

**MINUTES OF MEETING
WOODCREEK COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Woodcreek Community Development District held a Public Hearings and a Regular Meeting on August 25, 2023 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

Present at the meeting were:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Andre Carmack	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates, LLC
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel
Alex Gormley	Access Management
Diana Chika	Access Management

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 10:30 a.m.

Supervisors Moulton, Cotter and Carmack were present. Supervisor Zook was not present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
Mark Roscoe [SEAT 3]; Term Expires
November 2024**

Ms. Sanchez presented Supervisor Mark Roscoe's resignation letter.

On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, Mr. Mark Roscoe’s resignation from Seat 3, dated July 19, 2023, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 3

Ms. Moulton nominated Mr. John Wiggins to fill Seat 3. No other nominations were made.

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the appointment of Mr. John Wiggins to Seat 3, was approved.

- **Administration of Oath of Office to Appointed Supervisor (the following to be provided under a separate cover)**

Mr. Wiggins was not present so the Oath of Office will be administered at or before a future meeting.

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. 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**
- D. Form 8B: Memorandum of Voting Conflict**

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-06, Designating Certain Officers of the District, and Providing for an Effective Date

Ms. Sanchez presented Resolution 2023-06. The following slate was nominated:

- | | |
|------------------|------------|
| Christian Cotter | Chair |
| Mary Moulton | Vice Chair |

John Wiggins	Assistant Secretary
Ryan Zook	Assistant Secretary
Andre Carmack	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Jaime Sanchez	Assistant Secretary

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

On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, Resolution 2023-06, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2023/2024 Budget

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2023-07, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

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

No members of the public spoke.

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

Ms. Sanchez presented Resolution 2023-07 and briefly reviewed the proposed Fiscal Year 2024 budget.

On MOTION by Mr. Cotter and seconded by Mr. Carmack, with all in favor, Resolution 2023-07, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2023/2024, Pursuant to Florida Law

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**
- C. Consideration of Resolution 2023-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

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

No members of the public spoke.

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

Ms. Sanchez presented Resolution 2023-08 and read the title.

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, Resolution 2023-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-09, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Ms. Sanchez presented Resolution 2023-09 and read the title.

The following changes were made to the Fiscal Year 2024 Meeting Schedule:

MEETINGS: Delete November 24, 2023 and May 24, 2024

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2023-09, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024, as amended, and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2023-10, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date

Ms. Sanchez presented Resolution 2023-10.

Ms. Cerbone stated the purpose of this Resolution is because the budget needs to be amended to insert the amortization schedule and debt service since the Fiscal Year 2023 budget was adopted before the Series 2023 bonds were issued.

On MOTION by Mr. Carmack and seconded by Mr. Cotter, with all in favor, Resolution 2023-10, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2023

Ms. Sanchez resented the Unaudited Financial Statements as of July 31, 2023.

On MOTION by Mr. Carmack and seconded by Ms. Moulton, with all in favor, the Unaudited Financial Statements as of July 31, 2023, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of April 28, 2023 Regular Meeting Minutes

Ms. Cerbone presented the April 28, 2023 Regular Meeting Minutes.

On MOTION by Ms. Moulton and seconded by Mr. Carmack, with all in favor, the April 28, 2023 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: KE Law Group, PLLC

Mr. Earlywine stated that the bonds were issued and the first debt service reserve release is \$68,000. He asked if there is anything that Staff should be made aware of about the project and/or any upcoming utility turnovers that need to be scheduled.

Ms. Moulton stated nothing has changed; the ponds that were platted are being maintained and everything is on schedule.

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

There was no report.

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

- **0 Registered Voters in District as of April 15, 2023**

- **NEXT MEETING DATE: September 22, 2023 at 10:00 AM, or immediately following the adjournment of the Avalon Park West CDD and Summerstone CDD meetings**
 - **QUORUM CHECK**

Ms. Carbone called attention to Item 12B and noted word “Interim” for the District Engineer. A Request for Qualifications (RFQ) for District Engineering Services was advertised but, unfortunately, the process was halted due to a long break between meetings. She asked the Board’s approval to re-advertise the RFQ and address it at the next meeting. The meeting would be scheduled to coincide with the next Summerstone CDD meeting.

On MOTION by Mr. Carmack and seconded by Mr. Cotter, with all in favor, authorizing Staff to re-advertise an RFQ for District Engineering Services, was approved.

THIRTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Carmack and seconded by Mr. Cotter, with all in favor, the meeting adjourned at 10:47 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair