

***Willow Creek  
Community Development District***

***April 7, 2017***

# Willow Creek

## Community Development District

5385 N. Nob Hill Road, Sunrise, Florida 33351  
Phone: 954-721-8681 - Fax: 954-721-9202

March 30, 2017

**Board of Supervisors  
Willow Creek  
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Willow Creek Community Development District** is scheduled for **April 7, 2017 at 11:00 a.m. at the Hampton Inn, 4760 Helen Hauser Blvd., Titusville, Florida 32780**. Following is the advance agenda for the meeting:

1. Oath of Office for Newly Elected Supervisors elected at the Landowners Meeting held on November 4, 2016 - Seat #2, Seat #3, and Seat #4
2. Roll Call
3. Audience Comments (*Related to Right to Speak Statute Changes*)
4. Organizational Matters
  - A. Consideration of **Resolution #2017-01** Canvassing and Certifying the Results of the Landowners Election
  - B. Consideration of Appointment of Supervisor to Unexpired Term of Office (Seat #1 - 11/2018)
  - C. Oath of Office for Newly Appointed Supervisor
  - D. Consideration of **Resolution #2017-02** Electing Officers
5. Approval of the Minutes of the August 26, 2016 Meeting
6. Consideration of **Resolution #2017-03** Approving the Proposed Fiscal Year 2018 Budget and Setting the Public Hearing
7. Acceptance of Audit for Fiscal Year Ending September 30, 2016
8. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
9. Supervisors Requests and Audience Comments
10. Financial Reports
  - A. Approval of Funding Requests **#64, #65, #66, #67, #68 & #69**
  - B. Balance Sheet and Income Statement
11. Adjournment

After each of the Board members who were elected at the landowners election are given the oath of office, we will have a quorum and be able to conduct the regular business meeting and we can consider **Resolution #2017-01** Canvassing and Certifying the Results of the Landowners Election and **Resolution #2017-02** Electing Officers. Copies of the resolutions are enclosed.

Enclosed for your review is a copy of the minutes of the August 26, 2016 meeting.

The sixth order of business is consideration of **Resolution #2017-03** Approving the Proposed Fiscal Year 2018 Budget and Setting the Public Hearing. Copies of the resolution and proposed budget are enclosed for your review.

The seventh order of business is acceptance of the audit for fiscal year ending September 30, 2016; a copy of which is enclosed separately.

The financials and funding requests **#64, #65, #66, #67, #68 & #69** are also enclosed for your review. The balance of the agenda is routine in nature and staff will present their reports at the meeting. I look forward to seeing you at the meeting, and in the meantime if you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Rich Hans". The signature is fluid and cursive, with a long horizontal stroke at the end.

Rich Hans  
Manager

CC: Roy Van Wyk      John Kelly      Danny Tyler      John Deckle  
    LouAnn Kuehlke      Amy Hembree

**RESOLUTION 2017-01**

**A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES**

WHEREAS, pursuant to Section 190.006(2), Florida Statute, a landowners meeting is required to be held within 90 days of the District's creation and every two years following the creation of a Community Development District for the purpose of electing *three* Supervisors of the District; and

WHEREAS, following proper publication of notice thereof, such landowners meeting was held on *November 04, 2016*, at which the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board of Supervisors by means of this Resolution desire to canvas the votes and declare and certify the results of said election;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILLOW CREEK COMMUNITY DEVELOPMENT DISTRICT;**

1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to wit:

<u>Darren Gowens</u>	<u>675 Votes</u>
<u>Derek Citino</u>	<u>675 Votes</u>
<u>Maston Crapps</u>	<u>674 Votes</u>

2. In accordance with said statute, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

Darren Gowens

four (4) year term

Derek Citino

four (4) year term

Maston Crapps

two (2) year term

3. Said terms of office shall commence immediately upon the adoption of this Resolution.

PASSED AND ADOPTED THIS, \_\_\_\_\_ DAY OF \_\_\_\_\_.

\_\_\_\_\_  
Chairman / Vice Chairman

\_\_\_\_\_  
Secretary / Assistant Secretary

**RESOLUTION 2017-02**

**A RESOLUTION ELECTING OFFICERS OF THE  
WILLOW CREEK COMMUNITY DEVELOPMENT  
DISTRICT**

WHEREAS, the Board of Supervisors of the Willow Creek Community Development District at a regular business meeting following the landowners meeting held on November 04, 2016 desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
_____	Treasurer
_____	Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

\_\_\_\_\_  
Chairman / Vice Chairman

\_\_\_\_\_  
Secretary / Assistant Secretary

**MINUTES OF MEETING  
WILLOW CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

A special meeting of the Board of Supervisors of the Willow Creek Community Development District was held on August 26, 2016 at 11:00 a.m. at the Hampton Inn, 4760 Helen Hauser Blvd., Titusville, Florida.

Present and constituting a quorum were:

Darren Gowens	Chairman
Derek Citino	Vice Chairman
Maston Crapps	Assistant Secretary
Mikel Denton	Assistant Secretary

Also present were:

Rich Hans	District Manager
Roy Van Wyk	District Counsel (by phone)

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Hans called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments** *(Related to Right to Speak Statute Changes)*

There not being any audience, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Appointment of Supervisor(s) to Fill Unexpired Term(s) of Office (Seat #1 - 11/2018 & Seat #5 - 11/2018 )**

Mr. Hans: We do have vacancies on the board and the way we can fill those is for the remaining board members to appoint somebody.

On MOTION by Mr. Crapps seconded by Mr. Gowens with all in favor Mr. Denton was appointed to fill one of the vacancies.
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**B. Oath of Office for Newly Elected Supervisor(s)**

Mr. Hans, being a notary of the State of Florida, imposed the oath of office to Mr. Denton, and briefly went over the new board member packet. The signed oath will be made part of the district's public records.

**C. Election of Officers**

Mr. Hans: The next thing we have to do any time we have a change to the board is our election of officers. Our current slate of officers has Darren as Chair, Derek as Vice Chair, Maston as an Assistant Secretary, Patti Powers from my office as Treasurer, myself Rich Hans as Secretary, and Paul Winkeljohn from my office is also an Assistant Secretary. If you want to add Mikel as an Assistant Secretary and keep everything else the same that is fine and I just need a motion indicating that, or we can make any changes.

On MOTION by Mr. Crapps seconded by Mr. Gowens with all in favor Mr. Denton was elected as an Assistant Secretary and the previous slate officers was retained as indicated.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the March 4, 2016 Meeting**

Mr. Hans: Item #4 is Approval of the Minutes of the March 4, 2016 Meeting and if there are any changes, comments, additions, or deletions, now would be the time for those. If not, a motion to approve them would be in order.

On MOTION by Mr. Crapps seconded by Mr. Gowens with all in favor the Minutes of the March 4, 2016 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution #2016-02 Approving the Proposed Fiscal Year 2017 Budget and Re-Setting the Public Hearing**

Mr. Hans: Item #5 is Resolution #2016-02 Approving the Proposed Fiscal Year 2017 Budget and Re-Setting the Public Hearing. This basically just re-sets the public hearing to today's date since we had to cancel the August 5<sup>th</sup> date when we originally set the public hearing and a motion approving it would be in order.



On MOTION by Mr. Crapps seconded by Mr. Gowens with all in favor Resolution #2016-02 Approving the Proposed Fiscal Year 2017 Budget and Re-Setting the Public Hearing was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Fiscal Year 2017 Budget**

**A. Motion to Open the Public Hearing**

Mr. Hans: This meeting was advertised as a public hearing with the purpose to adopt the budget so the first thing we need is a motion to open the public hearing portion of the meeting.

On MOTION by Mr. Crapps seconded by Mr. Gowens with all in favor the public hearing was opened.

**B. Public Comment and Discussion**

Mr. Hans: And again, just for the record, there is no public here today for comment and discussion, but we can have discussion at this time. I know there is one item in here which is supervisors fees that we talked about. I just want to confirm if it is the desire of the developer to get paid. We can go back and make sure they get paid for the last meeting, as well. It is \$1,200 budgeted and with four board members that is enough for three meetings per year, which is probably more than sufficient. That is the only change in the budget since it was presented last.

**C. Consideration of Resolution #2016-03 Annual Appropriation Resolution**

Mr. Hans: Behind tab C is Resolution #2016-03 Annual Appropriation Resolution, which adopts the final budget and a motion to approve the resolution would be in order.

On MOTION by Mr. Crapps seconded by Mr. Gowens with all in favor Resolution #2016-03 Annual Appropriation Resolution was approved.

**D. Consideration of Fiscal Year 2016-2017 Budget Funding Agreement**

Mr. Hans: Item D is the funding agreement, which is similar to the ones you have seen in the past. It is a funding agreement to fund the district's expenses, so a motion to approve that would be in order.

On MOTION by Mr. Gowens seconded by Mr. Crapps with all in favor the 2016-2017 budget funding agreement was approved.

**E. Motion to Close the Public Hearing**

Mr. Hans: And a motion to close our public hearing would be in order.

On MOTION by Mr. Crapps seconded by Mr. Gowens with all in favor the public hearing was closed.

**SEVENTH ORDER OF BUSINESS      Staff Reports**

**A. Attorney**

There not being any report, the next item followed.

**B. Engineer**

There not being any report, the next item followed.

**C. Manager**

**1) Number of Registered Voters in the District - 0**

Mr. Hans: Under Manager's report, we have the number of registered voters, which is currently zero. If we ever get more than 250 registered voters, that is when we start converting from landowners elections to general elections.

**2) Consideration of Proposed Fiscal Year 2017 Meeting Schedule**

Mr. Hans: Next we have our meeting schedule for the upcoming fiscal year. Basically it sets a monthly schedule but typically we only meet a couple times a year, we will keep it for the first Friday of each month at this location at 11:00 a.m. if that is still good for everybody.

On MOTION by Mr. Citino seconded by Mr. Gowens with all in favor the proposed fiscal year 2017 meeting schedule was approved as-presented.

**3) Discussion of Financial Disclosure Report from the Commission on Ethics - *everyone has filed***

Mr. Hans: Discussion of Financial Disclosure Report from the Commission on Ethics, there is not much discussion on that since everyone has filed timely. So that is good.

**EIGHTH ORDER OF BUSINESS**

**Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to perform the Audit for Fiscal Year Ending September 30, 2016**

Mr. Hans: Next we have an engagement letter with Berger Toombs to perform the audit for fiscal year ending September 30, 2016. I have loose copies for everyone since that was provided to us after the books were sent out. Their fee is \$2,400 and that is in the budget.

On MOTION by Mr. Crapps seconded by Mr. Gowens with all in favor the engagement letter with Berger, Toombs, Elam, Gaines & Frank was approved.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There not being any, the next item followed.

**TENTH ORDER OF BUSINESS**

**Financial Reports**

- A. Approval of Funding Requests #60, #61, #62 & #63
- B. Balance Sheet and Income Statement

Mr. Hans: Item #10 is our Financial Reports. We have Funding Requests #60, #61, #62 & #63 and the Balance Sheet and Income Statement. If there are any questions or discussion on any of those, we can take those at this time, and if not, a motion to approve them would be in order.

On MOTION by Mr. Gowens seconded by Mr. Citino with all in favor Funding Requests #60, #61, #62 & #63 and the Balance Sheet and Income Statement were approved.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Hans: And if there is no other business, just a motion to adjourn the meeting would be in order.

On MOTION by Mr. Gowens seconded by Mr. Crapps with all in favor the meeting was adjourned.

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

**RESOLUTION 2017-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILLOW CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2017/2018 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Willow Creek Community Development District (the "Board") prior to June 15, 2017, a proposed operating budget and debt service budget for Fiscal Year 2017/2018; and

WHEREAS, the Board has considered the proposed budgets and desires to set the required public hearing thereon.

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

1. The operating budget proposed by the District Manager for Fiscal Year 2017/2018 attached hereto as **Exhibit A** are hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budgets are hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_, 2017

HOUR: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. The District Manager is hereby directed to submit a copy of the proposed budgets to Brevard County at least 60 days prior to the hearing set above.
4. In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post these approved budgets on the District's website at least two days before the budget hearing date as set forth in Section 2. If the District does not have its own website, the District's Secretary is directed to transmit these approved budgets to the manager or administrator of Brevard County for posting on their website.
5. Notice of this public hearing shall be published in the manner prescribed in Florida law.
6. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**

ATTEST:

**WILLOW CREEK DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary  
Exhibit A: Fiscal Year 2017/2018 Budget

By: \_\_\_\_\_  
Chairman / Vice Chairman

***Proposed Budget  
Fiscal Year 2018***

***Willow Creek Community  
Development District***

***April 7, 2017***



***Willow Creek  
Community Development District***

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# Willow Creek

## Community Development District

## General Fund

<i>Description</i>	<i>Adopted Budget FY 2017</i>	<i>Actual Thru 2/28/2017</i>	<i>Projected Next 7 Months</i>	<i>Total Projected 9/30/2017</i>	<i>Proposed Budget FY 2018</i>
<b>Revenues</b>					
<i>Developer Contributions</i>	\$31,211	\$14,230	\$11,563	\$25,793	\$30,995
<b>Total Revenues</b>	<b>\$31,211</b>	<b>\$14,230</b>	<b>\$11,563</b>	<b>\$25,793</b>	<b>\$30,995</b>
<b>Expenditures</b>					
<i>Administrative</i>					
<i>Supervisors</i>	\$1,200	\$400	\$800	\$1,200	\$1,200
<i>Fica</i>	\$92	\$31	\$61	\$92	\$92
<i>Engineering</i>	\$2,000	\$0	\$2,000	\$2,000	\$2,000
<i>Attorney</i>	\$5,000	\$368	\$1,500	\$1,868	\$5,000
<i>Annual Audit</i>	\$2,500	\$2,400	\$0	\$2,400	\$2,500
<i>Management Fees</i>	\$10,000	\$4,167	\$5,833	\$10,000	\$10,000
<i>Telephone</i>	\$50	\$0	\$25	\$25	\$25
<i>Postage</i>	\$500	\$11	\$170	\$181	\$300
<i>Insurance</i>	\$5,794	\$5,457	\$0	\$5,457	\$6,003
<i>Printing &amp; Binding</i>	\$500	\$57	\$100	\$157	\$300
<i>Legal Advertising</i>	\$2,500	\$512	\$840	\$1,352	\$2,500
<i>Other Current Charges</i>	\$350	\$141	\$196	\$337	\$350
<i>Office Supplies</i>	\$50	\$0	\$50	\$50	\$50
<i>Dues, Licenses &amp; Subscriptions</i>	\$175	\$175	\$0	\$175	\$175
<i>Website Compliance</i>	\$500	\$208	\$292	\$500	\$500
<b>Total Administrative</b>	<b>\$31,211</b>	<b>\$13,926</b>	<b>\$11,867</b>	<b>\$25,793</b>	<b>\$30,995</b>
<b>Net Change in Fund Balance</b>	<b>\$0</b>	<b>\$304</b>	<b>(\$304)</b>	<b>\$0</b>	<b>\$0</b>

# **Willow Creek**

## **COMMUNITY DEVELOPMENT DISTRICT**

GENERAL FUND BUDGET  
FISCAL YEAR 2018

### **REVENUES:**

#### **Developer Contributions**

*It is presently anticipated that the District will enter into a Funding Agreement with the Developer to Fund all General Operating Expenditures for the Fiscal Year.*

### **EXPENDITURES:**

#### **Administrative:**

##### **Supervisor Fees**

*The Florida Statutes allows each board member to receive \$200 per meeting no to exceed \$4,800 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 12 annual meetings.*

##### **FICA Expense**

*Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.*

##### **Engineering Fees**

*The District's engineer will be providing general engineering services to the District including attendance and preparation for board meetings, etc.*

##### **Attorney**

*The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts, etc.*

##### **Annual Audit**

*The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.*

##### **Management Fees**

*The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.*



**Willow Creek**  
**COMMUNITY DEVELOPMENT DISTRICT**  
GENERAL FUND BUDGET  
FISCAL YEAR 2018

**Telephone**

Telephone and fax machine.

**Postage**

Mailing of agenda packages, overnight deliveries, correspondence, etc.

**Insurance**

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

**Printing & Binding**

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

**Other Current Charges**

Bank charges and any other miscellaneous expenses that are incurred during the year.

**Office Supplies**

Miscellaneous office supplies.

**Dues, Licenses & Subscriptions**

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

**Website Compliance**

Per section 189.069 F.S, all Districts must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS-SF, LLC and updated as required by the statute.

**Willow Creek**  
**Community Development District**  
*Approval Summary Funding Requests*

<i>Funding Requests</i>	<i>Date</i>	<i>Amount</i>
<i>Funding Request #64</i>	<i>9/1/2016</i>	<i>\$8,305.72</i>
<i>Funding Request #65</i>	<i>10/18/2016</i>	<i>\$1,876.37</i>
<i>Funding Request #66</i>	<i>11/10/2016</i>	<i>\$1,429.46</i>
<i>Funding Request #67</i>	<i>12/13/2016</i>	<i>\$1,192.12</i>
<i>Funding Request #68</i>	<i>2/8/2017</i>	<i>\$1,807.23</i>
<i>Funding Request #69</i>	<i>3/7/2017</i>	<i>\$3,275.45</i>
<b>Total Funding Request</b>		<b>\$17,886.35</b>

# Willow Creek

Community Development District

Funding Request# 64

September 1, 2016

CAPITAL PROJECTS

(1)

	PAYEE		GENERAL FUND	
1	<b>Supervisor Fees</b>			
	Derek Citino	\$	215.30	
	Darren Gowens	\$	215.30	
	Maston Crapps	\$	215.30	
				<b>Friday, March 4, 2016</b>
2	<b>Supervisor Fees</b>			
	Derek Citino	\$	215.30	
	Darren Gowens	\$	215.30	
	Maston Crapps	\$	215.30	
	Mikel Denton	\$	215.30	
				<b>Friday, August 26, 2016</b>
3	<b>Egis Insurance Advisors, LLC</b>			
	Inv# 4577 FY2016 Liab. Ins.	\$	5,457.00	
4	<b>Florida Today</b>			
	Inv# 1543561 Notice of Meeting Dates 09/06/2016	\$	192.27	
5	<b>GMS - So. Florida, LLC</b>			
	Inv# 103 September 2016 Management Services	\$	926.35	
6	<b>Hopping, Green &amp; Sams</b>			
	Inv# 89317 General Counsel 07/31/2016	\$	223.00	
	<b>TOTAL</b>	<b>\$</b>	<b>8,305.72</b>	<b>\$</b>
				<b>\$</b>

(1) The Developer will be reimbursed for all capital related invoices upon the issuance of Bonds.

Please make check payable to:

**Willow Creek CDD**  
 5385 N Nob Hill Road  
 Sunrise, FL 33351

# Willow Creek

Community Development District

Funding Request# 65

October 18, 2016

CAPITAL PROJECTS

(1)

PAYEE	GENERAL FUND	CAPITAL PROJECTS
1 Florida Department of Economic Opportunity Inv# 39230 FY 2016/2017 Special Distric Fee	\$ 175.00	
2 Florida Today Inv# 8277690 Legal Advertising	\$ 411.26	
3 GMS - So. Florida, LLC Inv# 104 October 2016 Management Services	\$ 931.11	
4 Hopping, Green & Sams Inv# 89976 General Counsel 08/31/2016	\$ 359.00	
<b>TOTAL</b>	<b>\$ 1,876.37</b>	<b>\$ -</b>

(1) The Developer will be reimbursed for all capital related invoices upon the issuance of Bonds.

Please make check payable to:

Willow Creek CDD  
5385 N Nob Hill Road  
Sunrise, FL 33351

# Willow Creek

Community Development District

Funding Request# 66

November 10, 2016

CAPITAL PROJECTS

(1)

	PAYEE		GENERAL FUND		
1	Florida Today Inv# 8316985 Legal Advertising	\$	511.78		
2	GMS - So. Florida, LLC Inv# 105 November 2016 Management Services	\$	880.18		
3	Hopping, Green & Sams Inv# 90391 General Counsel 09/30/2016	\$	37.50		
	<b>TOTAL</b>	<b>\$</b>	<b>1,429.46</b>	<b>\$</b>	<b>1,429.46</b>
				<b>\$</b>	<b>-</b>

(1) The Developer will be reimbursed for all capital related invoices upon the issuance of Bonds.

Please make check payable to:

**Willow Creek CDD**  
5385 N Nob Hill Road  
Sunrise, FL 33351

# Willow Creek

Community Development District

Funding Request# 67

December 13, 2016

CAPITAL PROJECTS

(1)

PAYEE	GENERAL FUND	
1. GMS - So. Florida, LLC Inv# 106 December 2016 Management Services	\$ 880.15	
2. Hopping, Green & Sams Inv# 90793 General Counsel 10/31/2016	\$ 311.97	
<b>TOTAL</b>	<b>\$ 1,192.12</b>	<b>\$ 1,192.12</b>

(1) The Developer will be reimbursed for all capital related invoices upon the issuance of Bonds.

Please make check payable to:

Willow Creek CDD  
5385 N Nob Hill Road  
Sunrise, FL 33351

# Willow Creek

Community Development District

Funding Request# 68

February 8, 2017

CAPITAL PROJECTS  
(1)

PAYEE		GENERAL FUND		CAPITAL PROJECTS	
1	<b>GMS - So. Florida, LLC</b>				
	Inv# 107 January 2017 Management Services	\$	876.23		
	Inv# 108 February 2017 Management Services	\$	875.00		
2	<b>Hopping, Green &amp; Sams</b>				
	Inv# 91350 General Counsel 11/30/2016	\$	28.00		
	Inv# 91770 General Counsel 12/31/2016	\$	28.00		
<b>TOTAL</b>		<b>\$</b>	<b>1,807.23</b>	<b>\$</b>	<b>1,807.23</b>
				<b>\$</b>	<b>-</b>

(1) The Developer will be reimbursed for all capital related Invoices upon the issuance of Bonds.

Please make check payable to:

**Willow Creek CDD**  
5385 N Nob Hill Road  
Sunrise, FL 33351

# Willow Creek

Community Development District

Funding Request# 69

March 7, 2017

CAPITAL PROJECTS

(1)

PAYEE	GENERAL FUND	CAPITAL PROJECTS
1 Berger, Toomb, Elam, Gaines & Frank Inv# 02108500 Audit Fess FYE 09/30/2016	\$ 2,400.00	
2 GMS - So. Florida, LLC Inv# 109 March 2017 Management Services	\$ 875.45	
<b>TOTAL</b>	<b>\$ 3,275.45</b>	<b>\$ -</b>

(1) The Developer will be reimbursed for all capital related invoices upon the issuance of Bonds.

Please make check payable to:

**Willow Creek CDD**  
5385 N Nob Hill Road  
Sunrise, FL 33351



**WILLOW CREEK**  
**COMMUNITY DEVELOPMENT DISTRICT**

**BALANCE SHEET**  
**February 28, 2017**

**General Fund**

**ASSETS:**

CASH	\$628
DUE FROM CAPITAL	\$20,892
DUE FROM DEVELOPER	\$5,296
<b>TOTAL ASSETS</b>	<u><u>\$26,816</u></u>

**LIABILITIES:**

ACCOUNTS PAYABLE	\$4,207
DUE TO DEVELOPER	\$20,892

**FUND EQUITY AND OTHER CREDITS:**

RETAINED EARNINGS UNRESERVED	\$1,717
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<u><u>\$26,816</u></u>

**WILLOW CREEK**  
**COMMUNITY DEVELOPMENT DISTRICT**

**General Fund**

*Statement of Revenues, Expenditures and Changes in Fund Balance*

*For The Period Ending February 28, 2017*

<i>Description</i>	<b>ADOPTED BUDGET</b>	<b>PRORATED BUDGET THRU 02/28/2017</b>	<b>ACTUAL THRU 02/28/2017</b>	<b>VARIANCE</b>
<b><i>Revenues</i></b>				
<i>Developer Contributions</i>	\$31,211	\$14,230	\$14,230	\$0
<b><i>Total Revenues</i></b>	<b>\$31,211</b>	<b>\$14,230</b>	<b>\$14,230</b>	<b>\$0</b>
<b><i>Expenditures</i></b>				
<b><i>Administrative</i></b>				
<i>Supervisors</i>	\$1,200	\$500	\$400	\$100
<i>Fica</i>	\$92	\$38	\$31	\$8
<i>Engineering</i>	\$2,000	\$833	\$0	\$833
<i>Attorneys Fees</i>	\$5,000	\$2,083	\$368	\$1,715
<i>Auditing</i>	\$2,500	\$2,500	\$2,400	\$100
<i>Management Fees</i>	\$10,000	\$4,167	\$4,167	\$0
<i>Telephone</i>	\$50	\$21	\$0	\$21
<i>Postage</i>	\$500	\$208	\$11	\$197
<i>Insurance</i>	\$5,794	\$5,794	\$5,457	\$337
<i>Printing &amp; Binding</i>	\$500	\$208	\$57	\$152
<i>Legal Advertising</i>	\$2,500	\$1,042	\$512	\$530
<i>Other Current Charges</i>	\$350	\$146	\$141	\$5
<i>Office Supplies</i>	\$50	\$21	\$0	\$21
<i>Dues, Licenses &amp; Subscriptions</i>	\$175	\$175	\$175	\$0
<i>Website Compliance</i>	\$500	\$208	\$208	(\$0)
<b><i>Total Expenditures</i></b>	<b>\$31,211</b>	<b>\$17,945</b>	<b>\$13,926</b>	<b>\$4,019</b>
<b><i>Excess Revenues/Expenditures</i></b>	<b>\$0</b>		<b>\$304</b>	
<b><i>Fund Balance - Beginning</i></b>	<b>\$0</b>		<b>\$1,413</b>	
<b><i>Fund Balance - Ending</i></b>	<b>\$0</b>		<b>\$1,717</b>	