

**MINUTES OF MEETING  
WILLOWBROOK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willowbrook Community Development District was held Thursday, **January 9, 2024** at 12:00 p.m. at the Lake Alfred Public Library, 245 N. Seminole Avenue, Lake Alfred, Florida.

Present and constituting a quorum:

McKinzie Terrill	Chairman
Steve Rosser	Vice Chairman
Hyzens Marc	Assistant Secretary
Marcia Bexley	Assistant Secretary
Allan Keen <i>by phone</i>	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jennifer Kilinski <i>via Zoom</i>	District Counsel, Kilinski Van Wyk Law
Savannah Hancock <i>via Zoom</i>	District Counsel, Kilinski Van Wyk Law
Steve Sloan <i>via Zoom</i>	Sloan Engineering
Scott Shapiro <i>via Zoom</i>	

**FIRST ORDER OF BUSINESS**

**Introduction**

**A. Call to Order**

Ms. Burns called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present for the meeting.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

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

Ms. Burns swore in all Board members that were present at the meeting.

**B. Consideration of Resolution 2024-33 Canvassing and Certifying the Results of the Landowners' Election**

Ms. Burns reviewed Resolution 2024-33 and presented the results of the Landowners' election meeting that was held immediately prior to the Board meeting. The results show that votes casted were as follows: 285 votes for McKinzie Terrill, 285 votes for Steve Rosser, 280 votes for Allan Keen, , 280

January 9, 2024

Willowbrook CDD

votes for Hyzens Marc, and 280 votes for Marcia Bexley. Ms. Burns stated that McKinzie Terrill and Steve Rosser will serve four-year terms and Allan Keen, Hyzens Marc, and Marcia Bexley will serve two-year terms.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Resolution 2024-33 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**C. Election of Officers**

Ms. Burns reviewed the current slate of officers with McKinzie Terrill as Chairman, Steve Rosser as Vice Chairman, and the other three Supervisors were Assistant Secretaries along with George Flint, and Jill Burns was Secretary. The Board had no changes to the current officers.

**D. Consideration of Resolution 2024-34 Electing Officers**

Ms. Burns asked for a motion to approve Resolution 2023-34 as slated above.

On MOTION by Ms. Bexley, seconded by Mr. Terrill, with all in favor, Resolution 2024-34 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the November 16, 2023 Organizational Meeting**

Ms. Burns presented the minutes of the November 16, 2023 Organizational meeting and asked for any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Bexley, seconded by Mr. Marc, with all in favor, the Minutes of the November 16, 2023 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. Marc, seconded by Mr. Terrill, with all in favor, Opening the Public Hearing, was approved.

January 9, 2024

Willowbrook CDD

Ms. Burns noted for the record that there were no members of the public present or attending via Zoom. She asked for a motion to close the public hearing.

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

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

Mr. Sloan reviewed the Engineer's report. He noted that they are constructing the infrastructure for what will be 667 units serving the development with water, waste water, reclaimed utilities, hardscape, landscape improvements, streetlights, underground electrical utility lines, and in addition there will be recreational areas and amenities within those areas. He noted that they are still waiting on one permit, the DOT permit.

Ms. Hancock asked if based on Mr. Sloan's experience are the cost estimates in the Engineer's report as supplemented reasonable and proper. Mr. Sloan answered yes, they are. Ms. Hancock asked if he had any reason to believe that the Capital Improvement Plan cannot be carried out by the District. Mr. Sloan answered no.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, the Engineer's Report, was approved.

**ii. Presentation of Master Assessment Methodology**

Ms. Burns reviewed the Master Assessment Methodology for the Board. She noted that the methodology outlines the benefit that the parcels receive from the Capital Improvement Plan in the Engineer's report. This assessment report will be supplemented with one or more supplemental assessment methodologies that are based on the actual terms of the bonds at the time of each issuance. Table 1 shows the development plan with a total of 667 units. There are 50 single family 40's, and 617 single family 50' family units. The single family 50' has been assigned an ERU of 1.0 and the 40' is assigned as 0.8. Table 2 shows the cost estimates that are outlined in the Engineer's report with a total of \$32,361,460. Table 3 shows an estimated bond sizing of \$43,615,000. Table 4 shows the improvement cost per unit for both of the product types. Table 5 shows the par debt per unit which would be the most amount of debt that would be placed on the lots. The single family 40' would be \$53,108 and the single family 50' would be \$66,385. Table 6 breaks those number down to annual payments net and gross. The 40' gross annual would be \$4,237.11 and the 50' gross annual would be \$5,296.39. Table 7 shows our preliminary assessment roll.

January 9, 2024

Willowbrook CDD

Ms. Hancock asked Ms. Burns if in her professional opinion do the lands subject to the assessments receive special benefits from the District's Capital Improvement Plan. Ms. Burns answered yes. Ms. Hancock asked Ms. Burns in her professional opinion are the Master Assessments reasonably apportioned among the lands subject to the special assessments. Ms. Burns answered yes. Ms. Hancock asked in her professional opinion is it reasonable, proper, and just to assess the costs of the Capital Improvement Plan as a system of improvements and against the lands in the District in accordance with the methodology. Ms. Burns answered yes. Ms. Hancock asked is it your opinion that the special benefits the lands will receive as set forth in the final assessment roll will be equal to or in excess of the maximum master assessments thereon when allocated as set forth in the methodology. Ms. Burns answered yes. Ms. Hancock asked is it your opinion that it is in the best interest of the District that the Master Assessments be paid and collected in accordance with the methodology and the District's assessment resolutions. Ms. Burns answered yes.

On MOTION by Ms. Bexley, seconded by Mr. Terrill, with all in favor, the Master Assessment Methodology, was approved.

**iii. Consideration of Resolution 2024-35 Levying Special Assessments**

Ms. Burns reviewed the resolution for the Board. The Board had no questions on the resolution.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, Resolution 2024-35 Levying Special 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. Terrill, seconded by Mr. Marc, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted for the record that there were no members of the public present or attending via Zoom. She asked for a motion to close the public hearing.

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

January 9, 2024

Willowbrook CDD

**i. Consideration of Resolution 2024-36 Expressing the District’s Intent to Utilize the Uniform Method of Collection**

Ms. Burns reviewed the resolution, she noted that they probably won’t be ready to go on roll this year, but they will have the availability to do that when they are ready.

On MOTION by Ms. Bexley, seconded by Mr. Marc, with all in favor, Resolution 2024-36 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. Marc, seconded by Mr. Terrill, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted for the record that there were no members of the public present or attending via Zoom. She asked for a motion to close the public hearing.

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

**i. Consideration of Resolution 2024-37 Adopting the Rules of Procedure for the District**

Ms. Burns reviewed the resolution and she noted that this was a requirement. This will allow them to set the rate up to \$4,000 in the ad.

On MOTION by Mr. Marc, seconded by Ms. Bexley, with all in favor, Resolution 2024-37 Adopting the Rules of Procedure for the District, was approved.

**ii. Consideration of Resolution 2024-38 Ratifying the Publishing of Notices for Rule Development and Rulemaking Regarding the Public Hearing on the District Rules of Procedure & Amenity Policies and Rates**

Ms. Burns reviewed the resolution for the Board. The Board had no questions.

January 9, 2024

Willowbrook CDD

On MOTION by Mr. Terrill, seconded by Ms. Bexley, with all in favor, Resolution 2024-38 Ratifying the Publishing of Notices for Rule Development and Rulemaking Regarding the Public Hearing on the District Rules of Procedure & Amenity Policies and Rates, was approved.

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

Ms. Burns reviewed the Amenity Policies and Rates for the Board.

On MOTION by Mr. Terrill, seconded by Mr. Marc, 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 noted at the last meeting they issued an RFQ and they received one response back from Sloan Engineering. Mr. Terrill stated that Mr. Sloan has a fine institution and he is very happy Sloan Engineering is on board. He suggested ranking Sloan Engineering #1.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Ranking Sloan Engineering #1 and Authorizing Staff to Send a Notice of Intent to Award and Authorizing Counsel to Draft an Agreement, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns noted that this is an annual agreement that the property appraiser requires before they will turn over the parcels in the community.

On MOTION by Mr. Rosser, seconded by Mr. Marc, with all in favor, the 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock had nothing further to report.

January 9, 2024

Willowbrook CDD

**B. Engineer**

Mr. Sloan had nothing further for the Board.

**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 for a motion to adjourn the meeting.

On MOTION by Mr. Marc, seconded by Mr. Terrill, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Mekinsie Terrill*

5F4ACABB4FEC437...

Chairman