

**MINUTES OF MEETING
WOODCREEK COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Woodcreek Community Development District held Multiple Public Hearings and a Regular Meeting on June 29, 2022, immediately following the Landowners' Meeting, scheduled to commence at 11:00 A.M., at the Hilton Garden Inn Tampa-Wesley Chapel, 26640 Silver Maple Pkwy., Wesley Chapel, Florida 33544.

Present at the meeting were:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Mark Roscoe	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Jere Earlywine (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:11 a.m. Supervisors Moulton, Cotter and Roscoe were present in person. Supervisors Zook and Carmack were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Board of Supervisors *(the following will be provided in a separate package)*

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Mary Moulton, Mr. Christian Cotter and Mr. Mark Roscoe. Mr. Zook and Mr. Carmack would be sworn in at the next meeting.

Ms. Suit stated that the Board Members have served on several CDD Boards and were familiar with the following:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
- B. Membership, Obligations and Responsibilities
- C. Chapter 190, Florida Statutes
- D. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
- E. Form 8B: Memorandum of Voting Conflict

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-28, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Ms. Suit presented Resolution 2022-28 and recapped the results of the Landowners’ Election, as follows:

Seat 1	Christian Cotter	338 votes	4-Year Term
Seat 2	Mary Moulton	337 votes	4-Year Term
Seat 3	Mark Roscoe	336 votes	2-Year Term
Seat 4	Ryan Zook	336 votes	2-Year Term
Seat 5	Andre Carmack	336 votes	2-Year Term

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, Resolution 2022-28, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-29, Designating Certain Officers of the District, and Providing for an Effective Date

Ms. Suit presented Resolution 2022-29. Mr. Cotter nominated the following slate of officers:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Craig Wrathell	Secretary
Mark Roscoe	Assistant Secretary
Ryan Zook	Assistant Secretary
Andre Carmack	Assistant Secretary
Kristen Suit	Assistant Secretary

No other nominations were made. Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2022-29, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District’s Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

A. Affidavit/Proof of Publication

The affidavit of publication was included for informational purposes.

B. Resolution 2022-30, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Woodcreek Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the Public Hearing was opened.

Ms. Suit presented Resolution 2022-30 and read the title.

No members of the public spoke.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Roscoe and seconded by Mr. Cotter, with all in favor, Resolution 2022-30, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Woodcreek Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements

- *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*
- *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*

These items were addressed below.

- A. Affidavit/Proof of Publication**
- B. Mailed Notice to Property Owner(s)**
- C. Master Engineer’s Report *(for informational purposes)***
- D. Master Special Assessment Methodology Report *(for informational purposes)***

Items A through D were included for informational purposes.

Mr. Earlywine stated the Master Engineer’s Report and Master Special Assessment Methodology Report were presented at the previous meeting. The only material change made

was that the Equivalent Residential Unit (ERU) weightings were adjusted for the different product types. Aside from that, all the findings set forth in the Reports continue to apply.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the Public Hearing was opened.

- *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*

There was no testimony from the affected property owners.

- *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*

The Board, sitting as the Equalizing Board, did not wish to make any changes.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the Public Hearing was closed.

- E. Consideration of Resolution 2022-31, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer’s Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; And Providing for Severability, Conflicts and an Effective Date**

Ms. Suit presented Resolution 2022-31 and read the title.

Mr. Earlywine noted that a few cleanup items are necessary, such as a typographical error in the Engineer’s Report and attaching an assessment roll with the legal description of the CDD in the Methodology Report.

On MOTION by Mr. Roscoe and seconded by Mr. Cotter, with all in favor, Resolution 2022-31, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer’s Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; And Providing for Severability, Conflicts and an Effective Date, subject to the corrections and documentation noted, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit

Ms. Suit presented the ADA Site Compliance proposal.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the annual amount of \$210, was approved.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of May 31, 2022

Ms. Suit presented the Unaudited Financial Statements as of May 31, 2022.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the Unaudited Financial Statements as of May 31, 2022, were accepted.

TENTH ORDER OF BUSINESS

Approval of May 18, 2022 Organizational Meeting Minutes

Ms. Suit presented the May 18, 2022 Organizational Meeting Minutes.

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the May 18, 2022 Organizational Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *KE Law Group, PLLC*

Mr. Earlywine stated the Bond Validation Hearing is scheduled for August 15, 2022 and the bonds could be issued in September, roughly 30 days after the hearing.

Mr. Earlywine asked if the utility turnover would occur in December. Ms. Moulton stated that the District Engineer would know.

B. District Engineer (Interim): *WRA Engineering, LLC*

There was no report.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

- **NEXT MEETING DATE: August 3, 2022 at 11:00 a.m. [Public Hearings to Adopt FY 2022 and FY2023 Budgets and Rules of Procedures]**

- **QUORUM CHECK**

The next meeting will be on August 3, 2022 at the Hilton Garden Inn Tampa-Wesley Chapel location. All meetings after August 3rd will be at the Avalon Park West Clubhouse.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Cotter and seconded by Mr. Roscoe, with all in favor, the meeting adjourned at 11:25 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair