

**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, November 11, 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  
Paul Thomas

Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Jeremy LeBrun  
Nicole Corbin  
Patrick Collins *by phone*

District Manager  
Governmental Management Services  
District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. LeBrun called the meeting to order and called the roll. Three Supervisors were present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the August 12, 2025 Board of Supervisors Meeting & Audit Committee Meeting**

Mr. LeBrun: The next item on our agenda would be approval of the minutes of the August 12, 2025 Board of Supervisors meeting and the Audit Committee meeting. If you have any additions, deletions or corrections, please let me know, if not, a motion to approve would be in order.

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On MOTION by Mr. McConn seconded by Mr. White with all in favor, the Minutes of the August 12, 2025 Board of Supervisors and Audit Committee Meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Rankings of the Audit Committee Meeting and Authorizing Staff to Send a Notice of Intent to Award**

Mr. LeBrun: The Audit Committee met prior to the Board meeting and ranked Grau & Associates as the #1 proposer.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, Accepting the Rankings of the Audit Committee Meeting and Authorizing Staff to Send a Notice of Intent to Award to #1 Ranked Proposer Grau & Associates was approved.

**FIFTH ORDER OF BUSINESS**

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

Mr. Collins: This resolution explicitly sets forth the District Manager’s and Chairperson’s, and Vice Chairperson’s authority to approve proposals and agreements outside of a previously noticed public meeting.

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

**SIXTH ORDER OF BUSINESS**

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

Mr. Collins: This resolution contains a slight update to the Rules of Procedures to reflect the changes from the states 2025 legislative session. Primarily the change is requiring 35 days for public notices of rulemaking hearings and also a slight change to the evaluation criteria for public works projects, that being you are no longer permitted to consider the amount of work a particular vendor has or has not done for the District in the past.

Mr. LeBrun: We recommend that you set the public hearing for January 13, 2026.

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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 on January 13, 2026 was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Acquisition of Village B Phase 3 Willow Creek Boulevard Improvements**

Mr. Collins: This is the most recent acquisitions that we did for completed Village B improvements. This is the last portion of Willow Creek Boulevard that is located in Village B, and we do have the fully executed package and the Bills of Sale were provided to KB in order to provide to the city. This is in line for ratification if the Board agrees.

Mr. McConn: Is that section of the boulevard in CDD 1 or CDD 2?

Mr. Collins: It is undetermined; it is physically located in CDD 1, but there is no issue with Willow Creek 2 reimbursing you all for that project. It is part of what is covered under the Interlocal Agreement between the Districts. It’s basically just one less step that we have to take to get you all reimbursed for that project. Otherwise, it would have to go from Willow Creek 1 to Willow Creek 2 and then to you all, this way we can just do it from Willow Creek 2 to you all.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, Acquisition of Village B Phase 3 Willow Creek Boulevard Improvements was ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Collins: I have nothing additional at this time.

**B. Engineer**

Mr. LeBrun: I did not receive any reports from the District engineer.

**C. Field Manager’s Report**

**i. Discussion of Proposals for Holiday Lighting**

**1. Brevard Lights**

**2. Christmas Glow Co**

Mr. LeBrun: We covered a lot of this in the previous meeting.

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Ms. Corbin: You have two holiday lighting proposals; one from Brevard Lights and one from Christmas Glow Co. The Brevard proposal totaled \$13,800 and the Christmas Glow Co proposal totaled \$2,502.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, the Proposal for Holiday Lighting from Brevard Lights for Back of Amenity, Both Sides, Center Tower, and Main Road Entrance Monument was approved.

**ii. Discussion of Proposals for Fountain Replacement**

- 1. Hall Fountains, Inc.**
- 2. SOLitude Lake Management**

Ms. Corbin: If the fountain repair does not work, then we will move to replace the entire fountain.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, the Proposal for Fountain Replacement from Hall Fountains, Inc. was approved.

**iii. Discussion of Fountain Repair Proposal from Hall Fountains, Inc.**

Ms. Corbin: The Hall Fountains, Inc. proposal to repair the fountain totals \$4,144.93. The hope is that we can repair the fountain by replacing the motor. If we can't fix it, the replacement for the entire fountain would be \$16,190.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, the Fountain Repair Proposal from Hall Fountains, Inc. was approved.

**iv. Discussion of Tree Work Proposals from Robertson's Lawns, Inc.**

Ms. Corbin: The Robertson's Lawns, Inc. proposal for tree work totals \$750. Their other proposal is \$1,850 to trim two trees on Prosecco Lane and Turchetta.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, the Tree Work Proposals from Robertson's Lawns, Inc. was approved.

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**D. District Manager’s Report**

**i. Discussion of Amenity Management Services Agreement**

Mr. LeBrun: This is the same as the previous meeting; we are transferring the amenity management contract over to a related LLC within the CALM companies.

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

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Approval of Funding Requests #9-13**

Mr. LeBrun: You have funding requests #9-13; those are in the agenda package for Board review.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, Funding Requests #9-13 were approved.

**B. Balance Sheet and Income Statement**

Mr. LeBrun: You have your unaudited financials through September 30, 2025 for review. I’m happy to answer any questions on those.

**TENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Mr. LeBrun: Are there any Supervisor’s requests at this time? 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