

**MINUTES OF MEETING
WOODCREEK COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Woodcreek Community Development District held a Public Hearing and Regular Meeting on August 23, 2024 at 10:00 a.m., or as soon thereafter as the matter may be heard, at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

Present were:

Christian Cotter
Mary Moulton
Josh Tepper
John Wiggins

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Cindy Cerbone
Jamie Sanchez
Jere Earlywine (via telephone)
Ryan Dugan (via telephone)
Alex Gormley
Neeraj Chander

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel
Kutak Rock LLP
Access Management
Access Management

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 11:05 a.m.

Supervisors Moulton, Cotter, Wiggins and Tepper were 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 4; Term Expires November
2024**

- **Administration of Oath of Office**

- 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**

This item was deferred.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2024-05,
Electing and Removing Officers of the
District and Providing for an Effective Date**

This item was deferred.

FIFTH ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2024/2025 Budget**

- A. **Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

- B. **Consideration of Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Sanchez presented Resolution 2024-06. She stated the proposed Fiscal Year 2025 budget is unchanged since it was approved at a previous meeting.

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

No affected property owners or members of the public spoke.

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

On MOTION by Ms. Moulton and seconded by Mr. Wiggins, with all in favor, Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; 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

Ms. Sanchez presented Resolution 2024-07 and read the title.

On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, Resolution 2024-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; 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.

SEVENTH ORDER OF BUSINESS

Consideration of CDD/HOA Maintenance Agreement

Ms. Sanchez presented the draft CDD/HOA Maintenance Agreement.

Mr. Dugan stated that the scope of work requires further definition.

On MOTION by Mr. Cotter and seconded by Mr. Wiggins, with all in favor, the CDD/HOA Maintenance Agreement, in substantial form, was approved.

EIGHTH ORDER OF BUSINESS**Presentation of Audited Financial Report
for Fiscal Year Ended September 30, 2023,
Prepared by Grau & Associates****A. Consideration of Resolution 2024-08, Hereby Accepting the Audited Financial Report
for the Fiscal Year Ended September 30, 2023**

Ms. Sanchez presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023. There were no findings, recommendations, irregularities or instances of noncompliance; it was an unmodified opinion, otherwise known as a clean audit.

On MOTION by Mr. Wiggins and seconded by Ms. Moulton, with all in favor, Resolution 2024-08, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.

NINTH ORDER OF BUSINESS**Consideration of Goals and Objectives
Reporting [HB7013 - Special Districts
Performance Measures and Standards
Reporting**

Ms. Sanchez presented the Memorandum outlining the new requirement for special districts to develop performance measures and standards to assess the achievement of the goals and objectives. Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability will be the key categories to focus on for Fiscal Year 2025. She presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals.

On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

TENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial
Statements as of July 31, 2024**

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the Unaudited Financial Statements as of July 31, 2024, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of May 30, 2024 Regular Meeting Minutes

On MOTION by Mr. Wiggins and seconded by Mr. Cotter, with all in favor, the May 30, 2024 Regular Meeting Minutes, as presented, were approved.

TWELFTH 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

- **NEXT MEETING DATE: September 27, 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 September 27, 2024, unless cancelled.

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. Wiggins and seconded by Mr. Cotter, with all in favor, the meeting adjourned at 11:10 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair