

**MINUTES OF MEETING
WOODCREEK COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Woodcreek Community Development District held a Regular Meeting on May 30, 2024 at 10:00 a.m., or as soon thereafter as the matter could be heard, at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

Present were:

Christian Cotter
Mary Moulton
Ryan Zook

Chair
Vice Chair
Assistant Secretary

Also present:

Cindy Cerbone
Jamie Sanchez
Jere Earlywine
Alex Gormley
Neeraj Chander
John Wiggins
Joshua Tepper

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel
Access Management
Access Management
Supervisor-Appointee
Supervisor-Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 10:06 a.m. Supervisors Moulton, Cotter and Zook were present. Supervisor Carmack was not present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consider Appointment to Fill Unexpired
Term of Seat 3; Term Expires November
2024**

Mr. Cotter nominated Mr. John Wiggins to fill the unexpired term of Seat 3.

No other nominations were made.

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

- **Administration of Oath of Office to Appointed Supervisor**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Wiggins. Having served on other Boards, Mr. Wiggins is familiar with the following:

- A. **Required Ethics Training and Disclosure Filing**

- **Sample Form 1 2023/Instructions**

- B. **Membership, Obligations and Responsibilities**

- C. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

- D. **Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

FOURTH ORDER OF BUSINESS

Acceptance of Resignation of Andre Carmack [Seat 5]; Term Expires November 2024

Ms. Sanchez presented Mr. Andre Carmack's resignation from Seat 5.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the resignation of Mr. Andre Carmack from Seat 5, was accepted.

FIFTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 5

Mr. Cotter nominated Mr. Joshua Tepper to fill the unexpired term of Seat 5.

No other nominations were made.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the appointment of Mr. Joshua Tepper to fill Seat 5, was approved.

- **Administration of Oath of Office to Appointed Supervisor**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Tepper.

- **Acceptance of Resignation of Supervisor Zook, Seat 4**

This item was an addition to the agenda.

Mr. Zook expressed his desire to resign from Seat 4.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the resignation of Mr. Ryan Zook, from Seat 4, was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Sanchez presented Resolution 2024-01. The slate was as follows:

Chair	Christian Cotter
Vice Chair	Mary Moulton
Assistant Secretary	Josh Tepper
Assistant Secretary	John Wiggins

Ms. Sanchez noted that the Resolution will be amended to indicate the removal of Mr. Ryan Zook and Mr. Andre Carmack from the Board.

Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer, and Assistant Secretaries Cindy Cerbone and Jamie Sanchez, remain unaffected by this Resolution.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-01, as amended, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Ms. Sanchez presented Resolution 2024-02. She reviewed the proposed Fiscal Year 2025 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 23, 2024 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Designating a Date, Time and Location for Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date

Ms. Sanchez presented Resolution 2024-03. Seats 3 and 5, currently held by Supervisors Wiggins and Tepper, respectively, and Seat 4, currently vacant, will be up for election at the Landowners' Election. Ms. Sanchez will serve as Proxy at the Landowners' Election.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2024-03, Designating a Date, Time and Location of November 5, 2024 at 10:00 a.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558, for a Landowners' Meeting and Election; Providing for

Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Ms. Sanchez presented Resolution 2024-04.

The following change was made to the Fiscal Year 2025 Meeting Schedule:

DATE: Delete December

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Discussion: Letter from Meadow Pointe IV Community Development District Regarding Unauthorized Maintenance of District Property and Request for Restitution

Mr. Earlywine stated that Jill indicated that the matter was resolved this week.

Ms. Moulton stated that no other communication has been received.

Ms. Cerbone stated the HOA is contracted to maintain the landscaping.

Staff will follow up with Ms. Gormley following the meeting regarding this matter.

ELEVENTH ORDER OF BUSINESS**Ratification Items****A. Water Resource Associates, LLC Agreement for Engineering Services**

Ms. Sanchez presented the Resource Associates, LLC Agreement for Engineering Services, previously executed by the Chair.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the Resource Associates, LLC Agreement for Engineering Services, was ratified.

B. Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement

Ms. Sanchez presented the Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, for consideration, rather than ratification, as it was not previously executed.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, was approved.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2024

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of November 17, 2023 Special Meeting and Audit Committee Meeting Minutes

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the November 17, 2023 Special Meeting and Audit Committee Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

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

There were no reports from District Counsel or the District Engineer.

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

- 6 Registered Voters in District as of April 15, 2024
- NEXT MEETING DATE: June 28, 2024 at 10:00 AM, or immediately following the adjournment of the Avalon Park West CDD and Summerstone CDD meetings
 - QUORUM CHECK

The next meeting will be held on June 28, 2024, unless cancelled.

FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SIXTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

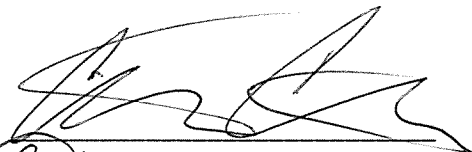
SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the meeting adjourned at 10:17 a.m.
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair