

**MINUTES OF MEETING  
WOODLAND CROSSING  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Woodland Crossing Community Development District was held Thursday, **July 25, 2024** at 10:16 a.m. at the E C Rowell Public Library, 2810 CR-478A, Webster, Florida.

Present and constituting a quorum:

Milton Andrade	Chairman
Brian Walsh	Vice Chairman
Kareyann Ellison	Assistant Secretary
Jeff Shenfield	Assistant Secretary
Garret Parkinson	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Patrick Collins	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	Interim District Engineer, Dewberry
Lisa Kelley <i>by Zoom</i>	Interim District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Five Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that they just have the Board members and staff at the meeting. There are no members of the public to provide comment.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Burns administered the oath of office to all five newly elected Board members.

**B. Consideration of Resolution 2024-34 Canvassing and Certifying the Results of the Landowners' Election**

July 25, 2024

Woodland Crossing CDD

Ms. Burns noted that as a result of the landowners’ election Mr. Walsh and Mr. Andrade will serve four-year terms. Mr. Shenefield, Mr. Parkinson, and Ms. Ellison will serve two-year terms.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2024-34 Canvassing and Certifying the Results of the Landowners’ Election, was approved.

**C. Election of Officers**

The Board selected Milton Andrade as Chairman and Brian Walsh as Vice Chairman. The remaining Supervisors will serve as Assistant Secretaries.

**D. Consideration of Resolution 2024-35 Electing Officers**

Ms. Burns suggested that the Board approve the resolution with the officers slated above.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-35 Electing Officers, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the June 11, 2024 Organizational Meeting**

Ms. Burns presented the June 11, 2024 organizational meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Minutes of the June 11, 2024 Organizational Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Imposition of Special Assessments**

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Opening the Public Hearing, was approved.

July 25, 2024

Woodland Crossing CDD

Ms. Burns noted that there were no members of the public present to provide comments. She asked for a motion to close the public hearing.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Closing the Public Hearing, was approved.

**i. Presentation of Engineer's Report**

Mr. Malave reviewed the Engineer's Report dated May 5, 2024, he noted that the report provides the various land uses on the site and the number of units all under one phase, with a total number of 532. Mr. Malave noted the cost estimate was \$22,611,270. The Board noted that the lot count should be 534 not 532. Mr. Malave noted that they would update the report to reflect 534. Mr. Malave confirmed that the costs contained in the report will remain the same with no increase as a result of the increase in the number of units. Ms. Burns noted that the cost per lot would not change, only the lot count.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Engineer's Report, was approved as amended to 534 lots.

**ii. Presentation of Master Assessment Methodology**

Ms. Burns reviewed the Master Assessment Methodology and noted that this report would also be updated to reflect 534 units. The methodology allocates debt to the properties in the community that benefit from the Capital Improvement Plan. There are two product types, the single family 50' and single family 60'. Table 2 shows the infrastructure cost estimates from the Engineer's Report of \$22,611,270. Table 3 shows the estimated bond sizing of \$30,880,000. Table 4 shows the allocation of benefit for the product types and breaks down the improvement cost per unit. Table 5 shows the par debt per unit at \$54,597 for the 50' and \$65,516 for the 60' lots. Table 6 breaks down the net and gross annual debt assessment that would be collected on the Sumter County tax bill which totals \$4,918 for the 50' and \$5,991 for the 60' lots. Table 7 is the preliminary assessment roll. The one property owner owns 154 acres.

Ms. Burns stated that they believe the assessments are fairly and reasonably apportioned across the product types and that the benefit to the properties is equal to or in excess to the debt being placed on them. Mr. Van Wyk asked for confirmation that they were adjusting the number

July 25, 2024

Woodland Crossing CDD

of units but the overall costs would not change, and Ms. Burns confirmed yes, that was correct and the assessments would be less than what was noticed due to the change in lot counts.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Master Assessment Methodology, was approved as amended.

**iii. Consideration of Resolution 2024-36 Levying Special Assessments**

Ms. Burns stated this resolution will levy assessments on the property. Ms. Burns asked if there were any questions from the Board. Not hearing any.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Resolution 2024-36 Levying Special Assessments, was approved as amended.

**iv. Consideration of Notice of Master Assessments**

Ms. Burns stated that this notice would be recorded to put potential property owners on notice of the lien on the property.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Notice of Master Assessments, was approved.

**B. Public Hearing on the District’s Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments**

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted that there were no members of the public present to provide comments. She asked for a motion to close the public hearing.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Closing the Public Hearing, was approved.

July 25, 2024

Woodland Crossing CDD

**i. Consideration of Resolution 2024-37 Expressing the District’s Intent to Utilize the Uniform Method of Collection**

Ms. Burns stated that Resolution 2024-37 will be sent to the county and allow them to collect assessment on the tax bill when they are ready to do so.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-37 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

**C. Public Hearing on the Adoption of District Rules of Procedure & Amenity Policies and Rates**

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted that there were no members of the public present to provide comments. She asked for a motion to close the public hearing.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2024-38 Adopting Rules of Procedures for the District**

Ms. Burns stated that these rules are the general sets of rules that were in the original agenda package reviewed by the Board. The Board had no changes to the Rules of Procedures.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-38 Adopting Rules of Procedures for the District, was approved.

**ii. Consideration of Resolution 2024-39 Adopting Amenity Policies and Rates for the District**

July 25, 2024

Woodland Crossing CDD

Ms. Burns stated that this will allow them to have basic policies set in place and this also sets the non-resident user fees for the District so when they open the amenity facilities, they will already have that in place.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2024-39 Adopting Amenity Policies and Rates for the District, was approved.

**SIXTH ORDER OF BUSINESS**

**Review and Ranking of Proposals for District Engineering Services and Selection of District Engineer**

Ms. Burns stated that they received one proposal from Dewberry. The Board agreed to rank Dewberry #1.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Ranking of Proposals for District Engineering Services with Dewberry Ranked #1 and Authorization for Staff to Send a Notice of Intent to Award, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of the Adoption of Goals and Objectives for the District**

Ms. Burns noted that there was a change in Florida statute that requires Districts to adopt goals and objectives annually. Included in the agenda package was a list of goals that would comply with that legislation.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing to report.

**B. Engineer**

Ms. Malave had nothing further to report to the Board.

July 25, 2024

Woodland Crossing CDD

**C. District Manager’s Report**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked the Board for adjournment.

On MOTION by Mr. Andrade, seconded by Mr. Walsh, with all in favor, the meeting was adjourned.

Jill Burns  
Secretary/Assistant Secretary

Signed by:  
Milton Andrade  
05F2744F40FE41E  
Chairman/Vice Chairman