

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

April 25, 2025

BOARD OF SUPERVISORS REGULAR MEETING AGENDA

WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Woodcreek Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

April 18, 2025

Board of Supervisors
Woodcreek Community Development District

ATTENDEES:

Please identify yourself each
time you speak to facilitate
accurate transcription of
meeting minutes.

Dear Board Members:

The Board of Supervisors of the Woodcreek Community Development District will hold a Regular Meeting on April 25, 2025 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. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Appointed Supervisor (Ethan Mellish - Seat 4) *(the following to be provided in a separate package)*
 - 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
4. Acceptance of Resignation of Josh Tepper [Seat 5]
5. Consider Appointment to Fill Unexpired Term of Seat 5; *Term Expires November 2028*
 - Administration of Oath of Office to Appointed Supervisor
6. Consideration of Resolution 2025-08, Electing and Removing Officers of the District and Providing for an Effective Date
7. Consideration of Resolution 2025-07, Ratifying, Confirming, and Approving the Sale of the Woodcreek Community Development District Capital Improvement Revenue Bonds, Series 2025 (Assessment Area Two); Ratifying, Confirming, and Approving the Actions of the Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretaries, and All District

Staff Regarding the Sale and Closing of the Bonds; Determining Such Actions as Being in Accordance with the Authorization Granted by the Board; Providing a Severability Clause; and Providing an Effective Date

8. Consideration of Resolution 2025-09, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
9. Consideration of Resolution 2025-10, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date
10. Consideration of Resolution 2025-11, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date
11. Ratification of Disclosure Technology Services, LLC Service License Agreement
12. Acceptance of Unaudited Financial Statements as of March 31, 2025
13. Approval of January 24, 2025 Regular Meeting Minutes
14. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer (Interim): *WRA Engineering, LLC*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - Discussion: Insurance Vertical Assets
 - NEXT MEETING DATE: May 23, 2025 at 10:00 AM, or *immediately following the adjournment of the Avalon Park West CDD meeting*

○ QUORUM CHECK

SEAT 1	CHRISTIAN COTTER	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	MARY MOULTON	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	JOHN WIGGINS	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	ETHAN MELLISH	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5		☐ IN PERSON	☐ PHONE	☐ NO

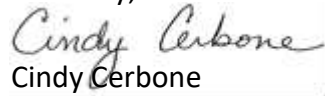
15. Board Members' Comments/Requests

16. Public Comments

17. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294 or Jamie Sanchez at (561) 512-9027.

Sincerely,



Cindy Cerbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 131 733 0895

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

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**WOODCREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF WOODCREEK COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization on this ____ day of _____, 20__, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Woodcreek Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

MAILING ADDRESS: ☐ Home ☐ Office County of Residence _____

Street Phone Fax

City, State, Zip Email Address

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

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NOTICE OF TENDER OF RESIGNATION

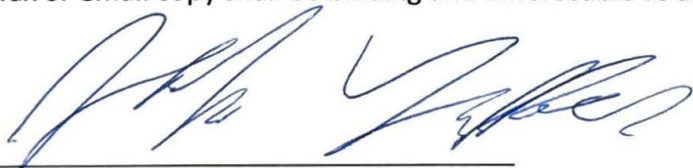
To: Board of Supervisors
Woodcreek Community Development District
Attn: District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

From: Joshua Tepper
Printed Name

Date: 2/4/2025
Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Woodcreek Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and ☐ personally presented at a duly noticed meeting of the Board of Supervisors, ☐ scanned and electronically transmitted to gillyardd@whhassociates.com or ☐ faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.



Signature

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-08

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
WOODCREEK COMMUNITY DEVELOPMENT DISTRICT ELECTING
AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, the Woodcreek Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to elect and remove Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF WOODCREEK COMMUNITY DEVELOPMENT
DISTRICT THAT:**

SECTION 1. The following is/are elected as Officer(s) of the District effective April 25, 2025:

_____ is elected Chair
_____ is elected Vice Chair
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of April 25, 2025:

Josh Tepper Assistant Secretary

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Jamie Sanchez is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 25TH DAY OF APRIL, 2025.

ATTEST:

**WOODCREEK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WOODCREEK COMMUNITY DEVELOPMENT DISTRICT RATIFYING, CONFIRMING, AND APPROVING THE SALE OF THE WOODCREEK COMMUNITY DEVELOPMENT DISTRICT CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2025 (ASSESSMENT AREA TWO); RATIFYING, CONFIRMING, AND APPROVING THE ACTIONS OF THE CHAIRMAN, VICE CHAIRMAN, TREASURER, SECRETARY, ASSISTANT SECRETARIES, AND ALL DISTRICT STAFF REGARDING THE SALE AND CLOSING OF THE BONDS; DETERMINING SUCH ACTIONS AS BEING IN ACCORDANCE WITH THE AUTHORIZATION GRANTED BY THE BOARD; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Woodcreek Community Development District (“District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District previously adopted resolutions authorizing the issuance and the negotiated sale of bonds within the scope of Chapter 190, *Florida Statutes*, including its Capital Improvement Revenue Bonds, Series 2025 (Assessment Area Two), in the par amount of \$7,045,000 (“Series 2025 Bonds”); and

WHEREAS, the District previously adopted a resolution authorizing the finalization of the debt assessment lien securing the Series 2025 Bonds, including but not limited to authorization to finalize the supplemental engineer’s report and supplemental assessment report; and

WHEREAS, the District closed on the sale of the Series 2025 Bonds on February 27, 2025; and

WHEREAS, as prerequisites to the issuance of the Series 2025 Bonds, the Chairman, Vice Chairman, Treasurer, Assistant Secretaries, and District Staff including the District Manager, District Financial Advisor, and District Counsel were required to execute and deliver various documents (“Closing Documents”); and

WHEREAS, the District desires to ratify, confirm, and approve all actions of the District Chairman, Vice Chairman, Treasurer, Assistant Secretaries, and District Staff in connection with closing the sale of the Series 2025 Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WOODCREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The sale, issuance, and closing of the Series 2025 Bonds is in the best interests of the District.

SECTION 2. The issuance and sale of the Series 2025 Bonds, the adoption of resolutions relating to such bonds, the agreements entered into with respect to the issuance of such bonds, and all actions taken in the furtherance of the closing on such bonds, are hereby declared and affirmed as being in the best interests of the District and are hereby ratified, approved, and confirmed.

SECTION 3. The actions of the Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretaries, and all District Staff in finalizing the closing and issuance of the Series 2025 Bonds, including but not limited to: (1) the execution and delivery of the Closing Documents, (2) the exercise of all authority granted pursuant to Resolution 2025-03 which authorized the issuance of the Bonds, (3) the exercise of all authority pursuant to, and finalization of, Resolution 2025-04 which confirmed the maximum assessment lien securing the Bonds, and (4) the execution and delivery of such other certifications or other documents required for the closing on the Series 2025 Bonds, are determined to be in accordance with the prior authorizations of the Board and are hereby ratified, approved, and confirmed in all respects, and Resolutions 2025-03 and 2025-04 on file with the District Manager and as included in the transcript for the Series 2025 Bonds are hereby determined to be in final form.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 25th day of April, 2025.

ATTEST:

**WOODCREEK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WOODCREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2025/2026 AND SETTING PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Woodcreek Community Development District ("**District**") prior to June 15, 2025, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2025 and ending September 30, 2026 ("**Fiscal Year 2025/2026**"); and

WHEREAS, the Board has considered the Proposed Budget, and desires to set the required public hearing thereon;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WOODCREEK COMMUNITY DEVELOPMENT DISTRICT:

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2025/2026 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. SETTING A PUBLIC HEARING. A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 22, 2025

HOUR: 10:00 a.m.

LOCATION: Avalon Park West Amenity Center
5060 River Glen Boulevard
Wesley Chapel, Florida 33545

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 25TH DAY OF APRIL, 2025.

ATTEST:

**WOODCREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2025/2026 Proposed Budget

Exhibit A: FY 2025/2026 Proposed Budget

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2026**

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
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**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2026**

	Fiscal Year 2025				Proposed Budget FY 2026
	Amended Budget FY 2025	Actual through 2/28/2025	Projected through 9/30/2025	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll - gross	\$ 22,852				\$ 74,946
Allowable discounts (4%)	(914)				(2,998)
Assessment levy: on-roll - net	21,938	\$ 19,796	\$ 2,142	\$ 21,938	71,948
Assessment levy: off-roll	74,523	-	74,523	74,523	35,042
Landowner contribution	9,206	-	9,206	9,206	-
Total revenues	105,667	19,796	85,871	105,667	106,990
EXPENDITURES					
Professional & administrative					
Management/accounting/recording	48,000	20,000	28,000	48,000	48,000
Legal	25,000	2,264	22,736	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,500	-	5,500	5,500	5,500
Arbitrage rebate calculation	1,500	-	1,000	1,000	1,000
Dissemination agent	2,000	417	1,583	2,000	2,500
EMMA software service	1,000	1,000	-	1,000	1,000
Trustee	10,000	4,256	-	4,256	9,000
Telephone	200	83	117	200	200
Postage	500	23	477	500	500
Printing & binding	500	208	292	500	500
Legal advertising	1,700	358	1,342	1,700	1,700
Annual special district fee	175	175	-	175	175
Insurance	5,720	5,408	-	5,408	6,000
Contingencies/bank charges	500	408	1,000	1,408	1,500
Website hosting & maintenance	705	-	705	705	705
Website ADA compliance	210	-	210	210	210
Tax collector	457	390	67	457	1,499
Total professional & administrative	105,667	34,990	65,029	100,019	106,989
Excess/(deficiency) of revenues over/(under) expenditures	-	(15,194)	20,842	5,648	1
Fund balance - beginning (unaudited)	41,106	66,526	51,332	66,526	72,174
Fund balance - ending (projected)					
Assigned					
Working capital	30,268	30,268	30,268	30,268	31,247
Unassigned	10,838	21,064	41,906	41,906	40,928
Fund balance - ending	<u>\$ 41,106</u>	<u>\$ 51,332</u>	<u>\$ 72,174</u>	<u>\$ 72,174</u>	<u>\$ 72,175</u>

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording	\$ 48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,500
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	1,000
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	2,500
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
EMMA software service	1,000
Trustee	9,000
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,700
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	6,000
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	1,500
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Tax collector	1,499
Total expenditures	<u><u>\$ 106,989</u></u>

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2022
FISCAL YEAR 2026**

	Fiscal Year 2025				
	Adopted Budget FY 2025	Actual through 2/28/2025	Projected through 9/30/2025	Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2026
REVENUES					
Assessment levy: on-roll	\$ 288,547				\$ 288,547
Allowable discounts (4%)	(11,542)				(11,542)
Net assessment levy - on-roll	277,005	\$ 249,966	\$ 27,039	\$ 277,005	277,005
Interest	-	2,802	-	2,802	-
Total revenues	277,005	252,768	27,039	279,807	277,005
EXPENDITURES					
Debt service					
Principal	50,000	-	50,000	50,000	55,000
Interest	218,410	108,018	110,392	218,410	213,423
Tax collector	5,771	4,927	844	5,771	5,771
Total expenditures	274,181	112,945	161,236	274,181	274,194
Excess/(deficiency) of revenues over/(under) expenditures	2,824	139,823	(134,197)	5,626	2,811
Fund balance:					
Beginning fund balance (unaudited)	253,493	181,774	321,597	181,774	187,400
Ending fund balance (projected)	<u>\$256,317</u>	<u>\$321,597</u>	<u>\$ 187,400</u>	<u>\$ 187,400</u>	<u>190,211</u>
Use of fund balance:					
Debt service reserve account balance (required)					(67,809)
Interest expense - November 1, 2026					(105,405)
Projected fund balance surplus/(deficit) as of September 30, 2026					<u>\$ 16,997</u>

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2022 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
05/01/23		4.750%	92,217.56	92,217.56	3,785,000.00
11/01/23			109,205.00	109,205.00	3,785,000.00
05/01/24	50,000.00	4.750%	109,205.00	159,205.00	3,735,000.00
11/01/24			108,017.50	108,017.50	3,735,000.00
05/01/25	55,000.00	4.750%	108,017.50	163,017.50	3,680,000.00
11/01/25			106,711.25	106,711.25	3,680,000.00
05/01/26	55,000.00	4.750%	106,711.25	161,711.25	3,625,000.00
11/01/26			105,405.00	105,405.00	3,625,000.00
05/01/27	60,000.00	4.750%	105,405.00	165,405.00	3,565,000.00
11/01/27			103,980.00	103,980.00	3,565,000.00
05/01/28	60,000.00	5.200%	103,980.00	163,980.00	3,505,000.00
11/01/28			102,420.00	102,420.00	3,505,000.00
05/01/29	65,000.00	5.200%	102,420.00	167,420.00	3,440,000.00
11/01/29			100,730.00	100,730.00	3,440,000.00
05/01/30	70,000.00	5.200%	100,730.00	170,730.00	3,370,000.00
11/01/30			98,910.00	98,910.00	3,370,000.00
05/01/31	75,000.00	5.200%	98,910.00	173,910.00	3,295,000.00
11/01/31			96,960.00	96,960.00	3,295,000.00
05/01/32	75,000.00	5.200%	96,960.00	171,960.00	3,220,000.00
11/01/32			95,010.00	95,010.00	3,220,000.00
05/01/33	80,000.00	5.700%	95,010.00	175,010.00	3,140,000.00
11/01/33			92,730.00	92,730.00	3,140,000.00
05/01/34	85,000.00	5.700%	92,730.00	177,730.00	3,055,000.00
11/01/34			90,307.50	90,307.50	3,055,000.00
05/01/35	90,000.00	5.700%	90,307.50	180,307.50	2,965,000.00
11/01/35			87,742.50	87,742.50	2,965,000.00
05/01/36	95,000.00	5.700%	87,742.50	182,742.50	2,870,000.00
11/01/36			85,035.00	85,035.00	2,870,000.00
05/01/37	100,000.00	5.700%	85,035.00	185,035.00	2,770,000.00
11/01/37			82,185.00	82,185.00	2,770,000.00
05/01/38	110,000.00	5.700%	82,185.00	192,185.00	2,660,000.00
11/01/38			79,050.00	79,050.00	2,660,000.00
05/01/39	115,000.00	5.700%	79,050.00	194,050.00	2,545,000.00
11/01/39			75,772.50	75,772.50	2,545,000.00
05/01/40	120,000.00	5.700%	75,772.50	195,772.50	2,425,000.00
11/01/40			72,352.50	72,352.50	2,425,000.00
05/01/41	130,000.00	5.700%	72,352.50	202,352.50	2,295,000.00
11/01/41			68,647.50	68,647.50	2,295,000.00
05/01/42	135,000.00	5.700%	68,647.50	203,647.50	2,160,000.00
11/01/42			64,800.00	64,800.00	2,160,000.00
05/01/43	145,000.00	6.000%	64,800.00	209,800.00	2,015,000.00
11/01/43			60,450.00	60,450.00	2,015,000.00
05/01/44	150,000.00	6.000%	60,450.00	210,450.00	1,865,000.00
11/01/44			55,950.00	55,950.00	1,865,000.00
05/01/45	160,000.00	6.000%	55,950.00	215,950.00	1,705,000.00
11/01/45			51,150.00	51,150.00	1,705,000.00
05/01/46	170,000.00	6.000%	51,150.00	221,150.00	1,535,000.00

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2022 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/46			46,050.00	46,050.00	1,535,000.00
05/01/47	180,000.00	6.000%	46,050.00	226,050.00	1,355,000.00
11/01/47			40,650.00	40,650.00	1,355,000.00
05/01/48	195,000.00	6.000%	40,650.00	235,650.00	1,160,000.00
11/01/48			34,800.00	34,800.00	1,160,000.00
05/01/49	205,000.00	6.000%	34,800.00	239,800.00	955,000.00
11/01/49			28,650.00	28,650.00	955,000.00
05/01/50	220,000.00	6.000%	28,650.00	248,650.00	735,000.00
11/01/50			22,050.00	22,050.00	735,000.00
05/01/51	230,000.00	6.000%	22,050.00	252,050.00	505,000.00
11/01/51			15,150.00	15,150.00	505,000.00
05/01/52	245,000.00	6.000%	15,150.00	260,150.00	260,000.00
11/01/52			7,800.00	7,800.00	260,000.00
05/01/53	260,000.00	6.000%	7,800.00	267,800.00	-
Total	3,680,000.00		3,942,897.50	7,622,897.50	

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2025
FISCAL YEAR 2026**

	Fiscal Year 2025				
	Adopted Budget FY 2025	Actual through 2/28/2025	Projected through 9/30/2025	Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2026
REVENUES					
Assessment levy: on-roll	\$ -				\$ 507,752
Allowable discounts (4%)	-				(20,310)
Net assessment levy - on-roll	-	\$ -	\$ -	\$ -	487,442
Assessment levy: off-roll	-	-	187,063	187,063	-
Total revenues	-	-	187,063	187,063	487,442
EXPENDITURES					
Debt service					
Principal	-	-	-	-	105,000
Interest	-	-	-	-	374,125
Tax collector	-	-	-	-	10,155
Underwriter's discount	-	-	112,720	112,720	-
Cost of issuance	-	-	181,925	181,925	-
Total expenditures	-	-	294,645	294,645	489,280
Excess/(deficiency) of revenues over/(under) expenditures	-	-	(107,582)	(107,582)	(1,838)
OTHER FINANCING SOURCES/(USES)					
Bond proceeds	-	-	568,811	568,811	-
Original issue discount	-	-	(35,522)	(35,522)	-
Total other financing sources/(uses)	-	-	533,289	533,289	-
Net increase/(decrease) in fund balance	-	-	425,707	425,707	(1,838)
Fund balance:					
Beginning fund balance (unaudited)	-	-	-	-	425,707
Ending fund balance (projected)	\$ -	\$ -	\$ 425,707	\$ 425,707	423,869
Use of fund balance:					
Debt service reserve account balance (required)					(238,644)
Interest expense - November 1, 2026					(184,779)
Projected fund balance surplus/(deficit) as of September 30, 2026					\$ 446

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2025 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/25			187,062.50	187,062.50	7,045,000.00
05/01/26	105,000.00	4.350%	187,062.50	292,062.50	6,940,000.00
11/01/26			184,778.75	184,778.75	6,940,000.00
05/01/27	110,000.00	4.350%	184,778.75	294,778.75	6,830,000.00
11/01/27			182,386.25	182,386.25	6,830,000.00
05/01/28	110,000.00	4.350%	182,386.25	292,386.25	6,720,000.00
11/01/28			179,993.75	179,993.75	6,720,000.00
05/01/29	115,000.00	4.350%	179,993.75	294,993.75	6,605,000.00
11/01/29			177,492.50	177,492.50	6,605,000.00
05/01/30	120,000.00	4.350%	177,492.50	297,492.50	6,485,000.00
11/01/30			174,882.50	174,882.50	6,485,000.00
05/01/31	130,000.00	4.350%	174,882.50	304,882.50	6,355,000.00
11/01/31			172,055.00	172,055.00	6,355,000.00
05/01/32	135,000.00	4.350%	172,055.00	307,055.00	6,220,000.00
11/01/32			169,118.75	169,118.75	6,220,000.00
05/01/33	140,000.00	5.350%	169,118.75	309,118.75	6,080,000.00
11/01/33			165,373.75	165,373.75	6,080,000.00
05/01/34	150,000.00	5.350%	165,373.75	315,373.75	5,930,000.00
11/01/34			161,361.25	161,361.25	5,930,000.00
05/01/35	155,000.00	5.350%	161,361.25	316,361.25	5,775,000.00
11/01/35			157,215.00	157,215.00	5,775,000.00
05/01/36	165,000.00	5.350%	157,215.00	322,215.00	5,610,000.00
11/01/36			152,801.25	152,801.25	5,610,000.00
05/01/37	175,000.00	5.350%	152,801.25	327,801.25	5,435,000.00
11/01/37			148,120.00	148,120.00	5,435,000.00
05/01/38	185,000.00	5.350%	148,120.00	333,120.00	5,250,000.00
11/01/38			143,171.25	143,171.25	5,250,000.00
05/01/39	195,000.00	5.350%	143,171.25	338,171.25	5,055,000.00
11/01/39			137,955.00	137,955.00	5,055,000.00
05/01/40	205,000.00	5.350%	137,955.00	342,955.00	4,850,000.00
11/01/40			132,471.25	132,471.25	4,850,000.00
05/01/41	215,000.00	5.350%	132,471.25	347,471.25	4,635,000.00
11/01/41			126,720.00	126,720.00	4,635,000.00
05/01/42	230,000.00	5.350%	126,720.00	356,720.00	4,405,000.00
11/01/42			120,567.50	120,567.50	4,405,000.00
05/01/43	240,000.00	5.350%	120,567.50	360,567.50	4,165,000.00
11/01/43			114,147.50	114,147.50	4,165,000.00
05/01/44	255,000.00	5.350%	114,147.50	369,147.50	3,910,000.00
11/01/44			107,326.25	107,326.25	3,910,000.00
05/01/45	265,000.00	5.350%	107,326.25	372,326.25	3,645,000.00
11/01/45			100,237.50	100,237.50	3,645,000.00
05/01/46	280,000.00	5.500%	100,237.50	380,237.50	3,365,000.00
11/01/46			92,537.50	92,537.50	3,365,000.00
05/01/47	300,000.00	5.500%	92,537.50	392,537.50	3,065,000.00
11/01/47			84,287.50	84,287.50	3,065,000.00
05/01/48	315,000.00	5.500%	84,287.50	399,287.50	2,750,000.00

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2025 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/48			75,625.00	75,625.00	2,750,000.00
05/01/49	330,000.00	5.500%	75,625.00	405,625.00	2,420,000.00
11/01/49			66,550.00	66,550.00	2,420,000.00
05/01/50	350,000.00	5.500%	66,550.00	416,550.00	2,070,000.00
11/01/50			56,925.00	56,925.00	2,070,000.00
05/01/51	370,000.00	5.500%	56,925.00	426,925.00	1,700,000.00
11/01/51			46,750.00	46,750.00	1,700,000.00
05/01/52	390,000.00	5.500%	46,750.00	436,750.00	1,310,000.00
11/01/52			36,025.00	36,025.00	1,310,000.00
05/01/53	415,000.00	5.500%	36,025.00	451,025.00	895,000.00
11/01/53			24,612.50	24,612.50	895,000.00
05/01/54	435,000.00	5.500%	24,612.50	459,612.50	460,000.00
11/01/54			12,650.00	12,650.00	460,000.00
05/01/55	460,000.00	5.500%	12,650.00	472,650.00	-
Total	7,045,000.00		7,382,400.00	14,427,400.00	

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2026 ASSESSMENTS**

On-Roll Assessments (Series 2022 Bonds)

Product/Parcel	Units	FY 2026 O&M Assessment per Unit	FY 2026 DS Assessment per Unit	FY 2026 Total Assessment per Unit	FY 2025 Total Assessment per Unit
Villas 35'	80	\$ 128.11	\$ 1,063.18	\$ 1,191.29	\$ 1,179.77
SF 50'	58	128.11	1,594.77	1,722.88	1,711.36
SF 60'	58	128.11	1,913.73	2,041.84	2,030.32
Total	196				

On-Roll Assessments (Series 2025 Bonds)

Product/Parcel	Units	FY 2026 O&M Assessment per Unit	FY 2026 DS Assessment per Unit	FY 2026 Total Assessment per Unit	FY 2025 Total Assessment per Unit
Townhomes 20'	128	\$ 128.11	\$ 797.85	\$ 925.96	\$ 109.59
SF 40'	82	128.11	1,276.56	1,404.67	109.59
SF 50'	131	128.11	1,595.70	1,723.81	109.59
SF 60'	48	128.11	1,914.84	2,042.95	109.59
Total	389				

Off-Roll Assessments

Product/Parcel	Units	FY 2026 O&M Assessment per Unit	FY 2026 DS Assessment per Unit	FY 2026 Total Assessment per Unit	FY 2025 Total Assessment per Unit
Villas 35'	58	\$ 120.42	\$ -	\$ 120.42	\$ 109.59
SF 40'	154	120.42	-	120.42	109.59
SF 50'	78	120.42	-	120.42	109.59
SF 60'	1	120.42	-	120.42	109.59
Total	291				

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

9

RESOLUTION 2025-10

A RESOLUTION OF THE WOODCREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2025/2026 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Woodcreek Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WOODCREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District’s Board shall be held during Fiscal Year 2025/2026 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file a schedule of the District’s regular meetings annually with Pasco County and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 25th day of April, 2025.

Attest:

WOODCREEK COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

WOODCREEK COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION		
<i>Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 23, 2025	Regular Meeting	10:00 AM*
November __, 2025*	Regular Meeting	10:00 AM*
December __, 2025**	Regular Meeting	10:00 AM*
January 22, 2026	Regular Meeting	10:00 AM*
February 26, 2026	Regular Meeting	10:00 AM*
March 26, 2026	Regular Meeting	10:00 AM*
April 23, 2026	Regular Meeting	10:00 AM*
May 28, 2026	Regular Meeting	10:00 AM*
June 25, 2026	Regular Meeting	10:00 AM*
July 23, 2026	Regular Meeting	10:00 AM*
August 27, 2026	Regular Meeting	10:00 AM*
September 24, 2026	Regular Meeting	10:00 AM*
<i>*Meetings will convene immediately following the adjournment of the Avalon Park West CDD and Summerstone CDD meetings, scheduled to commence at 10:00 AM.</i>		

****Exception**

**The November meeting date is on the Thanksgiving Day holiday.*

***The December meeting date is on the Christmas Day holiday.*

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

10

RESOLUTION 2025-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WOODCREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING THE FLORIDA STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the State Emergency Management Act, Chapter 252, Florida Statutes, authorizes the state and its political subdivisions to develop and enter into mutual aid agreements for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted; and

WHEREAS, the Board of Supervisors of the Woodcreek Community Development District desires to move forward and approve an agreement with the State of Florida, Division of Emergency Management, concerning the Statewide Mutual Aid Agreement; and

WHEREAS, the Florida Department of Economic Opportunity requires an independent special district to participate in the Statewide Mutual Aid Agreement to be eligible for funds under Administrative Rule 9G-1.9, Base Funding for County Emergency Management Agencies and Municipal Competitive Grant and Loan Programs;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WOODCREEK COMMUNITY DEVELOPMENT DISTRICT THAT:

1. RECITALS. The foregoing “**WHEREAS**” clauses are true and correct and are hereby ratified and confirmed by the Board of Supervisors.

2. APPROVAL OF AGREEMENT. The execution of the attached Statewide Mutual Aid Agreement is hereby authorized, and the Agreement is hereby approved.

3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 25th day of April, 2025.

ATTEST:

**WOODCREEK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

Statewide Mutual Aid Agreement



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT - 2023

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management ("the Division") and the local government ("Participating Party") signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

ARTICLE I: DEFINITIONS

As used in this Agreement, the following expressions shall have the following meanings:

- A. The "Agreement" is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement ("SMAA").



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- B. The “Division” is the Florida Division of Emergency Management.
- C. A “Requesting Party” to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An “Assisting Party” to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The “Period of Assistance” is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A “Mission” is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A “local government” is any educational district, special district, or any entity that is a “local governmental entity” within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An “educational district” is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A “special district” is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A “tribal council” is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An “interlocal agreement” is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A “Resource Support Agreement” as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. “Proof of work” as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals’ emergency response activity at a tactical level.



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Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

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Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)¹.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

¹ FDEM approved documents such as activity logs and mutual aid forms can be found at:
https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

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- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.



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Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);



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- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration. If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA's Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Managements Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section F of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.

The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required [FDEM forms](#) for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.

FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date specified below:



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COUNTY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OF _____ COUNTY,
STATE OF FLORIDA

By: _____

Clerk or Deputy Clerk

By: _____

Chair

Date: _____

Approved as to Form:

By: _____

County Attorney



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A CITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:
CITY CLERK

CITY OF _____
STATE OF FLORIDA

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Approved as to Form:

By: _____

City Attorney



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COUNTY SHERIFF'S OFFICE

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

COUNTY SHERIFF'S OFFICE, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for Entity



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COUNTY OR CITY FIRE DEPARTMENT/DISTRICT OFFICE

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

COUNTY OR CITY FIRE DEPARTMENT/DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for Entity



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY AN EDUCATIONAL DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

_____ SCHOOL DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY STATE COLLEGE, COMMUNITY COLLEGE OR STATE UNIVERSITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

BOARD OF TRUSTEES
OF _____
STATE COLLEGE, COMMUNITY
COLLEGE, or STATE OF FLORIDA

BOARD OF TRUSTEES
OF _____
UNIVERSITY,
STATE OF FLORIDA

By: _____

Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

Attorney for Board



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A SPECIAL DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

_____ SPECIAL DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY AN AUTHORITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

BOARD OF TRUSTEES
OF _____
AUTHORITY,
STATE OF FLORIDA

By: _____

Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

Attorney for Board



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A NATIVE AMERICAN TRIBE

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

TRIBAL COUNCIL OF THE
_____ TRIBE OF FLORIDA

By: _____

Council Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

Attorney for Council



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COMMUNITY DEVELOPMENT DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: **04/25/2025**

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

SAMPLE AUTHORIZING RESOLUTION FOR ADOPTION OF STATEWIDE MUTUAL AID AGREEMENT

RESOLUTION NO. _____

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by _____

_____ that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: _____

DATE: _____

I certify that the foregoing is an accurate copy of the Resolution adopted by

_____ on _____.

BY: _____

TITLE: _____

DATE: _____



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT – SAMPLE ATTACHMENT **Encompassed Entities**

This notice is an acknowledgment of an amendment to the 2023 SMAA by the Florida Division of Emergency Management (“the Division”) which allows parent entities to include individual departments and subdivisions, within their authority, to be listed as SMAA designees eligible for SMAA request and assistance procedures.

By our authority and adoption of the attached 2023 Statewide Mutual Aid agreement, as the parent entity, the following departments and subdivisions will be included as SMAA signatories for all asset request, assistance, and applicable reimbursement processes:

All entities listed herein will still require access to the DEMES Mutual Aid System for FDEM Reimbursement process requirements.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

RATIFICATION ITEMS

EMMA® Filing Assistance Software as a Service License Agreement

This EMMA Filing Assistance Software as a Service License Agreement (this "**Agreement**") is entered into by and between the **Woodcreek Community Development District** (the "**District**") on behalf of itself, its Dissemination Agent and all other Obligated Persons as defined in the District's outstanding Continuing Disclosure Agreements (collectively, the "**Licensee**"), and Disclosure Technology Services, LLC, a Delaware limited liability company ("**DTS**" or the "**Licensor**"). This Agreement shall be effective as of last day executed below ("**Effective Date**").

NOW, THEREFORE, for good and adequate consideration, the sufficiency of which is hereby acknowledged, the parties have agreed as follows:

The District is, or may in the future be, a party to one or more Continuing Disclosure Agreements (the "**CDAs**") in connection with the issuance of bonds or other debt obligations. Pursuant to the CDAs, the District and the other Obligated Persons named therein are, or will be, obligated to file certain Annual Reports, Quarterly Reports and Listed Event filings (as such terms are defined in the CDAs) electronically through the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("**EMMA**") system website within the time periods specified in the CDAs.

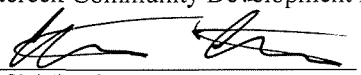
Subject to the payment of the fees provided for in "Exhibit A: Fee Schedule" attached hereto and the terms and conditions provided for in the "EMMA® Filing Assistance Software End User License Agreement" located at dtsmuni.com/about/terms, both of which are hereby incorporated by reference into this Agreement, the Licensor hereby (i) grants to Licensee a non-exclusive, non-transferable, non-sublicensable, limited license and right to access and use the DTS Portal ("**Portal**") for the purposes provided for herein. The Portal is configured to provide annual and quarterly notices of reporting deadlines prior to the applicable Annual Filing Date(s) and Quarterly Filing Date(s) set forth in the CDAs (the "**Services**").

As part of the notices provided by the Portal, links to access to the Portal will be made delivered to the District and other Obligated Persons annually and quarterly, as applicable, via email, which will allow for the District and other Obligated Persons to input the information required for the Annual Reports (excluding the Audited Financial Statements) and the Quarterly Reports under the CDAs, respectively, into a reportable format (collectively, the "**Formatted Information**"). Notwithstanding this provision or failure to provide such Formatted Information or any Services, the District, and its Dissemination Agent, if any, will remain responsible for filing the Formatted Information with EMMA on or before the deadlines provided for in the CDAs. The Portal shall not include any links for Listed Events as defined in the CDAs and all EMMA reporting obligations shall remain the sole obligations of the District and the Obligated Persons as set forth in the CDAs if and when a Listed Events report needs to be filed.

This Agreement shall commence on the Effective Date and continue through September 30 of the year in which this Agreement is executed, and thereafter, shall renew for additional one year terms (based on the District's fiscal year, which ends September 30) so long as the District is obligated under any CDAs. Either party may terminate this Agreement upon thirty days prior written notice to the other party hereto. Any fees paid prior to termination shall be considered earned and non-refundable and the Licensor may adjust the fees hereunder upon thirty days prior written notice to Licensee. Upon the termination of this Agreement, Licensee shall immediately discontinue use of the Portal. Licensee's obligations according to the provisions of this Agreement prior to termination shall survive termination of this Agreement. This Agreement is also subject to the terms set forth in **Exhibit B**.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date below written.

Woodcreek Community Development District

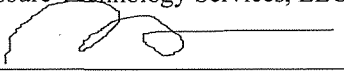
By: 

Print: Christian Cotter

Title: Chair

Date: 2/18/2025

Disclosure Technology Services, LLC

By: 

Print: Michael Klurman

Title: Vice President

Date: 02-14-2025

WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2025**

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2025**

	General Fund	Debt Service Fund Series 2022	Debt Service Fund Series 2025	Capital Projects Fund Series 2022	Capital Projects Fund Series 2025	Total Governmental Funds
ASSETS						
Cash	\$ 61,553	\$ -	\$ -	\$ -	\$ -	61,553
Investments						
Revenue	-	270,297	-	-	-	270,297
Reserve	-	67,809	238,700	-	-	306,509
Capitalized interest	-	15	66,527	-	-	66,542
Construction	-	-	-	129	753	882
Due from Landowner	62,795	-	-	-	-	62,795
Due from general fund	-	7,788	-	-	-	7,788
Total assets	<u>\$124,348</u>	<u>\$ 345,909</u>	<u>\$ 305,227</u>	<u>\$ 129</u>	<u>\$ 753</u>	<u>\$ 776,366</u>
LIABILITIES AND FUND BALANCES						
Liabilities:						
Due to Landowner	1,526	1,560	-	-	-	3,086
Due to debt service fund 2022	7,788	-	-	-	-	7,788
Landowner advance	6,000	-	-	-	-	6,000
Total liabilities	<u>15,314</u>	<u>1,560</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,874</u>
DEFERRED INFLOWS OF RESOURCES						
Deferred receipts	62,795	-	-	-	-	62,795
Total deferred inflows of resources	<u>62,795</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>62,795</u>
Fund balances:						
Restricted for:						
Debt service	-	344,349	305,227	-	-	649,576
Capital projects	-	-	-	129	753	882
Unassigned	46,239	-	-	-	-	46,239
Total fund balances	<u>46,239</u>	<u>344,349</u>	<u>305,227</u>	<u>129</u>	<u>753</u>	<u>696,697</u>
Total liabilities and fund balances	<u>\$124,348</u>	<u>\$ 345,909</u>	<u>\$ 305,227</u>	<u>\$ 129</u>	<u>\$ 753</u>	<u>\$ 776,366</u>

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MARCH 31, 2025**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ 629	\$ 20,426	\$ 21,938	93%
Assessment levy: off-roll	-	-	74,523	0%
Landowner contribution	-	-	9,206	0%
Total revenues	<u>629</u>	<u>20,426</u>	<u>105,667</u>	19%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	4,000	24,000	48,000	50%
Legal	1,405	3,669	25,000	15%
Engineering	-	-	2,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation	-	-	1,500	0%
Dissemination agent	167	583	2,000	29%
EMMA software service	-	1,000	1,000	100%
Trustee	-	4,256	10,000	43%
Telephone	17	100	200	50%
Postage	-	23	500	5%
Printing & binding	42	250	500	50%
Legal advertising	-	358	1,700	21%
Annual special district fee	-	175	175	100%
Insurance	-	5,408	5,720	95%
Contingencies/bank charges	80	488	500	98%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>5,711</u>	<u>40,310</u>	<u>105,210</u>	38%
Other fees & charges				
Tax collector	12	403	457	88%
Total other fees & charges	<u>12</u>	<u>403</u>	<u>457</u>	88%
Total expenditures	<u>5,723</u>	<u>40,713</u>	<u>105,667</u>	39%
Excess/(deficiency) of revenues over/(under) expenditures	(5,094)	(20,287)	-	
Fund balances - beginning	51,333	66,526	41,106	
Assigned				
Working capital	30,707	30,707	30,707	
Unassigned	15,532	15,532	10,399	
Fund balances - ending	<u>\$ 46,239</u>	<u>\$ 46,239</u>	<u>\$ 41,106</u>	

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2022
FOR THE PERIOD ENDED MARCH 31, 2025**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ 7,947	\$ 257,913	\$ 277,005	93%
Interest	958	3,761	-	N/A
Total revenues	<u>8,905</u>	<u>261,674</u>	<u>277,005</u>	94%
EXPENDITURES				
Debt service				
Principal	-	-	55,000	0%
Interest	-	108,018	216,035	50%
Tax collector	159	5,086	5,771	88%
Total debt service	<u>159</u>	<u>113,104</u>	<u>276,806</u>	41%
Excess/(deficiency) of revenues over/(under) expenditures	8,746	148,570	199	
Fund balances - beginning	<u>335,603</u>	<u>195,779</u>	<u>188,194</u>	
Fund balances - ending	<u><u>\$ 344,349</u></u>	<u><u>\$ 344,349</u></u>	<u><u>\$ 188,393</u></u>	

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2025
FOR THE PERIOD ENDED MARCH 31, 2025**

	Current Month	Year To Date
REVENUES		
Interest	\$ 72	\$ 72
Total revenues	<u>72</u>	<u>72</u>
EXPENDITURES		
Debt service		
Cost of issuance	-	181,925
Underwriter's discount	-	112,720
Total debt service	<u>-</u>	<u>294,645</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 72	 (294,573)
OTHER FINANCING SOURCES/(USES)		
Bond proceeds	-	635,322
Original issue discount	-	(35,522)
Total other financing sources	<u>-</u>	<u>599,800</u>
 Net change in fund balances	 72	 305,227
 Fund balances - beginning	 305,155	 -
Fund balances - ending	<u><u>\$ 305,227</u></u>	<u><u>\$ 305,227</u></u>

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2022
FOR THE PERIOD ENDED MARCH 31, 2025**

	Current Month	Year To Date
REVENUES		
Interest	\$ -	\$ 2
Total revenues	<u>-</u>	<u>2</u>
EXPENDITURES	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	2
Fund balances - beginning	129	127
Fund balances - ending	<u><u>\$ 129</u></u>	<u><u>\$ 129</u></u>

**WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2025
FOR THE PERIOD ENDED MARCH 31, 2025**

	Current Month	Year To Date
REVENUES		
Interest	\$ 753	\$ 753
Total revenues	<u>753</u>	<u>753</u>
EXPENDITURES		
Capital outlay	<u>-</u>	<u>6,409,678</u>
Total expenditures	<u>-</u>	<u>6,409,678</u>
Excess/(deficiency) of revenues over/(under) expenditures	753	(6,408,925)
OTHER FINANCING SOURCES/(USES)		
Bond proceeds	<u>-</u>	<u>6,409,678</u>
Total other financing sources/(uses)	<u>-</u>	<u>6,409,678</u>
Net change in fund balances	753	753
Fund balances - beginning	-	-
Fund balances - ending	<u><u>\$ 753</u></u>	<u><u>\$ 753</u></u>

WOODCREEK

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
WOODCREEK COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Woodcreek Community Development District held a Regular Meeting on January 24, 2025 at 10:30 a.m., as soon thereafter, at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

Present:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Joshua Tepper	Assistant Secretary

Also present:

Jaime Sanchez	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Chris Conti	Wrathell, Hunt and Associates, LLC
Jere Earlywine	District Counsel
Neeraj Chander	Access Management
Members of the Public	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 12:19 p.m. Mr. Tepper was sworn in before the meeting.

Supervisors Moulton, Cotter and Tepper were present. Supervisor Wiggins and Supervisor-Elect Mellish were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Supervisor (Joshua Tepper - Seat 5) (the following to be provided in a separate package)

This item was addressed during the First Order of Business.

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

**Consideration of Resolution 2025-02,
Electing and Removing Officers of the
District and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-02. Mr. Cotter nominated the following slate:

Christian Cotter	Chair
Mary Moulton	Vice Chair
John Wiggins	Assistant Secretary
Ethan Mellish	Assistant Secretary
Joshua Tepper	Assistant Secretary

No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Cindy Cerbone	Assistant Secretary
Jamie Sanchez	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor,
Resolution 2025-02, Electing, as nominated, and Removing Officers of the
District and Providing for an Effective Date, was adopted.**

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-05, Amending Resolution 2024-06, Which Relates to the district's Annual Appropriations and Which Adopts the Annual Budget for the Fiscal Year Ending September 30, 2025; and Addressing Conflicts and an Effective Date

Ms. Sanchez presented Resolution 2025-05. The only change is the removal of 84 Townhomes.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2025-05, Amending Resolution 2024-06, Which Relates to the district's Annual Appropriations and Which Adopts the Annual Budget for the Fiscal Year Ending September 30, 2025; and Addressing Conflicts and an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025 Deficit Funding Agreement

Ms. Sanchez presented the Fiscal Year 2025 Deficit Funding Agreement.

Mr. Earlywine stated this is to account for the shortfall of the 84 Townhomes that were removed.

On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the Fiscal Year 2025 Deficit Funding Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-06, Providing for Amendment of Resolution 2024-07; Providing a Severability Clause; and Providing an Effective Date

Ms. Sanchez presented Resolution 2025-06.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2025-06, Providing for Amendment of Resolution 2024-07; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of December 31, 2024**

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

NINTH ORDER OF BUSINESS**Approval of Minutes**

- A. November 5, 2024 Landowners' Meeting
- B. November 22, 2024 Regular Meeting

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the November 5, 2024 Landowners' Meeting and November 22, 2024 Regular Meeting Minutes, both as presented, were approved.

TENTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated posting the Offering Statement is underway.

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

There was no report.

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

- Discussion: Insurance Vertical Assets
- NEXT MEETING DATE: February 28, 2025 at 10:00 AM, or immediately following the adjournment of the Avalon Park West CDD and Summerstone CDD meetings
 - QUORUM CHECK

The February 28, 2025 meeting will be cancelled.

ELEVENTH ORDER OF BUSINESS**Board Members' Comments/Requests**

143

144 There were no Board Members' comments or requests.

145

146 **TWELFTH ORDER OF BUSINESS****Public Comments**

147

148 No members of the public spoke.

149

150 **THIRTEENTH ORDER OF BUSINESS****Adjournment**

151

152 **On MOTION by Mr. Cotter and seconded by Mr. Tepper, with all in favor, the**
153 **meeting adjourned at 10:26 a.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

WOODCREEK
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

WOODCREEK COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545</i>		
<i>¹Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 25, 2024 CANCELED	Regular Meeting	10:00 AM*
November 5, 2024¹	Landowners' Meeting	10:00 AM
November 22, 2024	Regular Meeting	10:00 AM*
January 24, 2025	Regular Meeting	10:30 AM**
February 28, 2025 CANCELED	Regular Meeting	10:00 AM*
March 28, 2025 CANCELED	Regular Meeting	10:00 AM*
April 25, 2025	Regular Meeting <i>Presentation of FY2026 Proposed Budget</i>	10:00 AM*
May 23, 2025	Regular Meeting	10:00 AM*
June 27, 2025	Regular Meeting	10:00 AM*
July 25, 2025	Regular Meeting	10:00 AM*
August 22, 2025	Regular Meeting <i>Adoption of FY2026 Budget</i>	10:00 AM*
September 26, 2025	Regular Meeting	10:00 AM*
<i>*Meetings will convene immediately following the adjournment of the Avalon Park West CDD meetings, scheduled to commence at 10:00 AM.</i>		

Exceptions:

****January 24, 2025 Meeting - Delayed Start time of 10:30 AM**