

**MINUTES OF MEETING
WILLOW CREEK II
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willow Creek II Community Development District was held on Tuesday, May 13, 2025 at 1:30 p.m. at the Willow Creek Amenity Center, 1756 Pecorino Court, Titusville, Florida.

Present and constituting a quorum were:

Stephen White
Jeff Myers
Paul Thomas

Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jeremy LeBrun
Nicole Corbin
Andressa Hinz Philippi
Rodney Honeycutt
Patrick Collins
Lauren Gentry
Several Residents

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

FIRST ORDER OF BUSINESS

Oath of Office for Mr. Casey Dare

Mr. LeBrun: Mr. Dare is not here today so we cannot administer the oath of office.

SECOND ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the
March 11, 2025 Meeting**

Mr. LeBrun: Next you have the approval of the minutes of the March 11, 2025 meeting and those were circulated in your agenda packages, I'll be happy to take any questions or revisions, if not, we just need a motion to approve.

On MOTION by Mr. Myers seconded by Mr. Thomas with all in favor, the Minutes of the March 11, 2025 Meeting were approved.
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FOURTH ORDER OF BUSINESS

Consideration of:

A. Resolution #2025-35 Approving the Proposed Fiscal Year 2025/2026 Budget and Setting the Public Hearing

Mr. LeBrun: That brings us down to item No. 4A, resolution #2025-35 approving the proposed fiscal year 2025/2026 budget and setting the public hearing. So, this resolution is having the Board approve a proposed budget for fiscal year 2026 and it sets that hearing. Staff would recommend setting the hearing date for your August meeting which is August 12th, at the same time and same location, if that's ok with the Board that's the suggestion. Then similar to the last Board meeting that most of the Board members were in, I'll just go through the budget for Willow Creek II, and if you have any questions or comments, I'll be happy to answer any those and staff is on the call as well. If you go to page 1 of the budget which is page 25 of your PDF, you'll see you have your revenues, you see there the revenues that are anticipated for the District with the developer contribution and the interlocal agreement, revenue as projected from Willow Creek I, and you'll see that listed there. Under your expenditures you'll see your administrative budget, that details the administrative costs to operate the District. Your field expenditures, I'm at the bottom of page 1 on the budget, that lists all those field expenditures that are projected for fiscal year 2026. Pretty similar to the current year, some adjustments were made based on actuals and other data that staff collected. If you go down to page 2 of the budget you'll see your amenity, and those are all listed under Willow Creek II, those are the amenity expenditures which are detailed there. The adopted budget is on the left column, and the proposed budget is on the right column so you can kind of compare year to year. On page 3 of the budget, you'll see that breakdown that shows the percent of cost share allocation based on the interlocal agreement, 23.91% coming from Willow Creek I, so you'll see that broken out there line by line. Starting on page 5 you'll have the narrative which explains all the different line items within the budget, very helpful for residents to know what each line item details. That's pretty overall a generic run through, and I'll be happy to take any questions on that Willow Creek II budget and the Board can still make changes all the way through the August hearing, you just can't raise the budget so this kind of sets the ceiling where you accept this proposed fiscal year 2026 budget. Are there any questions from the Board members? If not, we just need a motion to approve resolution #2025-35 approving the proposed fiscal year 2026 budget and set that public hearing.

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On MOTION by Mr. Myers seconded by Mr. Thomas with all in favor, Resolution #2025-35 approving the proposed Fiscal Year 2025/2026 Budget and Setting the Public Hearing on August 12, 2025 at 1:30 p.m. at 1756 Pecorino Court, Titusville, Florida was approved.

Mr. LeBrun: Staff will advertise that hearing per State Statute and we'll plan for that August 12th meeting to adopt that fiscal year 2026 budget.

B. Agreement for District Management Services with Governmental Management Services – Central Florida, LLC

Mr. LeBrun: Next we have item No 4B, the agreement for District management services with Governmental Management Services – Central Florida, similar to the previous Board meeting that everyone was here for I believe. This is transferring District management services from GMS – South Florida to GMS – Central Florida. The main reason is for the geography of the office, I live in Brevard so geographically it made more sense for Central Florida to take over this District. Counsel has help draft and reviewed the document, and they're also on the call for any questions. Patrick or Lauren anything you want to add for this one?

Mr. Collins: No, nothing further.

On MOTION by Mr. Myers seconded by Mr. White with all in favor, accepting the agreement for District Management Services with Governmental Management Services – Central Florida, LLC was approved.

C. District Engineering Services Agreement with Honeycutt & Associates, Inc.

Mr. LeBrun: Alright, that brings us down to item No. 4C, District engineering services agreement, we do have Rodney here with us, I didn't know if there was anything you wanted to discuss with the Board but, it's essentially approving District engineering services with Rodney Honeycutt. Counsel, do you have anything to add on the record?

Mr. Collins: The only thing I would mention is this agreement is virtually identical to the interim form of agreement that this Board previously approved back in January, the only change and I'll let Rodney speak to this if he wishes was to cap the Errors and Omissions policy limit to \$2 million per policy year. That would be the only change and we don't have an issue with that from our end but, just so the Board is aware.

Mr. LeBrun: Any questions for Rodney?

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Mr. Myers: No.

Mr. LeBrun: We would just need a motion to approve.

On MOTION by Mr. Myers seconded by Mr. White with all in favor, accepting the agreement with Honeycutt & Associates, Inc. to serve as District Engineer was approved.

FIFTH ORDER OF BUSINESS

Approval of Proposals:

A. Key FOB Addition with Strada

Mr. LeBrun: That brings us to item No. 5A, key FOB addition with Strada which was discussed previously and we'll have the Willow Creek II Board actually approve these next items under item No. 5. Do you just want to give a quick rundown again for Strada?

Ms. Corbin: Yes, the proposal for \$4,880 is for the additional key FOBs for the gate and the door.

On MOTION by Mr. Myers seconded by Mr. White with all in favor, accepting the key FOB addition with Strada for a total amount of \$4,880 was approved.

B. Landscape Maintenance Proposals Summary

1) BrightView Landscape Services

2) Top Notch

3) Robertson's

Mr. LeBrun: Alright, item No. 5B, is our landscape maintenance proposals, and there was some discussion at the previous Willow Creek I meeting. The Board will actually take action during this portion for the landscape maintenance proposals, so if the Board wants to continue the discussion we can, or if there's a consensus we can start with that.

Mr. Myers: Yes, I mean I think that looking at Top Notch is just \$50,000 more and the budget just doesn't support that. With BrightView, I think honestly we would end up in the same boat that we're in with Weber, even though they say they're local, I don't know how local they are.

Ms. Corbin: I do know they have the office in Melbourne.

Mr. White: I think for me it's the sheer fact of the customers satisfaction with having everything done at once, there's no question when they do the pond.

Mr. Myers: Right, and in BrightView's defense, when I rode with them and Nicole we did discuss dialing back the cuts, just purely to see what that would look like budget-wise, I have to imagine

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if they added in and they made it 38 a piece, it would probably be fairly consistent or close to Robertson's, it's hard for me to look at their price per plant at \$4.00 and Robertson's is \$0.80 a plant, like that's a dramatic difference, and especially if we're going to have to have Robertson's potentially change plants, if things die especially while we're selling here. I would rather have access to a lot cheaper plants than \$4.00 per plant, and they're basically delivering on the same mulch schedule because that was confirmed to be twice a year, their price per yard for mulch is \$45 compared to \$60 at Top Notch and \$68 at BrightView.

Ms. Corbin: Well, I think it would actually be cheaper with the twice a year.

Mr. Myers: So, they would probably give us a cheaper option, yes, so that's my main thought behind Robertson's and they're local.

Ms. Corbin: Yes, and when I reached out to the company, it was within like a day or two she got in contact with me, came out a day later to look at everything and do a drive through with me because it was like a week after we drove through that I contacted her, and she was the last one to get the information but I think she was the first one to send me a proposal.

Mr. Myers: And riding with BrightView and riding with Top Notch, I liked what Top Notch had said in their mindset, but I can't get over a \$50,000 difference, and I don't want to riddle residents with a \$50,000 difference when I think at least looking at both proposals, I think we can get the same.

Mr. LeBrun: So, typically what best practice is, we would need a motion to direct staff and either the Chairman or Vice Chairman and counsel to work with, if you're going to go with Robertson's to negotiate an agreement, make sure they're ok with everything, and meet all the CDD's requirements for public records, and then once they sign on to that, then give District manager the authority to terminate the current agreement that you have with Weber so that way there's a seamless transition. That's usually how it typically goes, counsel did you have any other ideas on the process for bringing on Robertson's and then noticing to terminate Weber?

Mr. Collins: No, as long as the Board's motion incorporates both the termination and preparation of the new agreement, we should be ok.

Mr. White: The only thing, I'm trying to find out in regards to fertilizers 4 times a year with Robertson's.

Ms. Corbin: Yes.

Mr. White: So, 4 times a year and then what was it with BrightView, do you remember?

Ms. Corbin: BrightView was 3 times a year, yes, turf & shrubs 3 times a year, so 1 more time a year with Robertson's.

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Mr. White: Ok.

Mr. Myers: Now the question that I have on here, so we're under the same impression, this \$18,000 for mulch, is that \$18,000 twice a year?

Mr. White: It only says once for \$18,000.

Ms. Corbin: It's \$18,000 for two times a year.

Mr. White: Ok.

Ms. Corbin: Because basically the way Robertson's does it is they're saying it's \$16,000 a month with a 12-month contract and that includes all that stuff.

Mr. White: Ok.

Ms. Corbin: So basically, we're prepaying for it, versus saying, hey we need mulch right now we'll put a proposal together.

Mr. White: Ok, so if we say we need some in July, they'll come do that section and it's already taken care of?

Ms. Corbin: Yes, and if we need additional, we can do the same thing we do now just do an additional proposal.

Mr. White: Ok, that makes sense.

Mr. Myers: Ok.

Mr. LeBrun: Is there a consensus for Robertson's is that what I'm hearing?

Mr. Myers: Yes.

Mr. LeBrun: Ok, so if everybody is kind of leaning towards that we can just do a motion to delegate authority to staff, and then the Chairman or Vice Chairman can negotiate an agreement with Robertson's and upon successful acceptance of that agreement, then the motion including allowing to terminate the current landscape vendor based on the landscape agreement which is 30 days termination.

Mr. Myers: Perfect.

<p>On MOTION by Mr. Myers seconded by Mr. White with all in favor, accepting the proposal from Robertson's and authorizing staff to negotiate and draft an agreement and also terminating the current landscape vendor, Weber, and authorizing the proper District officials to execute the document with the Chairman or Vice Chairman was approved.</p>

SIXTH ORDER OF BUSINESS

Staff Reports

Mr. LeBrun: Next up is staff reports. Patrick, anything to report?

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A. Attorney

Mr. Collins: The only thing I wanted to mention is we do have our bond validation hearing scheduled for the 19th which is next Monday, so looking forward to a successful hearing pending no appeals, then 30 days thereafter we will be good to go to begin our bond issuance.

Mr. LeBrun: Any questions for Patrick?

Mr. Myers: No questions.

B. Engineer

Mr. LeBrun: That brings us to our engineer.

Mr. Honeycutt: Patrick, do I need to be on website for that?

Mr. Collins: Yes, that would actually be very helpful. I will send you the link and any information you'll need that day, and it will just be the same way we're doing teams now, so that's next Monday after 1:00 p.m., so I'll send that to you after this.

Mr. Honeycutt: Thank you.

Mr. LeBrun: Any questions for Rodney?

C. Manager

Mr. LeBrun: Moving down to District manager, so once again, I'm Jeremy from GMS – Central Florida. I'll send out my email and contact everybody so you have my cell phone, email and all that, and like I said previously, you might get the meeting invites and other things through a different person, so just be on the lookout for that if you see a GMS employee that you may not recognize but, I'll make you guys have a heads up of what to expect and we'll get your email addresses sorted out for those calendar invites. That's it unless you have any questions for me.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Approval of Invoices/Funding Request #3 & #4

Mr. LeBrun: The next item is our financial reports, which is on page 121 of your PDF. You have the approval of the invoices and the funding requests. So, you'll see on page 121 of your PDFs, two funding requests are there. Funding request #3 for \$58,847.89 and funding request #4 for \$61,064.90 and the total there is \$119,912.79. You'll see those fundings requests backup listed there line by line for those expenses. I'll be happy to take any questions on those, if not just a motion to approve those invoices and funding requests.

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On MOTION by Mr. White seconded by Mr. Myers with all in favor, the Invoices and Funding Request #3 & #4 were approved.

B. Acceptance of Unaudited Financials

Mr. LeBrun: Then we move down to the acceptance of the unaudited financials, this is through March 31, 2025. You'll see there the combined balance and then your general fund is listed with your actuals through March 31, 2025. Like I mentioned before, the accounting will stay the same, so it will be the same GMS accountant for your financials.

On MOTION by Mr. Myers seconded by Mr. White with all in favor, the Unaudited Financials were approved.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. LeBrun: Brings us to Supervisor's requests and audience comments, just for the record, we do have a member of the public here, do you wish to make any comments?

A resident: No comment.

Mr. LeBrun: Supervisor's requests?

Mr. Myers: During the previous meeting, and I didn't think about this in Willow Creek I, James Merkranski is no longer with KB, so if there's any messages you're not getting you can probably go to Ilene for that, right Paul?

Mr. Thomas: Yes, but I would imagine those emails are getting forwarded automatically but, Ilene will give you her email address.

Mr. Myers: Yes.

Mr. LeBrun: Alright, I'll make a note of that.

NINTH ORDER OF BUSINESS

Adjournment

Mr. LeBrun: If nothing else, we're just looking for a motion to adjourn.

On MOTION Mr. Myers 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 McLonn

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Chairman / Vice Chairman