for the investment banker we have MBS Capital Market, and then for bond counsel we have Nabors, Giblin & Nickerson, P. A. and then for trustee is US Bank and then for methodology consultant is GMS. So, I need a motion to approve the financing matters, under letter A, items #1 through #4.



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On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting items #1 through #4 under item A, financing matters was approved.

**B. Special Assessments**

- 1) Consideration of Engineers Report**
- 2) Consideration of Master Assessment Methodology**
- 3) Consideration of Resolution #2025-29 Declaring Special Assessment and Setting Public Hearing on Special Assessments**
- 4) Approval of Bond Financing Team Funding Agreement**
- 5) Consideration of Bond Resolution #2025-30**
- 6) Consideration of Resolution #2025-31 Authorizing Disbursement of Funds**

Ms. Hinz Philippi: Then item B is special assessments, consideration of engineer's report on page 256, item #2, consideration of mater assessment methodology on page 283, item #3, consideration of resolution #2025-29 declaring Special Assessments and setting a public hearing on Special Assessments on page 301. Item #4, approval of bond financing team funding agreement on page 370, consideration of bond resolution #2025-30 on page 311, and consideration of resolution #2025-31 authorizing disbursement of funds on page 398. So, for item 6B under financing matters, Special Assessments I have items #1 through #6, I need a motion to approve.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting items #1 through #6 under item B, financing matters was approved.

Ms. Kilinski: And just for the record, when we come back to do your assessment hearing for your master assessment proceedings we'll spend more time going through each of those components but, the Board should know what Rodney did was took the engineers report from the last District, shrunk it down for District I, and then encapsulated all the improvements for District II but, next meeting we'll spend a lot of time going over that report for purposes of the record, and if you have any questions between now and then please reach out to us because you are going to get a mailed notice regarding that maximum assessment level.

Ms. Hinz Philippi: Alright, thank you Jennifer.

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**SEVENTH ORDER OF BUSINESS**

**Other Business**

**A. Consideration of Interlocal Agreement between Willow Creek Community Development District and Willow Creek II Community Development District**

**B. Consideration of Quit Claim Deed**

Ms. Hinz Philippi: Item No. 7, other business we have consideration of interlocal agreement between Willow Creek Community Development District and Willow Creek II Community Development District, and this is item A. Item B is consideration of the quit claim deed, and let's just do these two together because then we have other items. So, consideration of the interlocal agreement between Willow Creek and Willow Creek II which we already went over in the other District meeting, and then the consideration of the quit claim deed because it passed the ownership of the clubhouse for Willow Creek II, I need a motion to approve those.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, accepting items A and B under other business was approved.

**C. Staff Reports**

**1) Attorney**

**2) Manager**

**D. Approval of Funding Request #1**

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

Ms. Kilinski: No, just that the bond resolution, we'll start to file the validation complaint here in the week or so, we'll work with the District team on getting all the specific items and everything we need to file the joint stipulation at some point in the next couple of months, so if you have any questions please reach out. I appreciate the opportunity to work with you guys again.

Ms. Hinz Philippi: Alright, so for me, manager, I have nothing to report. Item D is approval of the funding request #1, page 413, I need a motion to approve that.

On MOTION by Mr. McConn seconded by Mr. Myers with all in favor, accepting Funding Request #1 was approved.

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**E. Supervisor's Requests**

Ms. Hinz Philippi: Do we have any Supervisor's requests?

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Ms. Hinz Philippi: Not hearing any, I 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*

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Secretary / Assistant Secretary

Signed by:

*Steve McConn*

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Chairman / Vice Chairman