

**MINUTES OF MEETING
WILLOWBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willowbrook Community Development District was held Tuesday, **February 27, 2024** at 11:00 a.m. at the Lake Alfred Public Library, 245 N. Seminole Avenue, Lake Alfred, Florida.

Present and constituting a quorum:

McKinzie Terrill
Steve Rosser
Hyzens Marc

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Jill Burns
Jennifer Kilinski *via Zoom*
Savannah Hancock *via Zoom*
Scott Shapiro *via Zoom*

District Manager, GMS
District Counsel, Kilinski Van Wyk Law
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FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called roll. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Approval of Minutes of the January 9,
2024 Landowners' and Board of
Supervisors Meetings**

Ms. Burns presented the minutes of the January 9, 2024 Landowners' and Board of Supervisors meetings. She asked for any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Marc, seconded by Mr. Rosser, with all in favor, the Minutes of the January 9, 2024 Landowners' and Board of Supervisors Meetings, were approved.
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FOURTH ORDER OF BUSINESS**Public Hearings****A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget**

Ms. Burns noted next is the public hearing on adoption of the Fiscal Year 2024 budget. This public hearing has been advertised in the paper as required. She 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 there were no members of the public present and asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2024-40 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds

Mr. Burns noted this is included in the agenda package for review and has not changed since the Board saw it at the previous meeting. It is for the current fiscal year which ends September 30th. No field expenses are anticipated. This will be developer funded as incurred so anticipating only admin expenses for the current year. A small field contingency is included in the event it is necessary. A Board member asked Scott if all looks normal to him. Mr. Shapiro noted yes, it is all just admin because there will be no maintenance of development improvements through 09/30/24.

Ms. Burns asked for the budget for Fiscal Year 2025 if there is an estimate of when construction will start and bond issuance. Mr. Terrill stated April for construction. Mr. Shapiro noted April to May timeframe to issue bonds. Mr. Shapiro asked when plans are to start the amenity. Mr. Terrill noted they are not anticipating the amenity to be complete and open prior to 10/01/2025. Ms. Burns stated a small amenity contingency will be added into the budget. She asked when the common areas for Phase 1 will be completed and turned over to the CDD for maintenance. Mr. Terrill noted he is not sure. Mr. Shapiro stated second quarter of 2025. She asked for a layout or map of the landscaping once it is finished. For the 2025 budget, they will calculate

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the estimated costs on a full year and approve that so its at a higher cap level to send the notice on. Once the final budget is adopted, they can prorate it and bring it down for what they want to assess.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, Resolution 2024-40 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

FIFTH ORDER OF BUSINESS

Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser

Ms. Burns noted this is the agreement that allows the District to collect their assessments on roll.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock confirmed the intent for the March 26th Board meeting is to have their delegation and ancillary financing agreements approved.

B. Engineer

There being no comments, the next item followed.

C. District Manager’s Report

i. Ratification of Funding Requests #2 and #3

Ms. Burns asked for ratification of funding requests #2 and #3 which have already been funded.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, Funding Requests #2 and #3, were ratified.

ii. Balance Sheet & Income Statement

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Ms. Burns stated financial statements are included for the Boards review. There is no action necessary. She would be happy to answer any questions.

SEVENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Board discussion regarding members seated on the Board ensued. Ms. Burns noted if the Board wants to replace someone, they will need that person to submit an email stating they wish to resign from the Board at Willowbrook CDD. They could then replace that person with who ever at the next meeting.

NINTH ORDER OF BUSINESS Adjournment

Ms. Burns asked for a motion to adjourn the meeting.

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

Jill Burns
Secretary/Assistant Secretary

DocuSigned by:
Mckinsie Tennill
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Chairman/Vice Chairman