

*Willowbrook  
Community Development District*

*Meeting Agenda*

*July 23, 2024*

# AGENDA

# *Willowbrook*

## *Community Development District*

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219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

July 16, 2024

### **Board of Supervisors Meeting Willowbrook Community Development District**

Dear Board Members:

A meeting of the Audit Committee and Board of Supervisors of the **Willowbrook Community Development District** will be held on **Tuesday, July 23, 2024 at 10:00 AM** at the **Lake Alfred Public Library, 245 N Seminole Ave, Lake Alfred, FL 33850**

**Zoom Video Link:** <https://us06web.zoom.us/j/83661075845>

**Call-In Information:** 1-646-876-9923

**Meeting ID:** 836 6107 5845

Following is the advance agenda for the meeting:

#### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Review of Proposals and Tally of Audit Committee Members Rankings
  - A. DiBartolomeo, McBee, Hartley & Barnes
  - B. Grau & Associates
4. Adjournment

#### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (<sup>1</sup>Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Organizational Matters
  - A. Acceptance of Resignation of Marcia Bexley
  - B. Appointment to Fill Vacant Board Seat #5
  - C. Administration of Oath to Newly Appointed Supervisor
  - D. Consideration of Resolution 2024-46 Appointing an Assistant Secretary
4. Approval of Minutes of the April 25, 2024 Board of Supervisors Meeting and Audit Committee Meeting

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<sup>1</sup> Comments will be limited to three (3) minutes

5. Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award
6. Public Hearing
  - A. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget
    - i. Consideration of Resolution 2024-47 Adopting the District's Fiscal Year 2024/2025 Budget and Appropriating Funds
    - ii. Consideration of Fiscal Year 2024/2025 Developer Funding Agreement
7. Consideration of Resolution 2024-48 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025
8. Consideration of Resolution 2024-49 Ratifying Series 2024 (Assessment Area One) Project Bonds
9. Consideration of Disclosure of Public Financing
10. Consideration of the Adoption of Goals and Objectives for the District
11. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Ratification of Jon M. Hall Company Change Orders
    - ii. Ratification of Funding Requests #6, #7, and #8
    - iii. Ratification of Series 2024 (AA1) Requisitions #1 through #10
    - iv. Balance Sheet & Income Statement
12. Other Business
13. Supervisors Requests and Audience Comments
14. Adjournment

# Audit Committee Meeting

# SECTION III

# SECTION A

# **Willowbrook Community Development District**

<b>Proposer</b>
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**DiBartolomeo, McBee, Hartley & Barnes, P.A.**  
**Certified Public Accountants**

**2222 Colonial Road, Suite 200**  
**Fort Pierce, Florida 34950**  
**(772) 461-8833**

**591 SE Port St. Lucie Boulevard**  
**Port Saint Lucie, Florida 34984**  
**(772) 878-1952**

**Contact:**

**Jim Hartley, CPA**  
**Principal**



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Willowbrook  
Community Development District  
Audit Selection Committee

Dear Committee Members:

We are pleased to have this opportunity to present the qualifications of DiBartolomeo, McBee, Hartley & Barnes, P.A. (DMHB) to serve as Willowbrook Community Development District's independent auditors. The audit is a significant engagement demanding various professional resources, governmental knowledge and expertise, and, most importantly, experience serving Florida local governments. DMHB understands the services required and is committed to performing these services within the required time frame. We have the staff available to complete this engagement in a timely fashion. We audit several entities across the State making it feasible to schedule and provide services at the required locations.

***Proven Track Record***— Our clients know our people and the quality of our work. We have always been responsive, met deadlines, and been willing to go the extra mile with the objective of providing significant value to mitigate the cost of the audit. This proven track record of successfully working together to serve governmental clients will enhance the quality of services we provide.

***Experience***—DMHB has a history of providing quality professional services to an impressive list of public sector clients in Florida. We currently serve a large number of public sector entities in Florida, including cities, villages, special districts, as well as a large number of community development districts. Our firm has performed in excess of 100 community development district audits. In addition, our senior management team members have between 25 and 35 years experience in serving Florida governments. DMHB is a recognized leader in providing services to governmental and non-profit agencies within the State of Florida. Through our experience in performing audits, we have been able to increase our audit efficiency and therefore reduce cost. We have continually passed this cost saving on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with audit standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up to date on all changes that are occurring within the industry.

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2222 Colonial Road, Suite 200 • Fort Pierce, Florida 34950 • 772-461-8833 • Fax: 772-461-8872  
591 S.E. Port St. Lucie Blvd., • Port St. Lucie, Florida 34984 • 772-878-1952 • Fax: 772-878-1709

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Private Company Practice Section

Member AICPA

[WWW.DMHBPCPA.NET](http://WWW.DMHBPCPA.NET)

***Timeliness*** – In order to meet the Districts needs, we will perform interim internal control testing by January 31<sup>st</sup> from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1<sup>st</sup>. We will also review all minutes and subsequent needs related to the review of the minutes by January 31st. Follow up review will be completed as necessary.

***Communication and Knowledge Sharing***— Another driving force behind our service approach is frequent, candid and open communication with management with no surprises. During the course of the audit, we will communicate with management on a regular basis to provide you with a status report on the audit and to discuss any issues that arise, potential management letter comments, or potential audit differences.

In the accompanying proposal, you will find additional information upon which you can evaluate DMHB's qualifications. Our full team is in place and waiting to serve you. Please contact us at 2222 Colonial Road, Suite 200 Fort Pierce, FL 34950. Our phone number is (772) 461-8833. We look forward to further discussion on how our team can work together with you.

Very truly yours,

A handwritten signature in black ink that reads "DiBartolomeo, McBee, Hartley & Barnes". The signature is written in a cursive, flowing style.

DiBartolomeo, McBee, Hartley & Barnes, P.A.

## PROFESSIONAL QUALIFICATIONS

DiBartolomeo, McBee, Hartley & Barnes, P.A. is a local public accounting firm with offices in the cities of Fort Pierce and Port St. Lucie. The firm was formed in 1982.

### ➤ *Professional Staff Resources*

Our services will be delivered through personnel in both our Port St. Lucie and Ft. Pierce offices, located at 591 S.E. Port St. Lucie Blvd., Port St. Lucie, FL 34984 and 2222 Colonial Road, Suite 200, Fort Pierce, Florida 34950, respectively. DMHB has a total of 19 professional staff including 9 with extensive experience serving governmental entities.

<b>Professional Staff Classification</b>	<b>Number of Professionals</b>
Partner	4
Managers	2
Senior	2
Staff	11
	19

DiBartolomeo, McBee, Hartley & Barnes provides a variety of accounting, auditing, tax litigation support, estate planning, and consulting services. Some of the governmental, non-profit accounting, auditing and advisory services currently provided to clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under the OMB A-133 audit criteria
- Issuance of Comfort Letters, consent letters, and parity certificates in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews
- Assisting in compiling historical financial data for first-time and subsequent submissions for the GFOA Certificate of Achievement for Excellence in Financial Reporting

## PROFESSIONAL QUALIFICATIONS (CONTINUED)

### ➤ *Professional Staff Resources (Continued)*

- Audits of franchise fees received from outside franchisees
- Preparation of annual reports to the State Department of Banking and Finance
- Audits of Internal Controls – Governmental Special Project
- Assistance with Implementation of current GASB pronouncements

### ➤ *Current and Near Future Workload*

In order to better serve and provide timely and informative financial data, we have comprised an experienced audit team. Our present and future workloads will permit the proposed audit team to perform these audits within the time schedule required and meet all deadlines.

### ➤ *Identification of Audit Team*

The team is composed of people who are experienced, professional, and creative. They fully understand your business and will provide you with reliable opinions. In addition, they will make a point to maintain ongoing dialogue with each other and management about the status of our services.

The auditing firm you select is only as good as the people who serve you. We are extremely proud of the outstanding team we have assembled for your engagement. Our team brings many years of relevant experience coupled with the technical skill, knowledge, authority, dedication, and most of all, the commitment you need to meet your government reporting obligations and the challenges that will result from the changing accounting standards.

A flow chart of the audit team and brief resumes detailing individual team members' experience in each of the relevant areas follow.

**Jim Hartley, CPA** – Engagement Partner (resume attached)  
Will assist in the field as main contact

**Jay McBee, CPA** – Technical Reviewer (resume attached)

**Theresa Goldstein** - Senior (resume attached)

**Christine Kenny, CPA** – Senior (resume attached)

# **Jim Hartley**

*Partner – DiBartolomeo, McBee, Hartley & Barnes*

## **Experience and Training**

Jim has over 35 years of public accounting experience and would serve as the engagement partner. His experience and training include:

- 35 years of non-profit and governmental experience.
- Specializing in serving entities ranging from Government to Associations and Special District audits.
- Has performed audits and advisory services for a variety of public sector entities.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 120 hours of CPE credits over the past 3 years.

## **Recent Engagements**

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Jim has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Jim currently provides internal audit and consulting services to governmental entities and non-profit agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Jim provides auditing services to the Fort Pierce Utilities Authority, St. Lucie County Fire District, City of Port St. Lucie, Tradition CDD #1 – 10, Southern Groves CDD #1-6, Multiple CDD audits, Town of St. Lucie Village, Town of Sewall’s Point, Town of Jupiter Island along with several other entities, including Condo and Homeowner Associations.

## **Education and Registrations**

- Bachelor of Science in Accounting – Sterling College.
- Certified Public Accountant

## **Professional Affiliations**

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

## **Volunteer Service**

- Treasurer & Executive Board - St. Lucie County Chamber of Commerce
- Budget Advisory Board - St. Lucie County School District
- Past Treasurer - Exchange Club for Prevention of Child Abuse & Exchange Foundation Board
- Board of Directors – State Division of Juvenile Justice

## **Jay L. McBee**

*Partner – DiBartolomeo, McBee, Hartley & Barnes*

### **Experience and Training**

Jay has over 45 years of public accounting experience and would serve as the technical reviewer on the audit. His experience and training include:

- 45 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, special districts, and school districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Has extensive experience in performing pension audits.
- Experienced in developing and maintaining the GFOA Certificate of Achievement.
- 120 Hours of relevant government CPE credits over the past 3 years.
- Experience in municipal bond and other governmental-financing options and offerings.

### **Recent Engagements**

Has provided auditing services on local governmental entities including towns, villages, cities, counties, special district and community development districts. Jay has assisted with financial preparation, system implementation, and a variety of government services to a wide range of governmental entities. Jay currently provides auditing services to the City of Port St. Lucie, City of Okeechobee Pension Trust Funds, St. Lucie County Fire District Pension funds, along with several other non-profit and governmental entities.

### **Education and Registrations**

- Bachelor of Science in Accounting and Quantitative Business Management – West Virginia University.
- Certified Public Accountant

### **Professional Affiliations**

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

### **Volunteer Service**

- Member of the St. Lucie County Citizens Budget Committee
- Finance committee for the First United Methodist Church
- Treasurer of Boys & Girls Club of St. Lucie County

## **Theresa Goldstein**

*Supervisor – DiBartolomeo, McBee, Hartley & Barnes*

### **Experience and training**

Theresa has over 25 years of public accounting experience and would serve as the supervisor for the Constitutional Officers. Her experience and training include:

- 25 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, towns and special districts.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 100 hours of relevant government CPE credits over the past 3 years.

### **Recent Engagements**

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Theresa has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Theresa currently provides internal audit and consulting services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Engagements include City of Port St. Lucie, St. Lucie County Fire District, Town of Sewall’s Point, Town of Jupiter Island, Multiple CDD audits, Tradition CDD #1-10, Southern Groves CDD #1-6 and Town of St. Lucie Village.

### **Education and Registrations**

- Bachelor of Science in Finance – University of Central Florida
- Masters of Business Administration with concentration in Accounting – Bryant College

### **Professional Affiliations**

- Associate Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association



## **Christine M. Kenny, CPA**

### ***Senior Staff – DiBartolomeo, McBee, Hartley & Barnes***

#### **Experience and training**

Christine has over 18 years of public accounting experience and would serve as a senior staff for the Constitutional Officers. Her experience and training include:

- 18 years of manager and audit experience.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, towns and special districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- 100 hours of relevant government CPE credits over the past 3 years.

#### **Recent Engagements**

Has provided audit services on governmental entities including towns, villages, cities and special districts. Christine has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Christine currently provides services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures.

Engagements include St. Lucie County Fire District, City of Fort Pierce, Town of Sewall’s Point, and Town of St. Lucie Village.

#### **Education and Registrations**

- Bachelor of Science in Accounting – Florida State University
- Professional Affiliations
- Active Member of the Florida Institute of Certified Public Accountants
- Active Member of the American Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

## PROFESSIONAL QUALIFICATIONS (CONTINUED)

### ➤ *Governmental Audit Experience*

DiBartolomeo, McBee, Hartley & Barnes, P.A., through its principals and members, has provided continuous in-depth professional accounting, auditing, and consulting services to local government units, nonprofit organizations, and commercial clients. Our professionals have developed considerable expertise in performing governmental audits and single audits and in preparing governmental financial statements in conformance with continually evolving GASB pronouncements, statements, and interpretations. All of the public sector entities we serve annually are required to be in accordance with GASB pronouncements and government auditing standards. We currently perform several Federal and State single audits in compliance with OMB Circular A-133 and under the Florida Single Audit Act. Our professionals are also experienced in assisting their clients with preparing Comprehensive Annual Financial Reports (GFOA).

All work performed by our firm is closely supervised by experienced certified public accountants. Only our most seasoned CPA's perform consulting services. Some of the professional accounting, auditing, and management consulting services currently provided to our local governmental clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under OMB A-133 audit criteria and the Florida Single Audit Act
- Assisting in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement of Excellence in Financial Reporting
- Audits of franchise fees received from outside franchisees
- Assistance with Implementation of GASB-34
- Internal audit functions
- Fixed assets review and updating cost/depreciation allocations and methods

## ADDITIONAL DATA

### ➤ *Procedures for Ensuring Quality Control & Confidentiality*

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. DiBartolomeo, McBee, Hartley & Barnes is formally dedicated to that commitment.

In an effort to continue to maintain the standards of working excellence required by our firm, DiBartolomeo, McBee, Hartley & Barnes, P.A. joined the Quality Review Program of the American Institute of Certified Public Accountants. To be a participating member firm, a firm must obtain an independent compliance review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements. The scope of peer review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence
- Assignment of professional personnel to engagements
- Consultation on technical matters
- Supervision of engagement personnel
- Hiring and employment of personnel
- Professional development
- Advancement
- Acceptance and continuance of clients
- Inspection and review system

### ➤ *Independence*

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, independent auditors must exercise utmost care in the performance of their duties.

Our firm has provided continuous certified public accounting services in the government sector for 31 years, and we are independent of the Community Development Districts as defined by the following rules, regulations, and standards:

## ADDITIONAL DATA (CONTINUED)

### ➤ *Independence (Continued)*

- Au Section 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants
- ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants
- Chapter 21A-21, Florida Administrative Code
- Section 473.315, Florida Statutes
- Government Auditing Standards, issued by the Comptroller General of the United States

### ➤ *Computer Auditing Capabilities*

DiBartolomeo, McBee, Hartley & Barnes' strong computer capabilities as demonstrated by our progressive approach to computer auditing and extensive use of microcomputers. Jay McBee is the MIS partner for DMHB. Jay has extensive experience in auditing and evaluating various computer systems and would provide these services in this engagement.

We view the computer operation as an integral part of its accounting systems. We would evaluate the computer control environment to:

- Understand the computer control environment's effect on internal controls
- Conclude on whether aspects of the environment require special audit attention
- Make preliminary determination of comments for inclusion in our management letter

*This evaluation includes:*

- System hardware and software
- Organization and administration
- Access

## Contracts of Similar Nature within References

Client	Years	Annual Audit In Accordance With GAAS	Engagement Partner	Incl. Utility Audit/ Consulting	GFOA Cert.	GASB 34 Implementation & Assistance	Total Hours
St. Lucie County Fire District Karen Russell, Clerk-Treasurer (772)462-2300	1984 - Current	√	<b>Jim Hartley</b>			√	<b>250-300</b>
City of Fort Pierce Johnna Morris, Finance Director (772)-460-2200	2005-current	√	<b>Mark Barnes</b>		√	√	<b>800</b>
Fort Pierce Utilities Authority Nina Hurtubise, Finance Director (772)-466-1600	2005-current	√	<b>Jim Hartley</b>	√	√	√	<b>600</b>
Town of St. Lucie Village Diane Robertson, Town Clerk (772) 595-0663	1999 – current	√	<b>Jim Hartley</b>			√	<b>100</b>
City of Okeechobee Pension Trust Funds Marita Rice, Supervisor of Finance (863)763-9460	1998 – current	√	<b>Jay McBee</b>				<b>60</b>
St. Lucie County Fire District 175 Pension Trust Fund Chris Bushman , Captain (772) 462-2300	1990 – current	√	<b>Jay McBee</b>				<b>60</b>
Tradition Community Development District 1-10 Alan Mishlove, District Finance Manager (407)382-3256	2002 - current	√	<b>Jim Hartley</b>			√	<b>350</b>
Legends Bay Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Union Park Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Deer Island Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Park Creek Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Waterleaf Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>

## TECHNICAL APPROACH

**a. *An Express Agreement to Meet or Exceed the Performance Specifications.***

1. The audit will be conducted in compliance with the following requirements:
  - a. Rules of the Auditor General for form and content of governmental audits
  - b. Regulations of the State Department of Banking and Finance
  - c. Audits of State and Local Governmental Units-American Institute of Certified Public Accountants.
2. The audit report shall contain the opinion of the auditor in reference to all financial statements, and an opinion reflecting compliance with applicable legal provisions.
3. We will also provide the required copies of the audit report, the management letter, any related reports on internal control weaknesses and one copy of the adjusting journal entries and financial work papers.
4. The auditor shall, at no additional charge, make all related work papers available to any Federal or State agency upon request in accordance with Federal and State Laws and Regulations.
5. We will work in cooperation with the District, its underwriters and bond council in regard to any bond issues that may occur during the term of the contract.
6. The financial statements shall be prepared in conformity with Governmental Accounting Standards Board Statement Number 34, 63 and 65.

We will commit to issuing the audit for each Fiscal year by June 1<sup>st</sup> of the following year. In order to ensure this we will perform interim internal control testing as required by January 31<sup>st</sup> from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1<sup>st</sup>. We will also review all minutes and subsequent needs related to the review of the minutes by January 30<sup>th</sup>. Follow up review will be completed as necessary.



**b. SPECIFIC AUDIT APPROACH**

**Our partners are not strangers who show up for an entrance conference and an exit conference.** We have developed an audit plan that allows the partners to directly supervise our staff in the field. By assigning two partners to the audit, we will have a partner on-site for a significant portion of the fieldwork. This also gives the District an additional contact individual for questions or problems that may arise during the audit.

The scope of our services will include a financial, as well as, a compliance audit of the District's financial statements. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit will be conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local government entity audits performed in the State of Florida.

Our audit approach places emphasis on the accounting information system and how the data is recorded, rather than solely on the verification of numbers on a financial statement. This approach enables us to:

- Maximize our understanding of the District's operating environment
- Minimize time required conducting the audit since we start with broad considerations and narrow to specific audit objectives in critical areas

Our audit approach consists of four phases encompassing our audit process:

- Planning Phase
- Detailed Audit Phase
- Closing Phase
- Reporting

*Planning Phase*

**Meetings and Expectations:**

Our first step in this phase will be to set up a planning meeting with the financial and operating management of Willkowbrook Community Development District. Our goal here is to eliminate "surprises." By meeting with responsible officials early on we can discuss significant accounting policies, closing procedures and timetables, planned timing of our audit procedures and expectations of our work. This will also be the starting point for our discussions with management related to *SAS No. 99-Consideration of Fraud in a Financial Statement Audit*. Inquiries will be made regarding managements knowledge of fraud and on management's views regarding the risk of fraud.



## **Review Operations and Develop Engagement Plan**

It is critical that we understand the District's operating environment. To do this we will obtain and review such items as, organizational charts, recent financial statements, budget information, major contracts and lease agreements. We will also gather other information necessary to increase our understanding of the District's operations, organization, and internal control.

## **Study and Evaluate Internal Control**

As part of general planning, we will obtain an understanding and assessment of the District's control environment. This assessment involves a review of management's operating style, written internal control procedures, and the District's accounting system. The assessment is necessary to determine if we can rely on control procedures and thus reduce the extent of substantive testing.

We then test compliance with established control procedures by ascertaining that the significant strengths within the system are functioning as described to us. Generally, transactions are selected and reviewed in sufficient detail to permit us to formulate conclusions regarding compliance with control procedures and the extent of operation compliance with pertinent laws and regulations. This involves gaining an understanding of the District's procedures, laws and regulations, and testing systems for compliance by examining contracts, invoices, bid procedures, and other documents. After testing controls, we then evaluate the results of those tests and decide whether we can rely on controls and thus reduce other audit procedures.

## **Conduct Preliminary Analytical Review**

Also during the planning stage, we undertake analytical procedures that aid us in focusing our energies in the right direction. We call these analytical reviews.

A properly designed analytical review can be a very effective audit procedure in audits of governmental units. Analytical reviews consist of more than just a comparison of current-year actual results to prior-year actual results. Very effective analytical review techniques include trend analysis covering a number of years and comparisons of information not maintained totally within the financial accounting system, such as per capita information, prevailing market interest rates, housing statistics, etc.

Some examples of effective analytical reviews performed together and/or individually include:

- Comparison of current-year actual results with current-year budget for the current and past years with investigation of significant differences and/or trends
- Trend analysis of the percentage of current-year revenues to current-year rates for the current and previous years with investigation of significant changes in the collection percentage
- Trend analysis of the percentage of expenditures by function for the current and previous years with investigation of significant changes in percentages by department
- Monthly analysis of receipts compared to prior years to detect trends that may have audit implications

Conclusions reached enable us to determine the nature, timing and extent of other substantive procedures.

## Detailed Audit Phase

### **Conduct Final Risk Assessment and Prepare Audit Programs**

Risk assessment requires evaluating the likelihood of errors occurring that could have a material affect on the financial statements being audited. The conclusions we reach are based on many evaluations of internal control, systems, accounts, and transactions that occur throughout the audit. After evaluating the results of our tests of control and our final risk assessment we can develop detailed audit programs.

### **Perform Substantive Tests of Account Balances**

These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system. Substantive tests involve such things as examining invoices supporting payments, confirmation of balances with independent parties, analytical review procedures, and physical inspection of assets. All significant accounts will be subjected to substantive procedures. Substantive tests provide direct evidence of the completeness, accuracy, and validity of data.

### **Perform Single Audit Procedures (if applicable)**

During the planning phase of the audit we will request and review schedules of expenditures of federal awards and state financial assistance. These schedules will be the basis for our determination of the specific programs we will test.

In documenting our understanding of the internal control system for the financial statement audit, we will identify control activities that impact major federal and state programs as well. This will allow us to test certain controls for the financial audit and the single audit concurrently. We will then perform additional tests of controls for each federal and state program selected for testing. We will then evaluate the results of the test of controls to determine the nature, timing and extent of substantive testing necessary to determine compliance with major program requirements.

## **Perform Statutory Compliance Testing**

We have developed audit programs for Willowbrook Community Development District designed to test Florida Statutes as required by the Auditor General. These programs include test procedures such as general inquiries, confirmation from third parties, and examination of specific documents.

### **Closing Phase**

During the closing phase we perform detail work paper reviews, request legal letters, review subsequent events and proposed audit adjustments. Communication with the client is critical in this phase to ensure that the information necessary to prepare financial statements in conformity with accounting principles generally accepted in the United States has been obtained.

### **Reporting Phase**

#### **Financial Statement Preparation**

As a local firm, we spend a considerable amount of time on financial statement preparation and support. With this in mind, we can assist in certain portions of the preparation of financial statements or simply review a draft of financials prepared by your staff. We let you determine our level of involvement.

#### **Management Letters**

*We want to help you solve problems before they become major.*

Our management letters go beyond citing possible deficiencies in the District's internal control structures. They identify opportunities for increasing revenues, decreasing costs, improving management information, protecting assets and improving operational efficiency.

The diversity of experience of our personnel and their independent and objective viewpoints make the comments, observations, and conclusions presented in our management letters a valuable source of information. We have provided positive solution-oriented objective recommendations to our governmental clients regarding investments, accounting accuracy, data processing, revenue bonds, payroll, utility billing, purchasing, budgeting, risk management, and internal auditing.

This review ensures the integrity of the factual data in the management letter but does not influence or impair our independence.

#### **Exit Conferences and Delivery of Reports**

We anticipate meeting with appropriate District personnel in February and issuing the final required reports by the May meeting of each year.

**PROPOSED AUDIT FEE FOR EACH YEAR OF THE FIVE YEARS**

DiBartolomeo, McBee, Hartley & Barnes P.A. will perform the annual audit of Willowbrook Community Development District for the five years as follows:

September 30, 2024	\$ 2,850
September 30, 2025	\$ 2,950
September 30, 2026	\$ 3,100
September 30, 2027	\$ 3,150
September 30, 2028	\$ 3,250

In years of new debt issuance fees may be adjusted based on review with management.

# SECTION B



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Proposal to Provide Financial Auditing Services:

**WILLOWBROOK**

**COMMUNITY DEVELOPMENT DISTRICT**

Proposal Due: May 20, 2024  
5:00PM

**Submitted to:**

Willowbrook  
Community Development District  
c/o District Manager  
219 East Livingston Street  
Orlando, Florida 32801

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**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
951 Yamato Road, Suite 280  
Boca Raton, Florida 33431

**Tel** (561) 994-9299  
(800) 229-4728

**Fax** (561) 994-5823

[tgrau@graucpa.com](mailto:tgrau@graucpa.com)

[www.graucpa.com](http://www.graucpa.com)



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# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

May 20, 2024

Willowbrook Community Development District  
c/o District Manager  
219 East Livingston Street  
Orlando, Florida 32801

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2024, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Willowbrook Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

## Why Grau & Associates:

### Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

### Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

### Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

### Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.



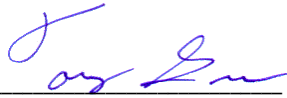
### Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA ([tgrau@graucpa.com](mailto:tgrau@graucpa.com)) or David Caplivski, CPA ([dcaplivski@graucpa.com](mailto:dcaplivski@graucpa.com)) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,  
Grau & Associates



Antonio J. Grau

# Firm Qualifications



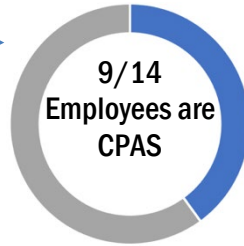
**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Grau's Focus and Experience

## Our Team



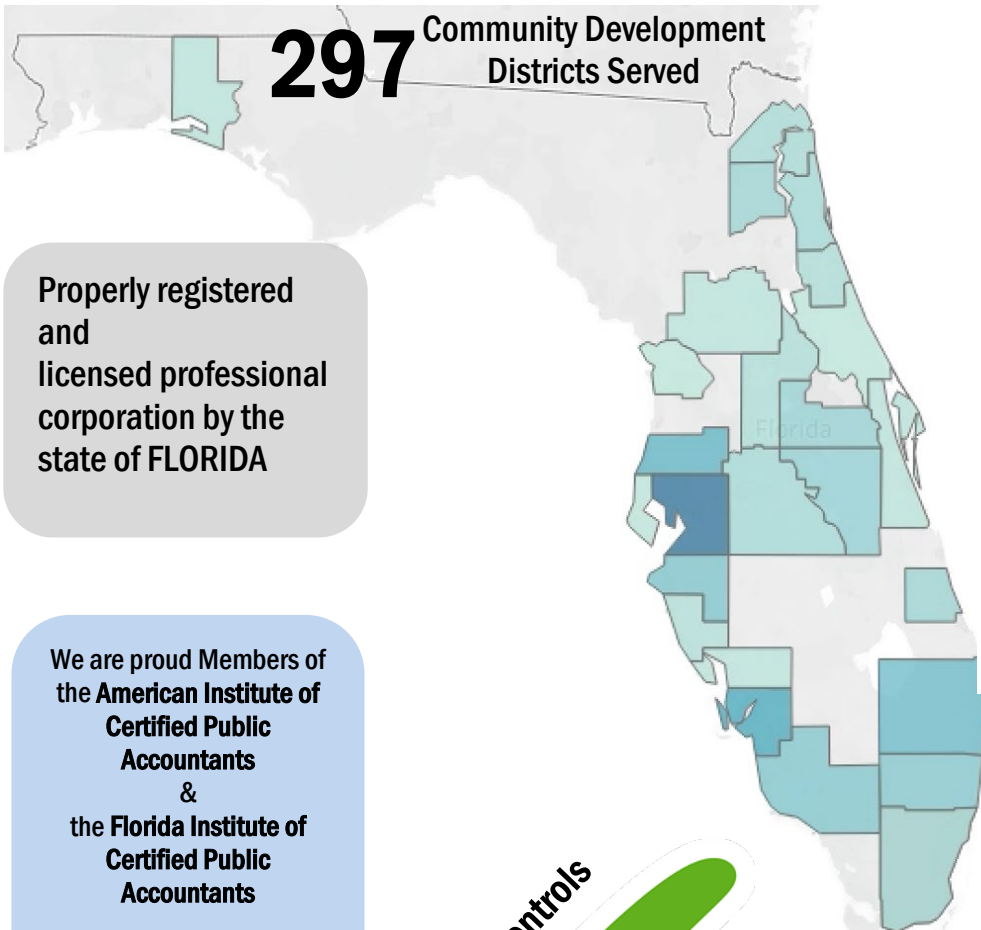
**3** Partners  
**11** Professional Staff  
**2** Administrative Professionals



# 2005

Year founded

## Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

**Quality Controls**

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



Florida Institute of Certified Public Accountants

**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

**March 17, 2023**

**Antonio Grau**  
**Grau & Associates**  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809

**Dear Antonio Grau:**

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

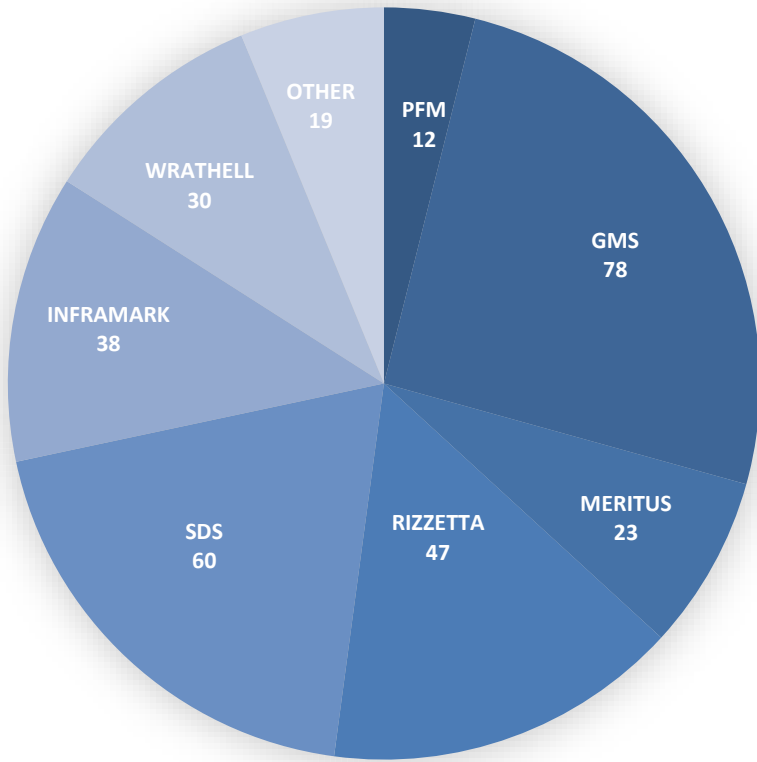
119 S Monroe Street, Suite 121 | Tallahassee, FL 32301 | 850.224.2727, in Florida | [www.ficpa.org](http://www.ficpa.org)

# Firm & Staff Experience



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



### *Profile Briefs:*

**Antonio J GRAU, CPA (Partner)**

*Years Performing Audits: 35+  
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 56 hours  
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

**David Caplivski, CPA (Partner)**

*Years Performing Audits: 13+  
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 64 hours  
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

“Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process.”

- Tony Grau

“Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization.”

- David Caplivski

## YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

The Certified Information Technology Professional (CITP) Partner will bring a unique blend of IT expertise and understanding of accounting principles to the financial statement audit of the District.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.





# Antonio 'Tony' J. Grau, CPA

## Partner

Contact: [tgrau@graucpa.com](mailto:tgrau@graucpa.com) | (561) 939-6672

### Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

### Education

University of South Florida (1983)  
Bachelor of Arts  
Business Administration

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### Clients Served (partial list)

(>300) Various Special Districts, including:

- |  |  |
|--|--|
| Bayside Improvement Community Development District   | St. Lucie West Services District                 |
| Dunes Community Development District                 | Ave Maria Stewardship Community District         |
| Fishhawk Community Development District (I,II,IV)    | Rivers Edge II Community Development District    |
| Grand Bay at Doral Community Development District    | Bartram Park Community Development District      |
| Heritage Harbor North Community Development District | Bay Laurel Center Community Development District |
|  |  |
| Boca Raton Airport Authority                         |  |
| Greater Naples Fire Rescue District                  |  |
| Key Largo Wastewater Treatment District              |  |
| Lake Worth Drainage District                         |  |
| South Indian River Water Control                     |  |

### Professional Associations/Memberships

American Institute of Certified Public Accountants    Florida Government Finance Officers Association  
Florida Institute of Certified Public Accountants    Government Finance Officers Association Member  
City of Boca Raton Financial Advisory Board Member

### Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	<u>56</u>
Total Hours	<u>80</u> (includes of 4 hours of Ethics CPE)





**David Caplivski, CPA/CITP, Partner**  
 Contact : [dcaplivski@graucpa.com](mailto:dcaplivski@graucpa.com) / 561-939-6676

**Experience**

Grau & Associates	Partner	2021-Present
Grau & Associates	Manager	2014-2020
Grau & Associates	Senior Auditor	2013-2014
Grau & Associates	Staff Auditor	2010-2013

**Education**

Florida Atlantic University (2009)  
 Master of Accounting  
 Nova Southeastern University (2002)  
 Bachelor of Science  
 Environmental Studies

**Certifications and Certificates**

Certified Public Accountant (2011)  
 AICPA Certified Information Technology Professional (2018)  
 AICPA Accreditation COSO Internal Control Certificate (2022)

**Clients Served (partial list)**

(>300) Various Special Districts	Hispanic Human Resource Council
Aid to Victims of Domestic Abuse	Loxahatchee Groves Water Control District
Boca Raton Airport Authority	Old Plantation Water Control District
Broward Education Foundation	Pinetree Water Control District
CareerSource Brevard	San Carlos Park Fire & Rescue Retirement Plan
CareerSource Central Florida 403 (b) Plan	South Indian River Water Control District
City of Lauderhill GERS	South Trail Fire Protection & Rescue District
City of Parkland Police Pension Fund	Town of Haverhill
City of Sunrise GERS	Town of Hypoluxo
Coquina Water Control District	Town of Hillsboro Beach
Central County Water Control District	Town of Lantana
City of Miami (program specific audits)	Town of Lauderdale By-The-Sea Volunteer Fire Pension
City of West Park	Town of Pembroke Park
Coquina Water Control District	Village of Wellington
East Central Regional Wastewater Treatment Fac.	Village of Golf
East Naples Fire Control & Rescue District	

**Professional Education (over the last two years)**

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	64
Total Hours	<u>88</u> (includes 4 hours of Ethics CPE)

**Professional Associations**

*Member, American Institute of Certified Public Accountants*  
*Member, Florida Institute of Certified Public Accountants*  
*Member, Florida Government Finance Officers Association*  
*Member, Florida Association of Special Districts*

# References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

## Dunes Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 1998
<b>Client Contact</b>	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

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## Two Creeks Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2007
<b>Client Contact</b>	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

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## Journey's End Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2004
<b>Client Contact</b>	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

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# **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# **AUDIT APPROACH**

## **Grau's Understanding of Work Product / Scope of Services:**

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

## **Proposed segmentation of the engagement**

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



## **Phase I - Preliminary Planning**

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

### **During this phase we will perform the following activities:**

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

## Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

## Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

### **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

# Cost of Services



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2024-2028 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2024	\$3,200
2025	\$3,300
2026	\$4,400
2027	\$3,500
2028	<u>\$3,600</u>
<b>TOTAL (2024-2028)</b>	<b><u>\$17,000</u></b>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

# Supplemental Information



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## PARTIAL LIST OF CLIENTS

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
<b>TOTAL</b>	<b>333</b>	<b>5</b>	<b>3</b>	<b>328</b>	

## **ADDITIONAL SERVICES**

### **CONSULTING / MANAGEMENT ADVISORY SERVICES**

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

### **ARBITRAGE**

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

**73** Current  
Arbitrage  
Calculations

**We look forward to providing Willowbrook Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates  
please visit us on [www.graucpa.com](http://www.graucpa.com).**

**Willowbrook CDD Auditor Selection**

	<b>Ability of Personnel (20 pts)</b>	<b>Proposer's Experience (20 pts)</b>	<b>Understanding of Scope of Work (20 pts)</b>	<b>Ability to Furnish the Required Services (20 pts)</b>	<b>Price (20 pts)</b>	<b>Total Points Earned</b>	<b>Ranking (1 being highest)</b>
<b>DiBartolomeo, McBee, Hartley &amp; Barnes</b>					2024- \$2,850 2025- \$2,950 2026- \$3,100 2027- \$3,150 2028- \$3,250		
<b>Grau &amp; Associates</b>					2024- \$3,200 2025- \$3,300 2026- \$3,400 2027- \$3,500 2028- \$3,600		

Board of  
Supervisors  
Meeting

# SECTION III

# SECTION A



July 9, 2024

Hello Samantha and Jill,

Please accept this email as my notice of resignation from the Willowbrook CDD Board of Supervisors. It was a pleasure being on the board and working with you.

Best,

Marcia A. Bexley  
Vice President – Administration  
The Keewin Real Property Company

# SECTION D

**RESOLUTION 2024-46**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing an Assistant Secretary, and such other officers as the Board may deem necessary.

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

**SECTION 1. DISTRICT OFFICERS.** The following persons are elected to the offices shown:

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

**SECTION 2. CONFLICTS.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 23rd day of July 2024

ATTEST:

**WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

# MINUTES

**MINUTES OF MEETING  
WILLOWBROOK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willowbrook Community Development District was held Tuesday, **April 25, 2024** at 10:00 a.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
Allan Keen	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jennifer Kilinski <i>via Zoom</i>	District Counsel, Kilinski Van Wyk
Savannah Hancock	District Counsel, Kilinski Van Wyk
Sarah Sandy	Kutak Rock
Steve Sloan	

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present for the meeting nor were there any present on the Zoom line, so the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 26,  
2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the March 26, 2024 Board of Supervisors meeting. She asked for any questions, comments, or corrections. The Board had no changes to the minutes and there was a motion of approval.



Ms. Burns presented the master assessment methodology dated November 16, 2023 and stated that the report allocates debt to the properties in the District that benefit from the capital improvement plan and the engineer reviewed for the Board. She summarized the tables for the Board which can be found in the agenda package. Ms. Hancock asked Ms. Burns if it was her professional opinion that the lands subjected to the assessments received special benefits from the District’s capital improvement plan and Ms. Burns answered yes. She then asked if it was Ms. Burns professional opinion if the master assessments are reasonably apportioned among the lands subject to the special assessments and Ms. Burns answered yes. Ms. Hancock asked if it was reasonable, proper, and just to assess the cost of the capital improvement plan and system of improvements against the land in the District in accordance with the methodology and Ms. Burns answered yes. Ms. Hancock then asked if it is Ms. Burns opinion that the special benefits the lands will receive is set forth and the final assessment role will be equal to or in excess of the maximum master assessments that they are on that is allocated and set forth in the methodology. Ms. Burns answered yes. Ms. Hancock asked if it is Ms. Burns opinion if 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 regulations. Ms. Burns answered yes. Ms. Burns offered to answer any other Board questions. Hearing no questions, she asked for a motion of approval.

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

**iii. Consideration of Resolution 2024-43 Levying Special Assessments**

Ms. Burns noted that this will levy the master assessment across all the property in the District. A copy of the resolution can be found in the agenda package and Ms. Burns offered to answer any questions for the Board. There being none, there was a motion of approval.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, Resolution 2024-43 Levying Special Assessments, was approved.

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

Ms. Burns noted that this will be recorded in the property record to put potential property owners on notice of the lean on the property. She offered to answer any Board questions and asked for a motion of approval.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Notice of Master Special Assessments, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-44  
Supplemental Assessment Resolution  
(Series 2024 Assessment Area One Bonds)**

Ms. Burns presented the resolution to the Board which was included under separate cover that is an updated version. This resolution delegates authority to the Chair and District staff to finalize all the documents after final pricing as long as they are within the parameters outlined withing the resolution. She offered to answer any Board questions. Hearing none, there was a motion of approval.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, Resolution 2024-44 Supplemental Assessment Resolution (Series 2024 Assessment Area One Bonds), was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-45  
Approving the Proposed Fiscal Year  
2024/2025 Budget (Suggested Date: July  
23, 2024) and Setting the Public Hearing  
on the Adoption of the Fiscal Year  
2024/2025 Budget**

Ms. Burns stated that suggested date for the public hearing to approve the proposed Fiscal Year 2024/2025 budget which is their regularly scheduled meeting for that month. She mentioned a few minor changes to the budget and asked for a motion of approval as amended. Changes can be made before and up until the meeting date, this resolution sets the cap amount for the year.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Resolution 2024-45 Approving the Proposed Fiscal Year 2024/2025 Budget (suggested Date: July 23, 2024) and Setting the Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget, was approved as amended.



**SEVENTH ORDER OF BUSINESS**

**Appointment of Audit Committee**

Ms. Burns noted that they will need to engage and auditor for the Fiscal Year 2024 auditing services and suggested that the Board appoint themselves. They agreed with a motion of approval.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock had nothing further for the Board and the next item followed.

**B. Engineer**

Mr. Sloan stated that he had nothing to add.

**C. District Manager’s Report**

**i. Ratification of Funding Request #5**

Ms. Burns asked for ratification of funding request #5 which has been approved by the Chair and funded.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, Funding Request #5, was ratified.

**ii. Balance Sheet & Income Statement**

Ms. Burns stated financial statements are included for the Boards review. She offered to answer any questions and noted that there was no action necessary on this item.

**iii. Presentation of Number of Registered Voters – 0**

Ms. Burns stated that the District is required to determine the number of registered voters within the District as of April 15<sup>th</sup> of each year and the current number is zero for the record.

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

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

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

**MINUTES OF MEETING  
WILLOWBROOK  
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Willowbrook Community Development District was held Tuesday, **April 25, 2024** at 10:15 a.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
Allan Keen	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jennifer Kilinski <i>via Zoom</i>	District Counsel, Kilinski Van Wyk
Savannah Hancock	District Counsel, Kilinski Van Wyk
Sarah Sandy	Kutak Rock
Steve Sloan	

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**Audit Services**

**A. Approval of Request for Proposals and Selection Criteria**

Ms. Burns reviewed the RFP that was included in the agenda package for Board review. The due date for the proposals is May 20, 2024.

**B. Approval of Notice of Request for Proposals for Audit Services**

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, Authorizing Staff to Issue the Request for Proposals and Approvin the Selection Criteria, was approved.

**C. Public Announcement of Opportunity to Provide Audit Services**

Ms. Burns announced the opportunity to provide audit services.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

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

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

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

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

# SECTION VI

# SECTION A

# SECTION 1

**RESOLUTION 2024-47**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2024, submitted to the Board of Supervisors (“**Board**”) of the Willowbrook Community Development District (“**District**”) the proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

**SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the



Willowbrook Community Development District for the Fiscal Year Ending September 30, 2025.”

- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2024/2025, the sum of \$ \_\_\_\_\_ to be raised by levy of assessments, pursuant to a developer funding agreement or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND – SERIES 2024	\$ _____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2024/2025 or within 60 days following the end of the Fiscal Year 2024/2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within five (5) days after adoption and remain on the website for at least two (2) years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 23RD DAY OF JULY 2024.**

ATTEST:

**WILLOWBROOK COMMUNITY  
DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:**     FY 2024/2025 Budget

***Willowbrook***  
***Community Development District***

***Proposed Budget***  
***FY2025***



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**Willowbrook**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Proposed Budget FY2024	Actuals Thru 6/30/24	Projected Next 3 Months	Projected Thru 9/30/24	Proposed Budget FY2025
<b>Revenues</b>					
Developer Contributions	\$ 162,003	\$ 86,243	\$ 75,760	\$ 162,003	\$ 401,310
<b>Total Revenues</b>	<b>\$ 162,003</b>	<b>\$ 86,243</b>	<b>\$ 75,760</b>	<b>\$ 162,003</b>	<b>\$ 401,310</b>
<b>Expenditures</b>					
<i>Administrative</i>					
Supervisor Fees	\$ 11,000	\$ 3,400	\$ 2,800	\$ 6,200	\$ 12,000
FICA Expenses	\$ 825	\$ 260	\$ 214	\$ 474	\$ 918
Engineering	\$ 13,750	\$ -	\$ 3,438	\$ 3,438	\$ 15,000
Attorney	\$ 22,917	\$ 22,346	\$ 9,000	\$ 31,346	\$ 25,000
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
Assessment Administration	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
Arbitrage	\$ 450	\$ -	\$ 450	\$ 450	\$ 900
Dissemination	\$ 5,000	\$ -	\$ 1,250	\$ 1,250	\$ 6,000
Dissemination Software	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Trustee Fees	\$ 3,600	\$ -	\$ 4,041	\$ 4,041	\$ 8,082
Management Fees	\$ 36,667	\$ 25,000	\$ 10,000	\$ 35,000	\$ 40,000
Information Technology	\$ 1,650	\$ 1,125	\$ 413	\$ 1,538	\$ 1,890
Website Maintenance	\$ 2,850	\$ 2,350	\$ 713	\$ 3,063	\$ 1,260
Telephone	\$ 275	\$ -	\$ 50	\$ 50	\$ 300
Postage & Delivery	\$ 917	\$ 204	\$ 100	\$ 304	\$ 1,000
Insurance	\$ 5,000	\$ 4,369	\$ -	\$ 4,369	\$ 5,000
Printing & Binding	\$ 917	\$ -	\$ 50	\$ 50	\$ 1,000
Legal Advertising	\$ 13,750	\$ 23,392	\$ 3,000	\$ 26,392	\$ 15,000
Contingency	\$ 4,583	\$ -	\$ 1,000	\$ 1,000	\$ 5,000
Office Supplies	\$ 573	\$ 14	\$ 50	\$ 64	\$ 625
Travel Per Diem	\$ 605	\$ -	\$ 151	\$ 151	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 150	\$ -	\$ 150	\$ 175
<b>Total Administrative</b>	<b>\$ 137,003</b>	<b>\$ 82,610</b>	<b>\$ 44,219</b>	<b>\$ 126,829</b>	<b>\$ 151,310</b>
<i>Operations &amp; Maintenance</i>					
Field Contingency	\$ 25,000	\$ -	\$ 6,250	\$ 6,250	\$ 25,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 6,250</b>	<b>\$ 6,250</b>	<b>\$ 25,000</b>
<b>Total Expenditures</b>	<b>\$ 162,003</b>	<b>\$ 82,610</b>	<b>\$ 50,469</b>	<b>\$ 133,079</b>	<b>\$ 401,310</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 3,633</b>	<b>\$ 25,291</b>	<b>\$ 28,924</b>	<b>\$ -</b>

# Willowbrook

## Community Development District

### General Fund Narrative

#### **Revenues:**

##### Developer Contributions

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

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#### **Expenditures:**

##### **General & Administrative:**

##### Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

##### FICA Expense

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

##### Engineering

The District's engineer will be providing general engineering services to the District, e.g., attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

##### Attorney

The District's legal counsel will be providing general legal services to the District, e.g., attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

##### Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

##### Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

##### Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

# Willowbrook

## Community Development District

### General Fund Narrative

#### Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

#### Dissemination Software

The District may request the dissemination agent use of EMMA Filing Assistance Software, to file required disclosure reports.

#### Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

#### Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

#### Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

#### Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

#### Telephone

Telephone and fax machine.

#### Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

#### Insurance

The District's general liability and public official's liability insurance coverages.

#### Printing & Binding

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

# Willowbrook

## Community Development District

### General Fund Narrative

#### Legal Advertising

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

#### Contingency

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

#### Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

#### Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

#### Dues, Licenses & Subscriptions

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

#### **Operations & Maintenance:**

##### Field Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.



**Willowbrook**  
**Community Development District**  
**Proposed Budget**  
**Series 2024 Debt Service Fund**

Description	Proposed Budget FY2024	Actuals Thru 6/30/24	Projected Next 3 Months	Total Thru 9/30/24	Proposed Budget FY2025
<b>Revenues</b>					
Special Assessments	\$ -	\$ -	\$ -	\$ -	\$ 254,508
Interest	\$ -	\$ 315	\$ 944	\$ 1,258	\$ -
Carry Forward	\$ -	\$ -	\$ -	\$ -	\$ 469,273
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 315</b>	<b>\$ 944</b>	<b>\$ 1,258</b>	<b>\$ 723,781</b>
<b>Expenditures</b>					
Interest Expense - 11/1	\$ -	\$ -	\$ -	\$ -	\$ 213,505
Interest Expense - 5/1	\$ -	\$ -	\$ -	\$ -	\$ 254,509
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 468,014</b>
<b>Other Financing Sources/(Uses)</b>					
Bond Proceeds	\$ -	\$ 1,096,564	\$ -	\$ 1,096,564	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ 1,096,564</b>	<b>\$ -</b>	<b>\$ 1,096,564</b>	<b>\$ -</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 1,096,879</b>	<b>\$ 944</b>	<b>\$ 1,097,823</b>	<b>\$ 255,766</b>

Interest Expense 11/1/25	\$ 254,509
<b>Total</b>	<b>\$ 254,509</b>

Product	Assessable Units	Total Net Assessments	Net Assessment Per Unit	Gross Assessment Per Unit
Single Family - 40'	50	\$ 35,746	\$ 715	\$ 769
Single Family - 50'	306	\$ 218,762	\$ 715	\$ 769
	356	\$ 254,508		

**Willowbrook**  
**Community Development District**  
**Series 2024 Special Assessment Bonds**  
**Amortization Schedule**

Date	Balance	Prinicipal	Interest	Total
11/01/24	\$ 8,900,000.00	\$ -	\$ 213,505.09	\$ 213,505.09
05/01/25	\$ 8,900,000.00	\$ -	\$ 254,509.38	
11/01/25	\$ 8,900,000.00	\$ -	\$ 254,509.38	\$ 509,018.75
05/01/26	\$ 8,900,000.00	\$ 120,000.00	\$ 254,509.38	
11/01/26	\$ 8,780,000.00	\$ -	\$ 251,539.38	\$ 626,048.75
05/01/27	\$ 8,780,000.00	\$ 125,000.00	\$ 251,539.38	
11/01/27	\$ 8,655,000.00	\$ -	\$ 248,445.63	\$ 624,985.00
05/01/28	\$ 8,655,000.00	\$ 135,000.00	\$ 248,445.63	
11/01/28	\$ 8,520,000.00	\$ -	\$ 245,104.38	\$ 628,550.00
05/01/29	\$ 8,520,000.00	\$ 140,000.00	\$ 245,104.38	
11/01/29	\$ 8,380,000.00	\$ -	\$ 241,639.38	\$ 626,743.75
05/01/30	\$ 8,380,000.00	\$ 145,000.00	\$ 241,639.38	
11/01/30	\$ 8,235,000.00	\$ -	\$ 238,050.63	\$ 624,690.00
05/01/31	\$ 8,235,000.00	\$ 155,000.00	\$ 238,050.63	
11/01/31	\$ 8,080,000.00	\$ -	\$ 234,214.38	\$ 627,265.00
05/01/32	\$ 8,080,000.00	\$ 160,000.00	\$ 234,214.38	
11/01/32	\$ 7,920,000.00	\$ -	\$ 229,714.38	\$ 623,928.75
05/01/33	\$ 7,920,000.00	\$ 170,000.00	\$ 229,714.38	
11/01/33	\$ 7,750,000.00	\$ -	\$ 224,933.13	\$ 624,647.50
05/01/34	\$ 7,750,000.00	\$ 180,000.00	\$ 224,933.13	
11/01/34	\$ 7,570,000.00	\$ -	\$ 219,870.63	\$ 624,803.75
05/01/35	\$ 7,570,000.00	\$ 190,000.00	\$ 219,870.63	
11/01/35	\$ 7,380,000.00	\$ -	\$ 214,526.88	\$ 624,397.50
05/01/36	\$ 7,380,000.00	\$ 205,000.00	\$ 214,526.88	
11/01/36	\$ 7,175,000.00	\$ -	\$ 208,761.25	\$ 628,288.13
05/01/37	\$ 7,175,000.00	\$ 215,000.00	\$ 208,761.25	
11/01/37	\$ 6,960,000.00	\$ -	\$ 202,714.38	\$ 626,475.63
05/01/38	\$ 6,960,000.00	\$ 225,000.00	\$ 202,714.38	
11/01/38	\$ 6,735,000.00	\$ -	\$ 196,386.25	\$ 624,100.63
05/01/39	\$ 6,735,000.00	\$ 240,000.00	\$ 196,386.25	
11/01/39	\$ 6,495,000.00	\$ -	\$ 189,636.25	\$ 626,022.50
05/01/40	\$ 6,495,000.00	\$ 255,000.00	\$ 189,636.25	
11/01/40	\$ 6,240,000.00	\$ -	\$ 182,464.38	\$ 627,100.63
05/01/41	\$ 6,240,000.00	\$ 270,000.00	\$ 182,464.38	
11/01/41	\$ 5,685,000.00	\$ -	\$ 174,870.63	\$ 627,335.00
05/01/42	\$ 5,065,000.00	\$ 285,000.00	\$ 174,870.63	
11/01/42	\$ 5,065,000.00	\$ -	\$ 166,855.00	\$ 626,725.63
05/01/43	\$ 5,065,000.00	\$ 300,000.00	\$ 166,855.00	
11/01/43	\$ 5,065,000.00	\$ -	\$ 158,417.50	\$ 625,272.50
05/01/44	\$ 5,065,000.00	\$ 320,000.00	\$ 158,417.50	
11/01/44	\$ 5,065,000.00	\$ -	\$ 149,417.50	\$ 627,835.00
05/01/45	\$ 5,065,000.00	\$ 335,000.00	\$ 149,417.50	
11/01/45	\$ 4,730,000.00	\$ -	\$ 139,535.00	\$ 623,952.50
05/01/46	\$ 4,730,000.00	\$ 360,000.00	\$ 139,535.00	
11/01/46	\$ 4,370,000.00	\$ -	\$ 128,915.00	\$ 628,450.00
05/01/47	\$ 4,370,000.00	\$ 380,000.00	\$ 128,915.00	
11/01/47	\$ 3,990,000.00	\$ -	\$ 117,705.00	\$ 626,620.00
05/01/48	\$ 3,990,000.00	\$ 400,000.00	\$ 117,705.00	
11/01/48	\$ 3,590,000.00	\$ -	\$ 105,905.00	\$ 623,610.00
05/01/49	\$ 3,590,000.00	\$ 425,000.00	\$ 105,905.00	

**Willowbrook**  
**Community Development District**  
**Series 2024 Special Assessment Bonds**  
**Amortization Schedule**

Date	Balance	Prinicipal	Interest	Total
11/01/49	\$ 3,165,000.00	\$ -	\$ 93,367.50	\$ 624,272.50
05/01/50	\$ 3,165,000.00	\$ 450,000.00	\$ 93,367.50	
11/01/50	\$ 2,715,000.00	\$ -	\$ 80,092.50	\$ 623,460.00
05/01/51	\$ 2,715,000.00	\$ 480,000.00	\$ 80,092.50	
11/01/51	\$ 2,235,000.00	\$ -	\$ 65,932.50	\$ 626,025.00
05/01/52	\$ 2,235,000.00	\$ 510,000.00	\$ 65,932.50	
11/01/52	\$ 1,725,000.00	\$ -	\$ 50,887.50	\$ 626,820.00
05/01/53	\$ 1,725,000.00	\$ 540,000.00	\$ 50,887.50	\$ -
11/01/53	\$ 1,185,000.00	\$ -	\$ 34,957.50	\$ 625,845.00
05/01/54	\$ 1,185,000.00	\$ 575,000.00	\$ 34,957.50	\$ -
11/01/54	\$ 610,000.00	\$ -	\$ 17,995.00	\$ 627,952.50
05/01/55	\$ 610,000.00	\$ 610,000.00	\$ 17,995.00	\$ 627,995.00
		<b>\$ 8,900,000.00</b>	<b>\$ 10,602,741.96</b>	<b>\$ 19,502,741.96</b>

# SECTION 2

**WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2025 BUDGET FUNDING AGREEMENT**

**THIS AGREEMENT** (“Agreement”) is made and entered into as of the 1st day of October 2024, by and between:

**WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in Winter Haven, Florida, with a mailing address of c/o Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 (“District”), and

**KRPC WILLOWBROOK, LLC**, a Florida limited liability company, with a mailing address of 121 Garfield Avenue, Winter Park, Florida 32789 (“Developer”).

**RECITALS**

**WHEREAS**, the District was established by an ordinance adopted by the City Commission of the City of Winter Haven, Florida for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

**WHEREAS**, the District, pursuant to Chapter 190, *Florida Statutes*, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

**WHEREAS**, the Developer presently owns and/or is developing the majority of all real property described in **Exhibit A**, attached hereto and incorporated herein (“Property”), within the District, which Property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

**WHEREAS**, the District is adopting its general fund budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“Fiscal Year 2025 Budget”); and

**WHEREAS**, the Fiscal Year 2025 Budget, which both parties recognize may be amended from time to time in the sole discretion of the District, is attached hereto and incorporated herein by reference as **Exhibit B**; and

**WHEREAS**, the District has the option of levying non-ad valorem assessments on all land, including the Property, that will benefit from the activities, operations and services set forth in the Fiscal Year 2025 Budget, or utilizing such other revenue sources as may be available to it, or a combination thereof; and

**WHEREAS**, in lieu of levying assessments on the Property as would be necessary to fund the Fiscal Year 2025 Budget, the Developer is willing to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibit B**; and

**WHEREAS**, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibit B** to the Property; and

**WHEREAS**, the Developer has agreed to enter into this Agreement in lieu of having the District levy and collect non-ad valorem assessments as authorized by law against the Property located within the District for the activities, operations and services set forth in **Exhibit B**; and

**WHEREAS**, the Developer and the District desire to secure such budget funding through the imposition of a continuing lien against the Property described in **Exhibit A** and otherwise as provided herein.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **RECITALS.** The recitals stated above are true and correct and by this reference are incorporated herein as a material part of this Agreement.

2. **FUNDING.** The Developer agrees to make available to the District the monies necessary for the operation of the District as called for in the budget attached hereto as **Exhibit B**, as may be amended from time to time in the District's sole discretion, within fifteen (15) days of written request by the District. Amendments to the Fiscal Year 2025 Budget as shown on **Exhibit B** adopted by the District at a duly noticed meeting shall have the effect of amending this Agreement without further action of the parties. Funds provided hereunder shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District.

3. **CONTINUING LIEN.** The District shall have the right to file a continuing lien upon the Property described in **Exhibit A** for all payments due and owing under the terms of this Agreement and for interest thereon, and for reasonable attorneys' fees, paralegals' fees, expenses and court costs incurred by the District incident to the collection of funds under this Agreement or for enforcement this lien, and all sums advanced and paid by the District for taxes and payment on account of superior interests, liens and encumbrances in order to preserve and protect the District's lien. The lien shall be effective as of the date and time of the recording of a "Notice of Lien for Fiscal Year 2025 Budget" in the public records of Polk County, Florida ("County"), stating among other things, the description of the real property and the amount due as of the recording of the Notice, and the existence of this Agreement. The District Manager, in its sole discretion, is hereby authorized by the District to file the Notice of Lien for Fiscal Year 2025 Budget on behalf of the District, without the need of further Board action authorizing or directing such filing. At the District Manager's direction, the District may also bring an action at law against the record title holder to the Property to pay the amount due under this Agreement or may foreclose the lien against the Property in any manner authorized by law. The District may partially release any filed lien for portions of the Property subject to a plat if and when the Developer has demonstrated, in the District's sole discretion, such release will not materially impair the ability of the District to enforce the collection of funds hereunder. In the event the Developer sells or has sold any of the

Property described in **Exhibit A** after the execution of this Agreement, the Developer's rights and obligations under this Agreement shall remain the same, provided however that the District shall only have the right to file a lien upon the remaining Property owned by the Developer.

4. **ALTERNATIVE COLLECTION METHODS.**

a. In the alternative or in addition to the collection method set forth in Paragraph 2 above, the District may enforce the collection of funds due under this Agreement by action against the Developer in the appropriate judicial forum in and for the County. The enforcement of the collection of funds in this manner shall be in the sole discretion of the District Manager on behalf of the District. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

b. The District hereby finds that the activities, operations and services set forth in **Exhibit B** provide a special and peculiar benefit to the Property, which benefit is initially allocated on an equal developable acreage basis. The Developer agrees that the activities, operations and services set forth in **Exhibit B** provide a special and peculiar benefit to the Property equal to or in excess of the costs set forth in **Exhibit B**, on an equal developable acreage basis. Therefore, in the alternative or in addition to the other methods of collection set forth in this Agreement, the District, in its sole discretion, may choose to certify amounts due hereunder as a non-ad valorem assessment on all or any part of the Property for collection, either through the Uniform Method of Collection set forth in Chapter 197, *Florida Statutes*, or under any method of direct bill and collection authorized by Florida law. Such assessment, if imposed, may be certified on the next available tax roll of the County property appraiser.

5. **AGREEMENT; AMENDMENTS.** This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

6. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

7. **ASSIGNMENT.** This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other, which consent shall not be unreasonably withheld.

8. **DEFAULT.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance and specifically including the ability of the District to enforce any and all payment obligations under this Agreement in the manner described herein in Paragraphs 2 and 3 above.

9. **THIRD-PARTY RIGHTS; TRANSFER OF PROPERTY.** This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns. In the event the Developer sells or otherwise disposes of its business or of all or substantially all of its assets relating to improvements, work product, or lands within the District, the Developer shall continue to be bound by the terms of this Agreement and additionally shall expressly require that the purchaser agree to be bound by the terms of this Agreement. The Developer shall give 90 days prior written notice to the District under this Agreement of any such sale or disposition.

10. **FLORIDA LAW GOVERNS.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. Venue for the resolution of any dispute shall be in Polk County, Florida.

11. **ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

12. **EFFECTIVE DATE.** The Agreement shall be effective after execution by both parties hereto. The enforcement provisions of this Agreement shall survive its termination, until all payments due under this Agreement are paid in full.

13. **PUBLIC RECORDS.** Developer understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Developer agrees to comply with all applicable provisions of Florida law in handling such records, including, but not limited, to Section 119.0701, Florida Statutes. Developer acknowledges that the designated public records custodian for the District is **Jill Burns** (the "Public Records Custodian"). Among other requirements and to the extent applicable by law, Developer shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Developer does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Developer's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Developer, Developer shall destroy any duplicate public records that are exempt or



confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF DEVELOPER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO DEVELOPER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA, LLC, 219 E. LIVINGSTON STREET, ORLANDO, FLORIDA 32801 TELEPHONE: 407-841-5524, EMAIL: [JBURNS@GMSCFL.COM](mailto:JBURNS@GMSCFL.COM)**

IN WITNESS WHEREOF, the parties execute this Agreement to be effective the day and year first written above.

**WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**KRPC WILLOWBROOK, LLC, a Florida limited liability company**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT A**  
**Property Description**

**SOUTH PARCEL:**

COMMENCE AT A 4" x 4" CONCRETE MONUMENT WITH A DISK LABELED LB7454, LYING AT THE SOUTHWEST CORNER OF THE SOUTHEAST ¼ OF SECTION 15, TOWNSHIP 28 SOUTH, RANGE 26 EAST, SAID POINT HAVING A NORTHING OF 1,347,673.47 FEET, AND AN EASTING OF 752,255.25 FEET IN REFERENCE TO THE STATE PLANE COORDINATE SYSTEM OF FLORIDA, NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT, AND RUN THENCE ALONG THE WEST BOUNDARY OF SAID SOUTHEAST 1/4 , N00°05'30"W A DISTANCE OF 1379.25 FEET TO A POINT MONUMENTED WITH A ONE HALF INCH IRON ROD WITH CAP READING "PESURV LB8112", LYING ON THE NORTHERN RIGHT OF WAY OF BUCKEYE LOOP ROAD / AVENUE T NE (AS DESCRIBED IN OFFICIAL RECORD BOOK 748, PAGE 608 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA), SAID POINT LYING ON A CURVE CONCAVE NORTHEASTERLY, NON TANGENT TO THE PREVIOUS COURSE, HAVING A RADIUS OF 924.93 FEET, A DELTA ANGLE OF 13°36'00", CHORD LENGTH OF 219.03 FEET, AND CHORD BEARING N70°42'22"W. THENCE ALONG SAID NORTHERN RIGHT OF WAY LINE AND CURVE, AN ARC DISTANCE OF 219.55 FEET TO A POINT OF REVERSE CURVATURE ON A CURVE HAVING A RADIUS OF 984.93 FEET, A DELTA ANGLE OF 17°29'50", CHORD LENGTH OF 299.61 FEET AND CHORD BEARING OF N72°39'17"W; CONTINUE THENCE ALONG SAID NORTHERN RIGHT OF WAY LINE AND CURVE AN ARC DISTANCE OF 300.78 FEET TO THE POINT OF BEGINNING, SAID POINT ON A CURVE HAVING A RADIUS OF 984.93 FEET, A CENTRAL ANGLE OF 9°30'10", CHORD LENGTH OF 163.17 FEET, AND CHORD BEARING OF N86°09'17"W. CONTINUE THENCE ALONG SAID NORTHERN RIGHT OF WAY LINE AND CURVE AN ARC DISTANCE OF 163.35 FEET TO A POINT OF COMPOUND CURVATURE ON A CURVE HAVING A RADIUS OF 602.96 FEET, A CENTRAL ANGLE OF 23°57'00", CHORD LENGTH OF 250.21 FEET, AND CHORD BEARING OF S77°07'08"W; CONTINUE THENCE ALONG SAID NORTHERN RIGHT OF WAY LINE AND CURVE AN ARC DISTANCE OF 252.04 FEET TO THE EAST BOUNDARY OF THAT PARCEL DESCRIBED BY WARRANTY DEED IN OFFICIAL RECORD BOOK 4476, PAGE 439, PUBLIC RECORDS OF POLK COUNTY, FLORIDA; RUN THENCE ALONG SAID EAST BOUNDARY THE FOLLOWING (13 ) COURSES: (1) N03°00'59"W A DISTANCE OF 837.96 FEET; (2) N27°38'59"W A DISTANCE OF 151.06 FEET; (3) N17°11'59"W A DISTANCE OF 119.50 FEET; (4) N02°16'59"W A DISTANCE OF 150.00 FEET; (5) N05°12'01"E A DISTANCE OF 279.98 FEET; (6) N02°52'01"E A DISTANCE OF 174.28 FEET; (7) N05°58'59"W A DISTANCE OF 107.84 FEET; (8) N24°03'59"W A DISTANCE OF 270.00 FEET; (9) N29°03'59"W A DISTANCE OF 273.00 FEET; (10) N07°36'59"W A DISTANCE 122.34 FEET; (11) N20°38'59"W A DISTANCE OF 229.76 FEET; (12) S84°36'01"W A DISTANCE OF 253.80 FEET; (13) N02°38'59"W A DISTANCE OF 423.10 FEET MORE OR LESS TO THE SOVEREIGN SUBMERGED LAND LINE FOR LAKE SMART; THENCE ALONG SAID SOVEREIGN SUBMERGED LAND LINE MEANDERED BY THE FOLLOWING (2) COURSES: (1) N37°11'01"E A DISTANCE OF 612.27 FEET; (2) N19°04'35"E A DISTANCE OF 692.87 FEET TO THE NORTH BOUNDARY OF A PERPETUAL CANAL EASEMENT RECORDED IN OFFICIAL RECORDS BOOK 913, PAGE 237 AND CORRECTED IN OFFICIAL RECORDS BOOK 1003, PAGE 901 PUBLIC RECORDS OF POLK COUNTY,

FLORIDA; THENCE ALONG SAID NORTH BOUNDARY S74°39'25"E A DISTANCE OF 424.92 FEET TO THE BOUNDARY OF WILLOWBROOK GOLF COURSE AS DESCRIBED IN OFFICIAL RECORDS BOOK 1006, PAGE 150 PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE ALONG SAID BOUNDARY OF WILLOWBROOK GOLF COURSE THE FOLLOWING (5) COURSES: (1) S03°20'11"E A DISTANCE OF 590.08 FEET; (2) S31°53'40"E A DISTANCE OF 165.00 FEET; (3) S75°33'40"E A DISTANCE OF 700.00 FEET; (4) N59°06'20"E A DISTANCE OF 180.00 FEET; (5) N14°51'22"E A DISTANCE OF 530.00 FEET TO SAID NORTH BOUNDARY OF CANAL EASEMENT; THENCE ALONG SAID NORTH BOUNDARY S74°39'03"E A DISTANCE OF 656.11 FEET MORE OR LESS TO THE STATE SOVEREIGN SUBMERGED LAND LINE FOR LAKE FANNIE; THENCE ALONG STATE SOVEREIGN LAND LINE MEANDERED BY THE FOLLOWING (17 ) COURSES: (1) S22°54'12"W A DISTANCE OF 84.02 FEET; (2) S23°20'01"W A DISTANCE OF 77.13 FEET; (3) S01°56'35"W A DISTANCE OF 183.39 FEET; (4) S17°50'27"E A DISTANCE OF 156.71 FEET; (5) S03°23'58"W A DISTANCE OF 272.03 FEET; (6) S04°08'43"E A DISTANCE OF 136.28 FEET; (7) S01°04'00"W A DISTANCE OF 140.27 FEET; (8) S08°34'41"E A DISTANCE OF 72.00 FEET; (9) S08°34'41"E A DISTANCE OF 115.99 FEET; (10) S18°02'29"E A DISTANCE OF 188.98 FEET; (11) S06°24'25"W A DISTANCE OF 239.38 FEET; (12) S16°39'01"E A DISTANCE OF 139.88 FEET; (13) S04°16'33"W A DISTANCE OF 81.73 FEET; (14) S01°16'19"W A DISTANCE OF 240.92 FEET; (15) S08°50'46"W A DISTANCE OF 194.47 FEET; (16) S19°25'21"E A DISTANCE OF 131.16 FEET; (17) S30°20'43"E A DISTANCE OF 50.01 FEET TO THE NORTH BOUNDARY OF THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 15, TOWNSHIP 28 SOUTH, RANGE 26 EAST, ALSO BEING THE NORTH BOUNDARY OF POINSETTIA PARK UNIT 3, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 23, PAGE 5 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE ALONG SAID NORTH BOUNDARY S89°11'18"W A DISTANCE OF 1183.64 FEET TO THE WEST BOUNDARY OF SAID NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 15; THENCE ALONG SAID WEST BOUNDARY S00°05'30"E A DISTANCE OF 189.74 FEET; THENCE N48°21'56"W A DISTANCE OF 7.64 FEET TO THAT JURISDICTIONAL WETLAND LINE DESCRIBED BY ENVIRONMENTAL RESOURCE PERMIT 43029879.00 ; THENCE ALONG SAID JURISDICTIONAL WETLANDS LINE THE FOLLOWING (18) COURSES: (1) S09°32'52"W A DISTANCE OF 5.79 FEET; (2) S64°35'31"W A DISTANCE OF 42.41 FEET; (3) S53°10'36"W A DISTANCE OF 71.33 FEET; (4) S41°33'05"W A DISTANCE OF 99.64 FEET; (5) S39°51'13"W A DISTANCE OF 136.53 FEET; (6) S15°48'15"W A DISTANCE OF 93.60 FEET; (7) S11°37'15"E A DISTANCE OF 78.22 FEET; (8) S38°10'38"E A DISTANCE OF 89.25 FEET; (9) S22°39'08"W A DISTANCE OF 66.24 FEET; (10) S39°40'21"W A DISTANCE OF 32.28 FEET; (11) S23°39'36"E A DISTANCE OF 22.48 FEET; (12) N80°26'21"W A DISTANCE OF 32.38 FEET; (13) S61°11'23"W A DISTANCE OF 39.18 FEET; (14) S45°26'59"W A DISTANCE OF 69.06 FEET; (15) S57°05'32"W A DISTANCE OF 57.78 FEET; (16) S42°55'02"W A DISTANCE OF 46.01 FEET; (17) S21°40'16"W A DISTANCE OF 102.79 FEET; (18) S08°52'51"W A DISTANCE OF 67.76 FEET TO THE POINT OF BEGINNING

**TOGETHER WITH:**

NORTH PARCEL:

COMMENCE AT THE NORTHEAST CORNER OF SECTION 10, TOWNSHIP 28 SOUTH, RANGE 26 EAST; THENCE, ALONG THE EAST LINE OF SAID SECTION 10, RUN SOUTH 00°07'28" EAST A DISTANCE OF 137.45 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY OF STATE ROAD NO. 544 (LUCERNE PARK ROAD); THENCE, RUN SOUTH 89°53'19" EAST ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE A DISTANCE OF 1699.36 FEET TO A POINT OF CURVATURE OF A CURVE TO THE LEFT WITH A RADIUS OF 1844.86 FEET, A CENTRAL ANGLE OF 22°43'03", A CHORD BEARING SOUTH 78°31'48" WEST WITH A CHORD DISTANCE OF 726.69 FEET; THENCE, ALONG SAID CURVE OF SAID RIGHT-OF-WAY LINE, RUN A DISTANCE OF 731.48 FEET TO A POINT ON SAID RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING; THENCE, DEPARTING SAID RIGHT-OF-WAY LINE AND ALONG THE FOLLOWING ONE HUNDRED SEVEN (107) COURSES AS DESCRIBED BY A SURVEY BY PESURV, INC., PROJECT NO. 1579, ROBERT E. LAZENBY IV, P.E. #52006, PSM #6389, RUN (1) SOUTH 24°14'34" EAST A DISTANCE OF 65.67 FEET TO A POINT OF CURVATURE OF A CURVE TO THE RIGHT WITH A RADIUS OF 102.00 FEET, A CENTRAL ANGLE OF 22°30'16", A CHORD BEARING SOUTH 12°59'26" EAST WITH A CHORD DISTANCE OF 39.81 FEET; THENCE, ALONG SAID CURVE, RUN (2) A DISTANCE OF 40.06 FEET TO A POINT OF TANGENCY; THENCE RUN (3) SOUTH 01°44'19" EAST A DISTANCE OF 61.72 FEET TO A POINT OF CURVATURE OF A CURVE TO THE RIGHT WITH A RADIUS OF 17.00 FEET, A CENTRAL ANGLE OF 90°00'03", A CHORD BEARING SOUTH 46°44'17" EAST WITH A CHORD DISTANCE OF 24.04 FEET; THENCE, ALONG SAID CURVE, (4) RUN A DISTANCE OF 26.70 FEET TO A POINT OF TANGENCY; THENCE RUN (5) NORTH 88°15'41" EAST A DISTANCE OF 29.84 FEET; THENCE RUN (6) SOUTH 01°44'19" EAST A DISTANCE OF 65.00 FEET; THENCE RUN (7) SOUTH 01°44'19" EAST A DISTANCE OF 65.00 FEET; THENCE RUN (8) NORTH 88°15'41" EAST A DISTANCE OF 191.46 FEET; THENCE RUN (9) SOUTH 21°47'55" WEST A DISTANCE OF 182.23 FEET; THENCE RUN (10) SOUTH 10°18'49" WEST A DISTANCE OF 111.02 FEET; THENCE RUN (11) SOUTH 06°20'28" EAST A DISTANCE OF 31.78 FEET; THENCE RUN (12) SOUTH 10°24'42" EAST A DISTANCE OF 54.63 FEET; THENCE RUN (13) SOUTH 05°19'55" EAST A DISTANCE OF 113.33 FEET; THENCE RUN (14) SOUTH 05°26'27" WEST A DISTANCE OF 49.92 FEET; THENCE RUN (15) SOUTH 01°21'11" EAST A DISTANCE OF 279.65 FEET; THENCE RUN (16) SOUTH 01°30'16" EAST A DISTANCE OF 33.99 FEET; THENCE RUN (17) SOUTH 01°07'03" WEST A DISTANCE OF 61.24 FEET; THENCE RUN (18) SOUTH 03°14'57" EAST A DISTANCE OF 61.33 FEET; THENCE RUN (19) SOUTH 09°38'37" EAST A DISTANCE OF 85.84 FEET; THENCE RUN (20) SOUTH 02°33'05" WEST A DISTANCE OF 82.31 FEET; THENCE RUN (21) SOUTH 00°59'55" WEST A DISTANCE OF 41.05 FEET; THENCE RUN (22) SOUTH 27°20'51" EAST A DISTANCE OF 119.34 FEET; THENCE RUN (23) SOUTH 21°55'15" EAST A DISTANCE OF 43.92 FEET; THENCE RUN (24) SOUTH 25°25'05" EAST A DISTANCE OF 46.73 FEET; THENCE RUN (25) SOUTH 29°18'59" EAST A DISTANCE OF 62.53 FEET; THENCE (26) RUN SOUTH 18°08'22" EAST A DISTANCE OF 69.12 FEET; THENCE RUN (27) SOUTH 25°45'05" EAST A DISTANCE OF 203.70 FEET; THENCE RUN (28) SOUTH 35°31'25" EAST A DISTANCE OF 129.37 FEET; THENCE RUN (29) SOUTH 39°05'37" EAST A DISTANCE OF 170.07 FEET; THENCE RUN (30) SOUTH 62°35'36" EAST A DISTANCE OF 86.01 FEET; THENCE RUN (31) SOUTH 67°18'39" EAST A DISTANCE OF 81.88 FEET; THENCE RUN (32) SOUTH 65°17'05" EAST

A DISTANCE OF 86.19 FEET; THENCE RUN (33) SOUTH 65°14'32" EAST A DISTANCE OF 160.88 FEET; THENCE RUN (34) SOUTH 42°25'05" EAST A DISTANCE OF 62.14 FEET; THENCE RUN (35) SOUTH 16°46'33" EAST A DISTANCE OF 71.63 FEET; THENCE RUN (36) SOUTH 31°17'48" EAST A DISTANCE OF 112.99 FEET; THENCE RUN (37) SOUTH 45°31'19" EAST A DISTANCE OF 123.81 FEET; THENCE RUN (38) SOUTH 33°31'02" EAST A DISTANCE OF 108.20 FEET; THENCE RUN (39) SOUTH 75°18'46" EAST A DISTANCE OF 30.67 FEET; THENCE RUN (40) SOUTH 18°52'36" EAST A DISTANCE OF 49.22 FEET; THENCE RUN (41) SOUTH 42°51'44" EAST A DISTANCE OF 44.94 FEET; THENCE RUN (42) SOUTH 18°43'34" EAST A DISTANCE OF 61.08 FEET; THENCE RUN (43) SOUTH 41°25'19" EAST A DISTANCE OF 99.47 FEET; THENCE RUN (44) SOUTH 10°00'58" EAST A DISTANCE OF 49.92 FEET; THENCE RUN (45) SOUTH 28°45'37" EAST A DISTANCE OF 128.89 FEET; THENCE RUN (46) SOUTH 22°27'37" EAST A DISTANCE OF 48.99 FEET; THENCE RUN (47) SOUTH 23°23'08" EAST A DISTANCE OF 168.86 FEET; THENCE RUN (48) SOUTH 18°38'33" EAST A DISTANCE OF 14.11 FEET; THENCE RUN (49) SOUTH 16°12'55" EAST A DISTANCE OF 173.77 FEET; THENCE RUN (50) SOUTH 26°02'45" EAST A DISTANCE OF 146.50 FEET; THENCE RUN (51) SOUTH 39°50'19" EAST A DISTANCE OF 74.25 FEET; THENCE RUN (52) SOUTH 27°05'27" EAST A DISTANCE OF 68.44 FEET; THENCE RUN (53) SOUTH 56°07'54" EAST A DISTANCE OF 30.87 FEET; THENCE RUN (54) SOUTH 13°44'32" EAST A DISTANCE OF 32.09 FEET; THENCE RUN (55) SOUTH 38°42'48" EAST A DISTANCE OF 90.93 FEET; THENCE RUN (56) SOUTH 17°00'26" EAST A DISTANCE OF 22.47 FEET; THENCE RUN (57) SOUTH 46°15'23" EAST A DISTANCE OF 70.76 FEET; THENCE RUN (58) SOUTH 47°18'33" EAST A DISTANCE OF 92.46 FEET; THENCE RUN (59) SOUTH 45°47'01" WEST A DISTANCE OF 27.26 FEET; THENCE RUN (60) NORTH 66°16'10" EAST A DISTANCE OF 19.12 FEET; THENCE RUN (61) SOUTH 72°14'50" EAST A DISTANCE OF 61.74 FEET; THENCE RUN (62) SOUTH 01°17'45" EAST A DISTANCE OF 47.33 FEET; THENCE RUN (63) SOUTH 34°55'37" EAST A DISTANCE OF 122.41 FEET; THENCE RUN (64) SOUTH 30°41'09" EAST A DISTANCE OF 115.62 FEET; THENCE RUN (65) SOUTH 31°51'50" EAST A DISTANCE OF 114.98 FEET; THENCE RUN (66) SOUTH 24°49'19" EAST A DISTANCE OF 108.73 FEET; THENCE RUN (67) SOUTH 20°40'07" EAST A DISTANCE OF 54.42 FEET; THENCE RUN (68) SOUTH 14°25'21" EAST A DISTANCE OF 60.74 FEET; THENCE RUN (69) SOUTH 30°18'00" EAST A DISTANCE OF 56.19 FEET; THENCE RUN (70) SOUTH 22°25'07" EAST A DISTANCE OF 66.79 FEET; THENCE RUN (71) SOUTH 23°19'46" EAST A DISTANCE OF 46.76 FEET; THENCE RUN (72) SOUTH 26°34'29" EAST A DISTANCE OF 120.05 FEET; THENCE RUN (73) SOUTH 04°03'40" WEST A DISTANCE OF 113.51 FEET; THENCE RUN (74) SOUTH 20°25'56" EAST A DISTANCE OF 30.41 FEET; THENCE RUN (75) SOUTH 56°12'51" EAST A DISTANCE OF 45.66 FEET; THENCE RUN (76) SOUTH 09°45'17" WEST A DISTANCE OF 42.32 FEET; THENCE RUN (77) SOUTH 13°18'50" WEST A DISTANCE OF 36.73 FEET; THENCE RUN (78) SOUTH 15°22'55" WEST A DISTANCE OF 17.85 FEET; THENCE RUN (79) SOUTH 00°57'02" WEST A DISTANCE OF 22.66 FEET; THENCE RUN (80) SOUTH 26°50'51" WEST A DISTANCE OF 32.66 FEET; THENCE RUN (81) NORTH 87°11'09" WEST A DISTANCE OF 56.18 FEET; THENCE RUN (82) NORTH 78°15'36" WEST A DISTANCE OF 21.13 FEET; THENCE RUN (83) NORTH 33°14'32" WEST A DISTANCE OF 45.29 FEET; THENCE RUN (84) SOUTH 47°47'36" WEST A DISTANCE OF 38.67 FEET; THENCE RUN (85) SOUTH 28°21'34" WEST A DISTANCE OF 5.10 FEET; THENCE RUN (86) SOUTH 45°31'50" WEST A DISTANCE OF 135.10 FEET; THENCE RUN (87) SOUTH 89°49'14"

WEST A DISTANCE OF 202.62 FEET; THENCE RUN (88) NORTH 81°35'22" WEST A DISTANCE OF 200.26 FEET; THENCE RUN (89) NORTH 70°35'59" WEST A DISTANCE OF 144.18 FEET; THENCE RUN (90) NORTH 72°07'51" WEST A DISTANCE OF 111.39 FEET; THENCE RUN (91) NORTH 81°30'44" WEST A DISTANCE OF 137.41 FEET; THENCE RUN (92) SOUTH 86°56'56" WEST A DISTANCE OF 393.25 FEET; THENCE RUN (93) SOUTH 66°45'52" WEST A DISTANCE OF 199.31 FEET; THENCE RUN (94) SOUTH 23°20'01" WEST A DISTANCE OF 10.08 FEET TO A POINT ON THE NORTH LINE OF THAT PERPETUAL 100 FOOT WIDE EASEMENT AS RECORDED IN OFFICIAL RECORDS BOOK 1003, PAGE 901 OF THE PUBLIC RECORDS OF POLK COUNTY FLORIDA; THENCE RUN (95) NORTH 74°39'11" WEST, ALONG SAID NORTH LINE, A DISTANCE OF 656.11 FEET; THENCE, DEPARTING SAID NORTH LINE, RUN (96) NORTH 14° 51'12" EAST A DISTANCE OF 540.08 FEET; THENCE RUN (97) NORTH 24°23'40" WEST A DISTANCE OF 380.00 FEET; THENCE RUN (98) NORTH 01°07'00" EAST A DISTANCE OF 629.14 FEET; THENCE RUN (99) NORTH 27°23'40" WEST A DISTANCE OF 800.00 FEET; THENCE RUN (100) NORTH 06°15'35" EAST A DISTANCE OF 680.00 FEET; THENCE RUN (101) NORTH 20°23'40" WEST A DISTANCE OF 735.00 FEET; THENCE RUN (102) NORTH 03°49'25" WEST A DISTANCE OF 140.00 FEET; THENCE RUN (103) NORTH 20°10'35" EAST A DISTANCE OF 130.00 FEET; THENCE RUN (104) NORTH 03°49'25" WEST A DISTANCE OF 125.00 FEET; THENCE RUN (105) NORTH 86°10'35" EAST A DISTANCE OF 150.00 FEET; THENCE RUN (106) NORTH 01°24'48" WEST A DISTANCE OF 941.77 FEET; THENCE RUN (107) NORTH 59°53'40" WEST A DISTANCE OF 70.00 FEET TO A POINT ON THE AFORESAID SOUTHERLY RIGHT OFWAY LINE OF STATE ROAD NO. 544, THENCE RUN NORTH 63°17'43" EAST A DISTANCE OF 75.21 FEET TO A POINT OF CURVATURE, ON SAID RIGHT-OF-WAY LINE, OF A CURVE TO THE RIGHT WITH A RADIUS OF 1844.86 FEET, A CENTRAL ANGLE OF 03°51'58", A CHORD BEARING NORTH 65°14'18" EAST WITH A CHORD DISTANCE OF 124.46 FEET; THENCE, ALONG SAID CURVE OF SAID RIGHT-OF-WAY LINE, RUN A DISTANCE OF 124.48 FEET TO A POINT ON SAID RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING.

**TOGETHER, THE NORTH PARCEL PLUS THE SOUTH PARCEL IS 284.905 ACRES, MORE OR LESS.**

**EXHIBIT B**  
**Fiscal Year 2025 Budget**

***Willowbrook***  
***Community Development District***

***Proposed Budget***  
***FY2025***





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**Willowbrook**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Proposed Budget FY2024	Actuals Thru 6/30/24	Projected Next 3 Months	Projected Thru 9/30/24	Proposed Budget FY2025
<b>Revenues</b>					
Developer Contributions	\$ 162,003	\$ 86,243	\$ 75,760	\$ 162,003	\$ 401,310
<b>Total Revenues</b>	<b>\$ 162,003</b>	<b>\$ 86,243</b>	<b>\$ 75,760</b>	<b>\$ 162,003</b>	<b>\$ 401,310</b>
<b>Expenditures</b>					
<i>Administrative</i>					
Supervisor Fees	\$ 11,000	\$ 3,400	\$ 2,800	\$ 6,200	\$ 12,000
FICA Expenses	\$ 825	\$ 260	\$ 214	\$ 474	\$ 918
Engineering	\$ 13,750	\$ -	\$ 3,438	\$ 3,438	\$ 15,000
Attorney	\$ 22,917	\$ 22,346	\$ 9,000	\$ 31,346	\$ 25,000
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
Assessment Administration	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
Arbitrage	\$ 450	\$ -	\$ 450	\$ 450	\$ 900
Dissemination	\$ 5,000	\$ -	\$ 1,250	\$ 1,250	\$ 6,000
Dissemination Software	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Trustee Fees	\$ 3,600	\$ -	\$ 4,041	\$ 4,041	\$ 8,082
Management Fees	\$ 36,667	\$ 25,000	\$ 10,000	\$ 35,000	\$ 40,000
Information Technology	\$ 1,650	\$ 1,125	\$ 413	\$ 1,538	\$ 1,890
Website Maintenance	\$ 2,850	\$ 2,350	\$ 713	\$ 3,063	\$ 1,260
Telephone	\$ 275	\$ -	\$ 50	\$ 50	\$ 300
Postage & Delivery	\$ 917	\$ 204	\$ 100	\$ 304	\$ 1,000
Insurance	\$ 5,000	\$ 4,369	\$ -	\$ 4,369	\$ 5,000
Printing & Binding	\$ 917	\$ -	\$ 50	\$ 50	\$ 1,000
Legal Advertising	\$ 13,750	\$ 23,392	\$ 3,000	\$ 26,392	\$ 15,000
Contingency	\$ 4,583	\$ -	\$ 1,000	\$ 1,000	\$ 5,000
Office Supplies	\$ 573	\$ 14	\$ 50	\$ 64	\$ 625
Travel Per Diem	\$ 605	\$ -	\$ 151	\$ 151	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 150	\$ -	\$ 150	\$ 175
<b>Total Administrative</b>	<b>\$ 137,003</b>	<b>\$ 82,610</b>	<b>\$ 44,219</b>	<b>\$ 126,829</b>	<b>\$ 151,310</b>
<i>Operations &amp; Maintenance</i>					
Field Contingency	\$ 25,000	\$ -	\$ 6,250	\$ 6,250	\$ 25,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 6,250</b>	<b>\$ 6,250</b>	<b>\$ 25,000</b>
<b>Total Expenditures</b>	<b>\$ 162,003</b>	<b>\$ 82,610</b>	<b>\$ 50,469</b>	<b>\$ 133,079</b>	<b>\$ 401,310</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 3,633</b>	<b>\$ 25,291</b>	<b>\$ 28,924</b>	<b>\$ -</b>

# Willowbrook

## Community Development District

### General Fund Narrative

#### **Revenues:**

##### Developer Contributions

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

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#### **Expenditures:**

##### **General & Administrative:**

##### Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

##### FICA Expense

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

##### Engineering

The District's engineer will be providing general engineering services to the District, e.g., attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

##### Attorney

The District's legal counsel will be providing general legal services to the District, e.g., attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

##### Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

##### Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

##### Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

# Willowbrook

## Community Development District

### General Fund Narrative

#### Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

#### Dissemination Software

The District may request the dissemination agent use of EMMA Filing Assistance Software, to file required disclosure reports.

#### Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

#### Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

#### Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

#### Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

#### Telephone

Telephone and fax machine.

#### Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

#### Insurance

The District's general liability and public official's liability insurance coverages.

#### Printing & Binding

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

# Willowbrook

## Community Development District

### General Fund Narrative

#### Legal Advertising

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

#### Contingency

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

#### Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

#### Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

#### Dues, Licenses & Subscriptions

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

#### **Operations & Maintenance:**

##### Field Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.

**Willowbrook**  
**Community Development District**  
**Proposed Budget**  
**Series 2024 Debt Service Fund**

Description	Proposed Budget FY2024	Actuals Thru 6/30/24	Projected Next 3 Months	Total Thru 9/30/24	Proposed Budget FY2025
<b>Revenues</b>					
Special Assessments	\$ -	\$ -	\$ -	\$ -	\$ 254,508
Interest	\$ -	\$ 315	\$ 944	\$ 1,258	\$ -
Carry Forward	\$ -	\$ -	\$ -	\$ -	\$ 469,273
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 315</b>	<b>\$ 944</b>	<b>\$ 1,258</b>	<b>\$ 723,781</b>
<b>Expenditures</b>					
Interest Expense - 11/1	\$ -	\$ -	\$ -	\$ -	\$ 213,505
Interest Expense - 5/1	\$ -	\$ -	\$ -	\$ -	\$ 254,509
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 468,014</b>
<b>Other Financing Sources/(Uses)</b>					
Bond Proceeds	\$ -	\$ 1,096,564	\$ -	\$ 1,096,564	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ 1,096,564</b>	<b>\$ -</b>	<b>\$ 1,096,564</b>	<b>\$ -</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 1,096,879</b>	<b>\$ 944</b>	<b>\$ 1,097,823</b>	<b>\$ 255,766</b>

Interest Expense 11/1/25	\$ 254,509
<b>Total</b>	<b>\$ 254,509</b>

Product	Assessable Units	Total Net Assessments	Net Assessment Per Unit	Gross Assessment Per Unit
Single Family - 40'	50	\$ 35,746	\$ 715	\$ 769
Single Family - 50'	306	\$ 218,762	\$ 715	\$ 769
	356	\$ 254,508		

**Willowbrook**  
**Community Development District**  
**Series 2024 Special Assessment Bonds**  
**Amortization Schedule**

Date	Balance	Prinicipal	Interest	Total
11/01/24	\$ 8,900,000.00	\$ -	\$ 213,505.09	\$ 213,505.09
05/01/25	\$ 8,900,000.00	\$ -	\$ 254,509.38	
11/01/25	\$ 8,900,000.00	\$ -	\$ 254,509.38	\$ 509,018.75
05/01/26	\$ 8,900,000.00	\$ 120,000.00	\$ 254,509.38	
11/01/26	\$ 8,780,000.00	\$ -	\$ 251,539.38	\$ 626,048.75
05/01/27	\$ 8,780,000.00	\$ 125,000.00	\$ 251,539.38	
11/01/27	\$ 8,655,000.00	\$ -	\$ 248,445.63	\$ 624,985.00
05/01/28	\$ 8,655,000.00	\$ 135,000.00	\$ 248,445.63	
11/01/28	\$ 8,520,000.00	\$ -	\$ 245,104.38	\$ 628,550.00
05/01/29	\$ 8,520,000.00	\$ 140,000.00	\$ 245,104.38	
11/01/29	\$ 8,380,000.00	\$ -	\$ 241,639.38	\$ 626,743.75
05/01/30	\$ 8,380,000.00	\$ 145,000.00	\$ 241,639.38	
11/01/30	\$ 8,235,000.00	\$ -	\$ 238,050.63	\$ 624,690.00
05/01/31	\$ 8,235,000.00	\$ 155,000.00	\$ 238,050.63	
11/01/31	\$ 8,080,000.00	\$ -	\$ 234,214.38	\$ 627,265.00
05/01/32	\$ 8,080,000.00	\$ 160,000.00	\$ 234,214.38	
11/01/32	\$ 7,920,000.00	\$ -	\$ 229,714.38	\$ 623,928.75
05/01/33	\$ 7,920,000.00	\$ 170,000.00	\$ 229,714.38	
11/01/33	\$ 7,750,000.00	\$ -	\$ 224,933.13	\$ 624,647.50
05/01/34	\$ 7,750,000.00	\$ 180,000.00	\$ 224,933.13	
11/01/34	\$ 7,570,000.00	\$ -	\$ 219,870.63	\$ 624,803.75
05/01/35	\$ 7,570,000.00	\$ 190,000.00	\$ 219,870.63	
11/01/35	\$ 7,380,000.00	\$ -	\$ 214,526.88	\$ 624,397.50
05/01/36	\$ 7,380,000.00	\$ 205,000.00	\$ 214,526.88	
11/01/36	\$ 7,175,000.00	\$ -	\$ 208,761.25	\$ 628,288.13
05/01/37	\$ 7,175,000.00	\$ 215,000.00	\$ 208,761.25	
11/01/37	\$ 6,960,000.00	\$ -	\$ 202,714.38	\$ 626,475.63
05/01/38	\$ 6,960,000.00	\$ 225,000.00	\$ 202,714.38	
11/01/38	\$ 6,735,000.00	\$ -	\$ 196,386.25	\$ 624,100.63
05/01/39	\$ 6,735,000.00	\$ 240,000.00	\$ 196,386.25	
11/01/39	\$ 6,495,000.00	\$ -	\$ 189,636.25	\$ 626,022.50
05/01/40	\$ 6,495,000.00	\$ 255,000.00	\$ 189,636.25	
11/01/40	\$ 6,240,000.00	\$ -	\$ 182,464.38	\$ 627,100.63
05/01/41	\$ 6,240,000.00	\$ 270,000.00	\$ 182,464.38	
11/01/41	\$ 5,685,000.00	\$ -	\$ 174,870.63	\$ 627,335.00
05/01/42	\$ 5,065,000.00	\$ 285,000.00	\$ 174,870.63	
11/01/42	\$ 5,065,000.00	\$ -	\$ 166,855.00	\$ 626,725.63
05/01/43	\$ 5,065,000.00	\$ 300,000.00	\$ 166,855.00	
11/01/43	\$ 5,065,000.00	\$ -	\$ 158,417.50	\$ 625,272.50
05/01/44	\$ 5,065,000.00	\$ 320,000.00	\$ 158,417.50	
11/01/44	\$ 5,065,000.00	\$ -	\$ 149,417.50	\$ 627,835.00
05/01/45	\$ 5,065,000.00	\$ 335,000.00	\$ 149,417.50	
11/01/45	\$ 4,730,000.00	\$ -	\$ 139,535.00	\$ 623,952.50
05/01/46	\$ 4,730,000.00	\$ 360,000.00	\$ 139,535.00	
11/01/46	\$ 4,370,000.00	\$ -	\$ 128,915.00	\$ 628,450.00
05/01/47	\$ 4,370,000.00	\$ 380,000.00	\$ 128,915.00	
11/01/47	\$ 3,990,000.00	\$ -	\$ 117,705.00	\$ 626,620.00
05/01/48	\$ 3,990,000.00	\$ 400,000.00	\$ 117,705.00	
11/01/48	\$ 3,590,000.00	\$ -	\$ 105,905.00	\$ 623,610.00
05/01/49	\$ 3,590,000.00	\$ 425,000.00	\$ 105,905.00	

**Willowbrook**  
**Community Development District**  
**Series 2024 Special Assessment Bonds**  
**Amortization Schedule**

Date	Balance	Prinicipal	Interest	Total
11/01/49	\$ 3,165,000.00	\$ -	\$ 93,367.50	\$ 624,272.50
05/01/50	\$ 3,165,000.00	\$ 450,000.00	\$ 93,367.50	
11/01/50	\$ 2,715,000.00	\$ -	\$ 80,092.50	\$ 623,460.00
05/01/51	\$ 2,715,000.00	\$ 480,000.00	\$ 80,092.50	
11/01/51	\$ 2,235,000.00	\$ -	\$ 65,932.50	\$ 626,025.00
05/01/52	\$ 2,235,000.00	\$ 510,000.00	\$ 65,932.50	
11/01/52	\$ 1,725,000.00	\$ -	\$ 50,887.50	\$ 626,820.00
05/01/53	\$ 1,725,000.00	\$ 540,000.00	\$ 50,887.50	\$ -
11/01/53	\$ 1,185,000.00	\$ -	\$ 34,957.50	\$ 625,845.00
05/01/54	\$ 1,185,000.00	\$ 575,000.00	\$ 34,957.50	\$ -
11/01/54	\$ 610,000.00	\$ -	\$ 17,995.00	\$ 627,952.50
05/01/55	\$ 610,000.00	\$ 610,000.00	\$ 17,995.00	\$ 627,995.00
		<b>\$ 8,900,000.00</b>	<b>\$ 10,602,741.96</b>	<b>\$ 19,502,741.96</b>



# SECTION VII

**RESOLUTION 2024-48**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2024/2025; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

**WHEREAS**, the Board desires to adopt the Fiscal Year 2024/2025 annual meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The Fiscal Year 2024/2025 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 23rd day of July 2024.

ATTEST:

**WILLOWBROOK COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Fiscal Year 2024/2025 Annual Meeting Schedule

**Exhibit A: Fiscal Year 2024/2025 Annual Meeting Schedule**

**BOARD OF SUPERVISORS MEETING DATES  
WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2024/2025**

The Board of Supervisors of the Willowbrook Community Development District will hold their regular meetings for Fiscal Year 2024/2025 at the Lake Alfred Public Library, 245 N. Seminole Avenue, Lake Alfred, Florida 33850, on the 4<sup>th</sup> Tuesday of every month at 10:30 AM unless otherwise indicated as follows:

**October 22, 2024**  
**November 19, 2024 (3<sup>rd</sup> Tuesday)**  
**December 17, 2024 (3<sup>rd</sup> Tuesday)**  
**January 28, 2025**  
**February 25, 2025**  
**March 25, 2025**  
**April 22, 2025**  
**May 27, 2025**  
**June 24, 2025**  
**July 22, 2025**  
**August 26, 2025**  
**September 23, 2025**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services - Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

# SECTION VIII

**RESOLUTION 2024-49**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT RATIFYING, CONFIRMING, AND APPROVING THE ACTIONS OF THE CHAIRPERSON, VICE CHAIRPERSON, SECRETARY, ASSISTANT SECRETARIES, AND ALL DISTRICT STAFF REGARDING THE SALE AND CLOSING OF \$8,900,000 WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REVENUE BONDS, SERIES 2024; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District previously adopted Resolution Nos. 2024-24, and 2024-41 on November 16, 2023 and March 26, 2024, respectively (collectively, the “**Bond Resolution**”), authorizing the issuance of its Willowbrook Community Development District \$8,900,000 Special Assessment Revenue Bonds, Series 2024 (the “**Series 2024 Bonds**”), for the purpose of financing the acquisition and/or construction of all or a portion of the public infrastructure necessary for the Assessment Area One Project (the “**Assessment Area One Project**”), as described in the *Engineer’s Report for Willowbrook Community Development District*, dated November 16, 2023 as supplemented by the *2024 Supplemental Engineer’s Report for the Willowbrook Community Development District*, dated March 26, 2024 (together, the “**Engineer’s Report**”); and

**WHEREAS**, the District closed on the issuance of the Series 2024 Bonds on May 30, 2024; and

**WHEREAS**, as prerequisites to the issuance of the Series 2024 Bonds, the Chairperson, Vice Chairperson, Treasurer, Secretary, Assistant Secretaries, and District staff including the District Manager, District Assessment Consultant, District Counsel and Bond Counsel (“**District Staff**”) were required to execute and deliver various documents (the “**Closing Documents**”); and

**WHEREAS**, the District desires to ratify, confirm, and approve all actions of the District Chairperson, Vice Chairperson, Treasurer, Secretary, Assistant Secretaries, and District Staff in closing on the issuance of the Series 2024 Bonds.

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

**SECTION 1.** The issuance of the Series 2024 Bonds, the adoption of resolutions relating to 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 by the Board of Supervisors of the District.

**SECTION 2.** The actions of the Chairperson, Vice Chairperson, Treasurer, Secretary, Assistant Secretaries, and all District Staff in finalizing the closing and issuance of the Series 2024 Bonds, including the execution and delivery of the Closing Documents, and such other certifications or other documents required for the closing on the Series 2024 Bonds, are determined to be in accordance with the prior authorizations of the Board and are hereby ratified, approved, and confirmed in all respects.

**SECTION 3.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective upon its adoption.

**PASSED AND ADOPTED** this 23rd day of July 2024.

ATTEST:

**WILLOWBROOK COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary

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Chairperson, Board of Supervisors

# SECTION IX

This instrument was prepared by and upon recording should be returned to:

Jennifer Kilinski, Esq.  
Kilinski | Van Wyk PLLC  
517 East College Avenue  
Tallahassee, Florida 32301

(This space reserved for Clerk)

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**DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE  
OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY  
THE WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT**

**Board of Supervisors<sup>1</sup>  
Willowbrook Community Development District**

**McKenzie Terrill**  
Chairman

**Allan Keen**  
Assistant Secretary

**Steve Rosser**  
Vice Chairman

**Marcia Bexley**  
Assistant Secretary

**Hyzens Marc**  
Assistant Secretary

District Manager  
c/o Governmental Management Services – Central Florida, LLC  
219 East Livingston Street  
Orlando, Florida 32801  
Tel: (407) 841-5524  
 (“District Manager’s Office”)

District records are on file at the District Manager’s Office and are available for public inspection upon request during normal business hours.

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<sup>1</sup> This list reflects the composition of the Board of Supervisors as of July 10, 2024. For a current list of Board Members, please contact the District Manager’s Office.



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**DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE  
OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN  
BY THE WILLOWBROOK COMMUNITY DEVELOPMENT DISTRICT**

**INTRODUCTION**

On behalf of the Willowbrook Community Development District (“**District**”), the following information is provided to give you a description of the District’s services and the assessments that have been levied within the District to pay for certain community infrastructure, and the manner in which the District is operated. The District is a unit of special-purpose local government created pursuant to and existing under the provisions of Chapter 190, *Florida Statutes* (the “**Act**”). Under Florida law, community development districts are required to take affirmative steps to provide for the full disclosure of information relating to the public financing and maintenance of improvements to real property undertaken by such districts. The law specifically provides that this information shall be made available to all persons currently residing within the District and to all prospective District residents, as well as filed in the property records of each county in which the District is located.

**WHAT IS THE DISTRICT AND HOW IS IT GOVERNED?**

The District was established by Ordinance No. 2023-58, enacted by the City Commission of the City of Winter Haven, Florida on November 13, 2023, which became effective on November 13, 2023. The District boundaries encompass approximately 284.905 acres within the City of Winter Haven, Florida. The development plan for the lands within the District includes approximately 667 single-family residential units to be constructed in two phases. As a local unit of special-purpose government, the District provides an alternate means for planning, financing, constructing, operating and maintaining various public improvements and community facilities within its jurisdiction. The anticipated unit types are set forth below:

<b><u>Product Type</u></b>	<b><u>Phase I</u></b>	<b><u>Phase II</u></b>	<b><u>Phase I</u></b>	<b><u>Phase II</u></b>	<b><u>Total</u></b>
	<b><u>South</u></b>	<b><u>South</u></b>	<b><u>North</u></b>	<b><u>North</u></b>	
Single-Family 40’	0	0	50	0	50
Single-Family 50’	121	112	185	199	617
<b>Total</b>	<b>121</b>	<b>112</b>	<b>235</b>	<b>199</b>	<b>667</b>

The District is governed by a five-member Board of Supervisors (“**Board**” and individually, “**Supervisors**”), the members of which must be residents of the State of Florida and citizens of the United States. Within ninety (90) days of appointment of the initial Board, members were elected on an at-large basis by the owners of property within the District. Subsequent landowner elections are then held every two years in November. At the landowner elections, and generally stated, each landowner is entitled to cast one vote for each acre of land owned with fractions thereof rounded upward to the nearest whole number, or one vote per platted lot. Commencing six (6) years after the initial appointment of the members of the Board and when the District attains a minimum of two hundred and fifty (250) qualified electors, Supervisors whose terms are expiring will begin to be elected by qualified electors of the District. A “qualified elector” in this instance is any person at least eighteen (18) years of age who is a citizen of the United States, a legal resident of Florida and of the District, and who is also registered to vote with the Supervisor of Elections for Polk County. Notwithstanding the foregoing, if at any time the Board proposes to exercise its ad valorem taxing power, it shall, prior to the exercise of such power, call an election at which all members of the Board shall be elected by qualified electors of the District.

The District is subject to Florida law governing open meetings and records. Accordingly, Board meetings are noticed in the local newspaper and are conducted in a public forum in which public participation is permitted. Consistent with Florida’s public records laws, the records of the District are available for public inspection at the District Manager’s Office during normal business hours.

## **OVERVIEW OF THE DISTRICT’S PROJECTS, BONDS & DEBT ASSESSMENTS**

The District is authorized by the Act to, amongst other things, finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct stormwater management systems, roadway improvements, on-site and off-site wetland mitigation, landscape/hardscape, parks and recreation facilities, irrigation systems and other infrastructure projects and services necessitated by the development of, and serving lands within, the District.

Pursuant to the Act, the District is authorized to levy and impose special assessments to pay all, or any part of, the cost of such infrastructure projects and services and to issue bonds, notes and/or other specific financing mechanisms payable from such special assessments. On February 1, 2024, the Tenth Judicial Circuit of Florida, in and for Polk County, Florida, entered a Final Judgment validating the District’s ability to issue an aggregate principal amount not to exceed \$43,615,000 in Special Assessment Revenue Bonds, in one or more series, for infrastructure needs of the District (“**Final Judgment**”). On March 7, 2024, the Tenth Judicial Circuit of Florida, in and for Polk County, Florida, entered a Certificate of No Appeal certifying that no notice of appeal has been filed or taken by any party or other person from the Final Judgment.

### ***Capital Improvement Plan / Master Bonds & Assessments***

In 2024, the District authorized the construction and/or financing of its master capital improvement plan (“**CIP**”). The CIP includes, among other things, master drainage and stormwater management infrastructure, master transportation and utility improvements, master landscape improvements, master recreation improvements, and soft costs. The CIP is estimated to cost approximately \$32,361,460 and is described in more detail in the *Engineer’s Report for the Willowbrook Community Development District*, dated November 16, 2023 (“**Master Improvement Plan Report**”).

The District anticipates financing all or a portion of the CIP by the issuance of one or more series of future special assessment bonds (“**Master Bonds**”). To secure the repayment of such Master Bonds, the District has levied and imposed one or more non-ad valorem debt service special assessment liens (“**Master Assessments**”) on certain benefitted lands within the District. The Master Assessments are further described in the *Master Special Assessment Methodology Report* (“**Master Assessment Report**”). A notice of the master assessment lien imposed consistent with the Master Assessment Methodology has been recorded in the Official Records of Polk County. The Master Assessment Report and the reports that supplement it are designed to conform to the requirements of Chapters 170, 190 and 197, *Florida Statutes*, are not intended to address any other assessments, if applicable, that may be levied by the District, a homeowner’s association, or any other unit of government.

Allocation of special assessments is a continuous process until the CIP is completed. As a master series of interrelated improvements, the CIP benefits all developable acres within the District. Once platting has begun, the assessments will be allocated to the assigned properties based on the benefits they receive as set forth herein (“**Assigned Properties**”). The unassigned properties, defined as property that has not been platted and assigned development rights, will continue to be assessed on a per acre (equal acreage) basis (“**Unassigned Properties**”). Eventually the development plan will be completed and the assessments securing each series of bonds will be allocated to the benefitted property within the District. If there are

changes to the development plan causing a change in the ultimate number of platted units, a true-up of the assessment(s) will be calculated to determine if a debt reduction or true-up payment is required.

**Assessment Area One Project/Series 2024 Bonds**

The District has authorized the construction and/or acquisition of its “**Assessment Area One Project**” as the first phase of the CIP. On May 30, 2024, the District issued \$8,900,000 Willowbrook Community Development District Special Assessment Revenue Bonds, Series 2024 (“**Series 2024 Bonds**”), for the purpose of financing a portion of the Assessment Area One Project (the financed portion being the “**Assessment Area One Project**”). The amortization schedules for the Series 2024 Bonds are available at the District Manager’s Office. The Assessment Area One Project is anticipated to cost \$20,778,430 and is described in the *2024 Supplemental Engineering Report for the Willowbrook Community Development District*, dated March 26, 2024 (“**Assessment Area One Report**”). The Assessment Area One Project includes improvements related to the main entrance, master roadway infrastructure, master stormwater and utility improvements, master recreation, and master entry features and landscaping, all as more specifically described in the Assessment Area One Report.

The Series 2024 Bonds are secured by non-ad valorem special assessments levied and imposed as part of the Master Assessments (“**Series 2024 Assessments**”) on all lands within the approximately 117.91 acres comprising “**Assessment Area One**,” as described in **Exhibit A** hereto. The Series 2024 Assessments are further described in the *Supplemental Assessment Methodology – Assessment Area One*, dated May 21, 2024 (the “**Supplemental Assessment Report**”). It is anticipated that the Series 2024 Assessments will be collected through the Uniform Method of Collection described in Chapter 197.3632, *Florida Statutes*, for platted lots and directly collected for unplatted property but the assessments may be collected by any other legal means available to the District. Schedules of the annual assessments on benefiting property levied to defray the debt service obligations of the District are summarized provided below and are available for public inspection at the District Manager’s Office.

The Series 2024 Assessments described above exclude any operations and maintenance assessments that may be determined and calculated annually by the Board against all benefited lands in the District. A detailed description of all costs and allocations that result in the formulation of assessments, fees and charges is available for public inspection at the District Manager’s Office.

The allocation of the Series 2024 Assessments is provided below:

<i>Series 2024 Assessments</i>			
<b>Product Type</b>	<b>No. of Units</b>	<b>Annual Series 2024 Bond Assessment per Unit*</b>	<b>Total Series 2024 Bond Assessment per Unit</b>
40'	50	\$1,952.93	\$25,000.00
50'	306	\$1,952.93	\$25,000.00

*\*Note: The annual debt assessment per unit amounts are subject to a collection fee and early payment discounts when collected on the Polk County tax bill.*

**Operation and Maintenance Assessments**

In addition to the debt assessment described above, the District also imposes on an annual basis operations and maintenance assessments (“**O&M Assessments**”), which are determined and calculated annually by the Board in order to fund the District’s annual operations and maintenance budget. O&M Assessments are levied against all benefitted lands in the District and may vary from year to year based on

the amount of the District's budget. O&M Assessments may also be affected by the total number of units that ultimately are constructed within the District. The allocation of O&M Assessments is set forth in the resolutions imposing the assessments. Please contact the District Manager's Office for more information regarding the allocation of O&M Assessments.

### ***Future Improvements and Assessments***

Should the District choose to finance additional portions of its CIP in the future, additional debt assessments may be imposed on property within the District. Such additional assessments will be allocated in a manner consistent with the Master Assessment Methodology.

The District may undertake the construction, acquisition, or installation of other future improvements and facilities, which may be financed by bonds, notes or other methods authorized by Chapter 190, *Florida Statutes*. Further information regarding any of the improvements can be obtained from the engineer's reports on file in the District Manager's Office. Further, a detailed description of all costs and allocations that result in the formulation of assessments, fees and charges is available for public inspection at the District Manager's Office.

### **METHODS OF COLLECTION**

For any given fiscal year, the District may elect to collect any special assessment for any lot or parcel by any lawful means. The provisions governing the collection of special assessments are more fully set forth in the applicable assessment resolutions, which are on file at the District Manager's Office. That said, and generally speaking, the District may elect to place a special assessment on that portion of the annual real estate tax bill, entitled "non-ad valorem assessments," which would then be collected by the Polk County Tax Collector in the same manner as county ad valorem taxes ("**Uniform Method**"). Each property owner subject to the collection of special assessments by the Uniform Method must pay both ad valorem and non-ad valorem assessments at the same time. Property owners will, however, be entitled to the same discounts as provided for ad valorem taxes. As with any tax bill, if all taxes and assessments due are not paid within the prescribed time limit, the tax collector is required to sell tax certificates which, if not timely redeemed, may result in the loss of title to the property. The use of the Uniform Method for any given fiscal year does not mean that the Uniform Method will be used to collect assessments in future years, and the District reserves the right in its sole discretion to select a new or different collection method in any given year, regardless of past practices.

Alternatively, the District may elect to collect any special assessment by sending a direct bill to a given landowner. In the event that an assessment payment is not timely made, the whole assessment – including any remaining amounts for the fiscal year as well as any future installments of assessments securing debt service – shall immediately become due and payable and shall accrue interest as well as penalties, plus all costs of collection and enforcement, and shall either be enforced pursuant to a foreclosure action, or, at the District's discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Please contact the District Manager's Office for further information regarding collection methods.

This description of the District's operations, services and financing structure is intended to provide assistance to landowners and purchasers concerning the important role that the District plays in providing infrastructure improvements essential to the development of communities. If you have questions or would like additional information about the District, please write to: Willowbrook Community Development District, c/o Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801 Attn: District Manager, Offices: or call (407) 841-5524.

**IN WITNESS WHEREOF**, this *Disclosure of Public Financing and Maintenance of Improvements to Real Property Undertaken by the Willowbrook Community Development District* has been executed to be effective as of the \_\_\_ day of July 2024, and recorded in the Official Records of Polk County, Florida.

**WILLOWBROOK COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
McKenzie Terrill, Chairman

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me [ ] in person or [ ] by means of remote notarization this 23rd day of July 2024, by McKenzie Terrill, Chairman of the Willowbrook Community Development District, who [ ] is personally known to me or who [ ] has produced \_\_\_\_\_ as identification, and did not take the oath.

\_\_\_\_\_  
Notary Public, State of Florida  
Print Name: \_\_\_\_\_  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**Exhibit A:**      Assessment Area One Legal Description

**EXHIBIT A**

**Assessment Area One Legal Description**

Willowbrook South Phase 1:

COMMENCE AT A 4" x 4" CONCRETE MONUMENT WITH A DISK LABELED LB7454, LYING AT THE SOUTHWEST CORNER OF THE SOUTHEAST ¼ OF SECTION 15, TOWNSHIP 28 SOUTH, RANGE 26 EAST, SAID POINT HAVING A NORTHING OF 1,347,673.47 FEET, AND AN EASTING OF 752,255.25 FEET IN REFERENCE TO THE STATE PLANE COORDINATE SYSTEM OF FLORIDA, NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT, AND RUN THENCE ALONG THE WEST BOUNDARY OF SAID SOUTHEAST 1/4, N00°05'30"W A DISTANCE OF 1379.25 FEET TO A POINT MONUMENTED WITH A ONE HALF INCH IRON ROD WITH CAP READING "PESURV LB8112", LYING ON THE NORTHERN RIGHT OF WAY OF MARTIN LUTHER KING BOULEVARD NE / AVENUE T NE (AS DESCRIBED IN OFFICIAL RECORD BOOK 748, PAGE 608 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA), SAID POINT LYING ON A CURVE CONCAVE NORTHEASTERLY, NON TANGENT TO THE PREVIOUS COURSE, HAVING A RADIUS OF 924.93 FEET, A DELTA ANGLE OF 13°36'00", CHORD LENGTH OF 219.03 FEET, AND CHORD BEARING N70°42'22"W. THENCE ALONG SAID NORTHERN RIGHT OF WAY LINE AND CURVE, AN ARC DISTANCE OF 219.55 FEET TO A POINT OF REVERSE CURVATURE ON A CURVE HAVING A RADIUS OF 984.93 FEET, A DELTA ANGLE OF 17°29'50", CHORD LENGTH OF 299.61 FEET AND CHORD BEARING OF N72°39'17"W; CONTINUE THENCE ALONG SAID NORTHERN RIGHT OF WAY LINE AND CURVE AN ARC DISTANCE OF 300.78 FEET TO A POINT ON A CURVE HAVING A RADIUS OF 984.93 FEET, A CENTRAL ANGLE OF 9°30'10", CHORD LENGTH OF 163.17 FEET, AND CHORD BEARING OF N86°09'17"W. CONTINUE THENCE ALONG SAID NORTHERN RIGHT OF WAY LINE AND CURVE AN ARC DISTANCE OF 163.35 FEET TO A POINT OF COMPOUND CURVATURE ON A CURVE HAVING A RADIUS OF 602.96 FEET, A CENTRAL ANGLE OF 23°57'00", CHORD LENGTH OF 250.21 FEET, AND CHORD BEARING OF S77°07'08"W; CONTINUE THENCE ALONG SAID NORTHERN RIGHT OF WAY LINE AND CURVE AN ARC DISTANCE OF 252.04 FEET TO THE EAST BOUNDARY OF THAT PARCEL DESCRIBED BY WARRANTY DEED IN OFFICIAL RECORD BOOK 4476, PAGE 439, PUBLIC RECORDS OF POLK COUNTY, FLORIDA; RUN THENCE ALONG SAID EAST BOUNDARY N03°00'59"W A DISTANCE OF 10.76 FEET TO THE POINT OF BEGINNING; CONTINUE THENCE ALONG SAID EAST BOUNDARY THE FOLLOWING (13 ) COURSES: (1) N03°00'59"W A DISTANCE OF 827.20 FEET; (2) N27°38'59"W A DISTANCE OF 151.06 FEET; (3) N17°11'59"W A DISTANCE OF 119.50 FEET; (4) N02°16'59"W A DISTANCE OF 150.00 FEET; (5) N05°12'01"E A DISTANCE OF 279.98 FEET; (6) N02°52'01"E A DISTANCE OF 174.28 FEET; (7) N05°58'59"W A DISTANCE OF 107.84 FEET; (8) N24°03'59"W A DISTANCE OF 270.00 FEET; (9) N29°03'59"W A DISTANCE OF 273.00 FEET; (10) N07°36'59"W A DISTANCE 122.34 FEET; (11) N20°38'59"W A DISTANCE OF 229.76 FEET; (12) S84°36'01"W A DISTANCE OF 253.80 FEET; (13) N02°38'59"W A DISTANCE OF 423.10 FEET MORE OR LESS TO THE SOVEREIGN SUBMERGED LAND LINE FOR LAKE SMART; THENCE ALONG SAID SOVEREIGN SUBMERGED LAND LINE MEANDERED BY THE FOLLOWING (2) COURSES: (1) N37°11'01"E A DISTANCE OF 612.27 FEET; (2) N19°04'35"E A DISTANCE OF 692.87 FEET TO THE NORTH BOUNDARY OF A PERPETUAL CANAL EASEMENT RECORDED IN OFFICIAL RECORDS BOOK 913, PAGE 237 AND CORRECTED IN OFFICIAL RECORDS BOOK 1003, PAGE 901 PUBLIC RECORDS OF POLK COUNTY,

FLORIDA; THENCE ALONG SAID NORTH BOUNDARY S74°39'25"E A DISTANCE OF 424.92 FEET TO THE BOUNDARY OF WILLOWBROOK GOLF COURSE AS DESCRIBED IN OFFICIAL RECORDS BOOK 1006, PAGE 150 PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE ALONG SAID BOUNDARY OF WILLOWBROOK GOLF COURSE THE FOLLOWING (2) COURSES: (1) S03°20'11"E A DISTANCE OF 590.08 FEET; (2) S31°53'40"E A DISTANCE OF 165.00 FEET; THENCE DEPARTING SAID WILLOWBROOK GOLF COURSE BOUNDARY RUN S54°17'14"W A DISTANCE OF 112.40 FEET; THENCE S00°00'00"E A DISTANCE OF 110.00 FEET; THENCE N90°00'00"W A DISTANCE OF 94.00 FEET; THENCE S00°00'00"E A DISTANCE OF 40.00 FEET; THENCE N90°00'00"E A DISTANCE OF 84.00 FEET; THENCE S00°00'00"E A DISTANCE 1220.00 FEET; THENCE N90°00'00"W A DISTANCE OF 84.00 FEET; THENCE S00°00'00"E A DISTANCE OF 40.00 FEET TO A NON TANGENT POINT ON A CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 26.00 FEET, A DELTA ANGLE OF 90°00'00", A CHORD BEARING S45°00'00"W, A CHORD DISTANCE OF 36.77 FEET; RUN THENCE ALONG SAID CURVE AN ARC DISTANCE OF 40.84 FEET; THENCE S00°00'00"E A DISTANCE OF 94.00 FEET; THENCE N90°00'00"E A DISTANCE OF 189.44 FEET; THENCE S14°33'00"E A DISTANCE OF 31.85 FEET TO A NON TANGENT POINT ON A CURVE, CONCAVE TO THE SOUTHEAST, HAVING A RADIUS OF 170.00 FEET, A DELTA ANGLE OF 12°41'01", A CHORD BEARING S58°44'10"W, A CHORD DISTANCE OF 37.56 FEET; RUN THENCE ALONG SAID CURVE AN ARC DISTANCE OF 37.63 FEET; S52°23'39"W A DISTANCE OF 136.87 FEET; THENCE S37°36'21"E A DISTANCE OF 70.00 FEET; THENCE S52°23'39"W A DISTANCE OF 289.39 FEET; TO A CURVE TO THE RIGHT, HAVING A RADIUS OF 100.00 FEET, A DELTA ANGLE OF 55°24'38", A CHORD BEARING S24°41'20"W, A CHORD DISTANCE OF 92.98 FEET; RUN THENCE ALONG SAID CURVE AN ARC DISTANCE OF 96.71 FEET; THENCE S03°00'59"E A DISTANCE OF 1158.14 FEET; THENCE S17°23'22"E A DISTANCE OF 74.22 FEET TO NORTH RIGHT OF WAY OF AVENUE T NW (MARTIN LUTHER KING BOULEVARD NE) AS DESCRIBED IN OFFICIAL RECORD BOOK 13012, PAGE 1751, PUBLIC RECORDS OF POLK COUNTY, FLORIDA, SAID POINT LYING ON A CURVE NON TANGENT TO THE PREVIOUS COURSE HAVING A RADIUS OF 612.96 FEET, A DELTA ANGLE OF 08°39'27", A CHORD BEARING S69°50'49"W, A CHORD DISTANCE OF 92.53 FEET; RUN THENCE ALONG SAID CURVE AN NORTH RIGHT OF WAY LINE AN ARC DISTANCE OF 92.62 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH:

Willowbrook North Phase 1:



DESCRIPTION

A PARCEL OF LAND BEING A REPLAT OF PORTIONS OF LOTS 258, 267, 268, AND UNNAMED RIGHT-OF-WAYS OF THE PLAT OF LUCERNE PARK FRUIT ASSOCIATION, RECORDED IN PLAT BOOK 3B, PAGE 67 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA, SITUATED WITHIN SECTIONS 10, 11, 14 & 15, TOWNSHIP 28 SOUTH, RANGE 26 EAST, CITY OF WINTER HAVEN, POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF SECTION 10, TOWNSHIP 28 SOUTH, RANGE 26 EAST; THENCE, ALONG THE EAST LINE OF SAID SECTION 10, RUN SOUTH 00°07'28" EAST A DISTANCE OF 137.45 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY OF STATE ROAD NO. 544 (LUCERNE PARK ROAD); THENCE, RUN SOUTH 89°53'19" WEST ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE A DISTANCE OF 1699.36 FEET TO A POINT OF CURVATURE OF A CURVE TO THE LEFT WITH A RADIUS OF 1844.86 FEET, A CENTRAL ANGLE OF 22°43'03", A CHORD BEARING SOUTH 78°31'48" WEST WITH A CHORD DISTANCE OF 726.69 FEET; THENCE, ALONG SAID CURVE OF SAID RIGHT-OF-WAY LINE, RUN A DISTANCE OF 731.48 FEET TO A POINT ON SAID RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING; THENCE, DEPARTING SAID RIGHT-OF-WAY LINE AND ALONG THE FOLLOWING FIFTY-EIGHT (58) COURSES AS DESCRIBED BY A SURVEY PESURV, INC., PROJECT NO. 1579, ROBERT E. LAZENBY IV, P.E. #52006, PSM #6389, RUN (1) SOUTH 24°14'34" EAST A DISTANCE OF 65.67 FEET TO A POINT OF CURVATURE OF A CURVE TO THE RIGHT WITH A RADIUS OF 102.00 FEET, A CENTRAL ANGLE OF 22°30'16", A CHORD BEARING SOUTH 12°59'26" EAST WITH A CHORD DISTANCE OF 39.81 FEET; THENCE, ALONG SAID CURVE, RUN (2) A DISTANCE OF 40.06 FEET TO A POINT OF TANGENCY; THENCE RUN (3) SOUTH 01°44'19" EAST A DISTANCE OF 61.72 FEET TO A POINT OF CURVATURE OF A CURVE TO THE RIGHT WITH A RADIUS OF 17.00 FEET, A CENTRAL ANGLE OF 90°00'03", A CHORD BEARING SOUTH 46°44'17" EAST WITH A CHORD DISTANCE OF 24.04 FEET; THENCE, ALONG SAID CURVE, (4) RUN A DISTANCE OF 26.70 FEET TO A POINT OF TANGENCY; THENCE RUN (5) NORTH 88°15'41" EAST A DISTANCE OF 29.84 FEET; THENCE RUN (6) SOUTH 01°44'19" EAST A DISTANCE OF 65.00 FEET; THENCE RUN (7) NORTH 88°15'41" EAST A DISTANCE OF 191.46 FEET; THENCE RUN (8) SOUTH 21°47'55" WEST A DISTANCE OF 182.23 FEET; THENCE RUN (9) SOUTH 10°18'49" WEST A DISTANCE OF 111.02 FEET; THENCE RUN (10) SOUTH 06°20'28" EAST A DISTANCE OF 31.78 FEET; THENCE RUN (11) SOUTH 10°24'42" EAST A DISTANCE OF 54.63 FEET; THENCE RUN (12) SOUTH 05°19'55" EAST A DISTANCE OF 113.33 FEET; THENCE RUN (13) SOUTH 05°26'27" WEST A DISTANCE OF 49.92 FEET; THENCE RUN (14) SOUTH 01°21'11" EAST A DISTANCE OF 279.65 FEET; THENCE RUN (15) SOUTH 01°30'16" EAST A DISTANCE OF 33.99 FEET; THENCE RUN (16) SOUTH 01°07'03" WEST A DISTANCE OF 61.24 FEET; THENCE RUN (17) SOUTH 03°14'57" EAST A DISTANCE OF 61.33 FEET; THENCE RUN (18) SOUTH 09°38'37" EAST A DISTANCE OF 85.84 FEET; THENCE RUN (19) SOUTH 02°33'05" WEST A DISTANCE OF 82.31 FEET; THENCE RUN (20) SOUTH 00°59'55" WEST A DISTANCE OF 41.05 FEET; THENCE RUN (21) SOUTH 27°20'51" EAST A DISTANCE OF 119.34 FEET; THENCE RUN (22) SOUTH 21°55'15" EAST A DISTANCE OF 43.92 FEET;

THENCE RUN (23) SOUTH 25°25'05" EAST A DISTANCE OF 46.73 FEET; THENCE RUN (24) SOUTH 29°18'59" EAST A DISTANCE OF 62.53 FEET; THENCE RUN (25) SOUTH 18°08'22" EAST A DISTANCE OF 69.12 FEET THENCE RUN (26) SOUTH 25°45'04" EAST A DISTANCE OF 203.70 FEET; THENCE RUN (27) SOUTH 35°31'25" EAST A DISTANCE OF 129.37 FEET; THENCE RUN (28) SOUTH 39°05'37" EAST A DISTANCE OF 170.07 FEET; THENCE RUN (29) SOUTH 62°35'36" EAST A DISTANCE OF 86.01 FEET; THENCE RUN (30) SOUTH 67°18'39" EAST A DISTANCE OF 81.88 FEET; THENCE RUN (31) SOUTH 65°17'05" EAST A DISTANCE OF 86.19 FEET; THENCE RUN (32) SOUTH 65°14'32" EAST A DISTANCE OF 160.88 FEET; THENCE RUN (33) SOUTH 42°25'05" EAST A DISTANCE OF 99.09 FEET; THENCE RUN (34) SOUTH 16°46'33" EAST A DISTANCE OF 71.63 FEET; THENCE RUN (35) SOUTH 31°17'48" EAST A DISTANCE OF 112.99 FEET; THENCE RUN (36) SOUTH 45°31'19" EAST A DISTANCE OF 123.81 FEET; THENCE RUN (37) SOUTH 33°31'02" EAST A DISTANCE OF 108.20 FEET; THENCE RUN (38) SOUTH 75°18'46" EAST A DISTANCE OF 30.67 FEET; THENCE RUN (39) SOUTH 18°52'36" EAST A DISTANCE OF 49.22 FEET; THENCE RUN (40) SOUTH 42°51'44" EAST A DISTANCE OF 44.94 FEET; THENCE RUN (41) SOUTH 18°43'34" EAST A DISTANCE OF 61.08 FEET; THENCE RUN (42) SOUTH 41°25'19" EAST A DISTANCE OF 99.47 FEET; THENCE RUN (43) SOUTH 10°00'58" EAST A DISTANCE OF 49.92 FEET; THENCE RUN (44) SOUTH 28°45'37" EAST A DISTANCE OF 128.89 FEET; THENCE RUN (45) SOUTH 22°27'37" EAST A DISTANCE OF 48.99 FEET; THENCE RUN (46) SOUTH 23°23'08" EAST A DISTANCE OF 168.86 FEET; THENCE RUN (47) SOUTH 18°38'33" EAST A DISTANCE OF 14.11 FEET; THENCE RUN (48) SOUTH 16°12'55" EAST A DISTANCE OF 173.77 FEET; THENCE RUN (49) SOUTH 26°02'45" EAST A DISTANCE OF 146.50 FEET; THENCE RUN (50) SOUTH 39°50'19" EAST A DISTANCE OF 74.25 FEET; THENCE RUN (51) SOUTH 27°05'27" EAST A DISTANCE OF 68.44 FEET; THENCE RUN (52) SOUTH 56°07'54" EAST A DISTANCE OF 30.87 FEET; THENCE RUN (53) SOUTH 13°44'32" EAST A DISTANCE OF 32.09 FEET; THENCE RUN (54) SOUTH 38°42'48" EAST A DISTANCE OF 90.93 FEET; THENCE RUN (55) SOUTH 17°00'26" EAST A DISTANCE OF 22.47 FEET; THENCE RUN (56) SOUTH 46°15'23" EAST A DISTANCE OF 70.76 FEET; THENCE RUN (57) SOUTH 47°18'33" EAST A DISTANCE OF 92.46 FEET; THENCE RUN (58) SOUTH 45°47'01" WEST A DISTANCE OF 27.26 FEET; THENCE DEPARTING SAID COURSES RUN SOUTH 53°03'14" WEST A DISTANCE OF 174.46 FEET; THENCE RUN NORTH 27°23'40" WEST A DISTANCE OF 860.00 FEET; THENCE RUN SOUTH 62°36'20" WEST A DISTANCE OF 150.28 FEET TO A POINT OF NON-TANGENCY WITH A CURVE TO THE LEFT, CONCAVE SOUTH, HAVING A RADIUS OF 27.00 FEET, A CENTRAL ANGLE OF 81°42'30", AND A CHORD DISTANCE OF 35.32 FEET WHICH BEARS NORTH 76°32'25" WEST; THENCE ALONG THE ARC OF SAID CURVE RUN FOR A LENGTH OF 38.50 FEET; THENCE RUN SOUTH 62°36'20" WEST A DISTANCE OF 166.00 FEET TO A POINT OF CURVATURE WITH A CURVE TO THE LEFT, CONCAVE EAST, HAVING A RADIUS OF 27.00 FEET, A CENTRAL ANGLE OF 90°00'00", AND A CHORD DISTANCE OF 38.18 FEET WHICH BEARS SOUTH 17°36'20" WEST; THENCE ALONG THE ARC OF SAID CURVE RUN FOR A LENGTH OF 42.41 FEET TO A POINT OF NON-TANGENCY WITH A LINE; THENCE ALONG SAID NON-TANGENT LINE RUN SOUTH 62°36'20" WEST A DISTANCE OF 40.00 FEET TO A POINT OF NON-TANGENCY WITH A CURVE TO THE LEFT, CONCAVE SOUTH, HAVING A RADIUS OF 27.00 FEET, A CENTRAL ANGLE OF 90°00'00", AND A CHORD DISTANCE OF 38.18 FEET WHICH BEARS NORTH 72°23'40" WEST; THENCE ALONG THE ARC OF SAID CURVE RUN FOR A LENGTH OF 42.41 FEET; THENCE RUN SOUTH 62°36'20" WEST A DISTANCE OF 176.00 FEET TO A POINT OF CURVATURE WITH A CURVE TO THE LEFT, CONCAVE EAST, HAVING A RADIUS OF 27.00 FEET, A CENTRAL ANGLE OF 90°00'00", AND A CHORD DISTANCE OF 38.18 FEET WHICH BEARS SOUTH 17°36'20" WEST; THENCE ALONG THE ARC OF SAID CURVE RUN FOR A LENGTH OF 42.41 FEET TO A POINT OF NON-TANGENCY WITH A LINE; THENCE ALONG SAID NON-TANGENT LINE RUN SOUTH 62°36'20" WEST A DISTANCE OF 40.00 FEET TO A POINT OF NON-TANGENCY WITH A CURVE TO THE LEFT, CONCAVE SOUTH, HAVING A RADIUS OF 27.00 FEET, A CENTRAL ANGLE OF 90°00'00", AND A CHORD DISTANCE OF 38.18 FEET WHICH BEARS NORTH 72°23'40" WEST; THENCE ALONG THE ARC OF SAID CURVE RUN FOR A LENGTH OF 42.41 FEET; THENCE RUN SOUTH 62°36'20" WEST A DISTANCE OF 166.00 FEET TO A POINT OF CURVATURE WITH A CURVE TO THE LEFT, CONCAVE EAST, HAVING A RADIUS OF 27.00 FEET, A CENTRAL ANGLE OF 90°00'00", AND A CHORD DISTANCE OF 38.18 FEET WHICH BEARS SOUTH 17°36'20" WEST; THENCE ALONG THE ARC OF SAID CURVE RUN FOR A LENGTH OF 42.41 FEET; THENCE RUN SOUTH 27°23'40" EAST A DISTANCE OF 33.00 FEET;

THENCE RUN SOUTH 62°36'20" WEST A DISTANCE OF 150.00 FEET; THENCE RUN SOUTH 27°23'40" EAST A DISTANCE OF 450.00 FEET; THENCE RUN SOUTH 50°15'56" WEST A DISTANCE OF 372.20 FEET; THENCE RUN SOUTH 14°51'12" WEST A DISTANCE OF 565.57 FEET TO A POINT ON THE NORTH LINE OF THAT PERPETUAL 100 FOOT WIDE EASEMENT AS RECORDED IN OFFICIAL RECORDS BOOK 1003, PAGE 901 OF THE PUBLIC RECORDS OF POLK COUNTY FLORIDA; THENCE ALONG SAID NORTH LINE RUN NORTH 74°39'11" WEST A DISTANCE OF 70.00 FEET; THENCE DEPARTING SAID NORTH LINE ALONG AFORESAID COURSES DESCRIBED BY A SURVEY PESURV INC., RUN THE FOLLOWING TWELVE (12) COURSES AND DISTANCES: (1) NORTH 14°51'12" EAST A DISTANCE OF 540.00 FEET; THENCE RUN (2) NORTH 24°23'40" WEST A DISTANCE OF 380.00 FEET; THENCE RUN (3) NORTH 01°07'00" EAST A DISTANCE OF 629.14 FEET; THENCE RUN (4) NORTH 27°23'40" WEST A DISTANCE OF 800.00 FEET; THENCE RUN (5) NORTH 06°15'35" EAST A DISTANCE OF 680.00 FEET; THENCE RUN (6) NORTH 20°23'40" WEST A DISTANCE OF 735.00 FEET; THENCE RUN (7) NORTH 03°49'25" WEST A DISTANCE OF 140.00 FEET; THENCE RUN (8) NORTH 20°10'35" EAST A DISTANCE OF 130.00 FEET; THENCE RUN (9) NORTH 03°49'25" WEST A DISTANCE OF 125.00 FEET; THENCE RUN (10) NORTH 86°10'35" EAST A DISTANCE OF 150.00 FEET; THENCE RUN (11) NORTH 01°24'48" WEST A DISTANCE OF 941.77 FEET; THENCE RUN (12) NORTH 59°53'40" WEST A DISTANCE OF 70.00 FEET TO A POINT ON THE AFORESAID SOUTHERLY RIGHT OF WAY LINE OF STATE ROAD NO. 544, THENCE RUN NORTH 63°17'43" EAST A DISTANCE OF 75.21 FEET TO A POINT OF CURVATURE, ON SAID RIGHT-OF-WAY LINE, OF A CURVE TO THE RIGHT WITH A RADIUS OF 1844.86 FEET, A CENTRAL ANGLE OF 03°51'58", A CHORD BEARING NORTH 65°14'18" EAST WITH A CHORD DISTANCE OF 124.46 FEET; THENCE, ALONG SAID CURVE OF SAID RIGHT-OF-WAY LINE, RUN A DISTANCE OF 124.48 FEET TO A POINT ON SAID RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING.

CONTAINING 3,211,304 SQUARE FEET OR 73.721 ACRES, MORE OR LESS.

# SECTION X



## **Memorandum**

**To:** Board of Supervisors

**From:** District Management

**Date:** July 23, 2024

**RE:** HB7013 – Special Districts Performance Measures and Standards

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To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

**Exhibit A:**  
Goals, Objectives and Annual Reporting Form

# Willowbrook Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

## **1. Community Communication and Engagement**

### **Goal 1.1: Public Meetings Compliance**

**Objective:** Hold at least three regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

**Measurement:** Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of three board meetings were held during the Fiscal Year.

**Achieved:** Yes  No

### **Goal 1.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

**Standard:** 100% of meetings were advertised in accordance with Florida Statutes, on at least two mediums (i.e., newspaper, CDD website, electronic communications).

**Achieved:** Yes  No

### **Goal 1.3: Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

**Standard:** 100% of monthly website checks were completed by District Management.

**Achieved:** Yes  No

## **2. Financial Transparency and Accountability**

### **Goal 2.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

**Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

**Achieved:** Yes  No

### **Goal 2.2: Financial Reports**

**Objective:** Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

**Measurement:** Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

**Standard:** CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes  No

### **Goal 2.3: Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

**Achieved:** Yes  No

Chair/Vice Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Willowbrook Community Development District

District Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Willowbrook Community Development District

# SECTION XI



# SECTION C

# SECTION 1



**JON M HALL**  
**COMPANY**  
*Florida's Premier Site Developer*

1400 Martin Luther King Jr. Blvd.  
 Sanford, FL 32771  
 P: 407-215-0410 F: 407-813-2280  
 www.jonmhallcompany.com

<b>To:</b>	Willowbrook Community Development District	<b>Contact:</b>	Lisa Cruz
<b>Address:</b>	6200 Lee Vista Blvd Orlando, FL 32822	<b>Phone:</b>	813-527-0655
		<b>Fax:</b>	N/A
<b>Project Name:</b>	Willowbrook North PH 1, 2 & MG & FDOT - RCO #1 Offsite Bond	<b>Bid Number:</b>	23-071-RCO #1
<b>Project Location:</b>	Lucerne Park Road & Valentia Blvd, Winter Haven, FL	<b>Bid Date:</b>	6/25/2024

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
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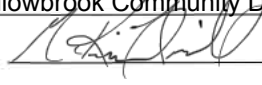

**01 | MOBILIZATION & GENERAL CONDITIONS**

1-Year FDOT Offsite Bond	1.00	LS	\$16,422.00	\$16,422.00
<b>Total Price for above 01   MOBILIZATION &amp; GENERAL CONDITIONS Items:</b>				<b>\$16,422.00</b>
<b>Total Price for above Items:</b>				<b>\$16,422.00</b>

**Total Bid Price: \$16,422.00**

**Payment Terms:**

Payment terms are net 30 days. Overdue amounts will collect interest at 18% APR. Customer agrees to pay any attorney fees associated with collecting unpaid amounts.

<p><b>ACCEPTED:</b>          The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> Willowbrook Community Development District</p> <p><b>Signature:</b>  as Chairperson</p> <p><b>Date of Acceptance:</b> <u>06/27/2024</u></p>	<p><b>CONFIRMED:</b>  <b>Jon M. Hall Company</b></p> <p><b>Authorized Signature:</b> </p> <p><b>Estimator:</b> Michael Knight          407-215-0410 Ext 222          mknight@jonmhallcompany.com</p>
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**JON M HALL**  
**COMPANY**  
Florida's Premier Site Developer

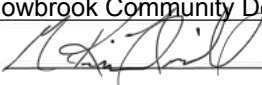

1400 Martin Luther King Jr. Blvd.  
Sanford, FL 32771  
P: 407-215-0410 F: 407-813-2280  
www.jonmhallcompany.com

<b>To:</b>	Willowbrook Community Development District	<b>Contact:</b>	Lisa Cruz
<b>Address:</b>	6200 Lee Vista Blvd Orlando, FL 32822	<b>Phone:</b>	813-527-0655
<b>Project Name:</b>	Willowbrook South Ph, 1 W/ Ph. 2 Mass Grading - RCO #1	<b>Fax:</b>	N/A
<b>Project Location:</b>	Martin Luther King Blvd NE & Lake Fannie, Winter Haven, FL	<b>Bid Number:</b>	23-050-RCO #1
		<b>Bid Date:</b>	6/25/2024

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>PH. 1 EARTHWORK/INFRASTRUCTURE &amp; PH. 2 MASS GRADING</b>				
<b>01   MOBILIZATION &amp; GENERAL CONDITIONS</b>				
1.75% Bond Fee	1.00	LS	\$2,534.80	\$2,534.80
<b>Total Price for above 01   MOBILIZATION &amp; GENERAL CONDITIONS Items:</b>				<b>\$2,534.80</b>
<b>03   EARTHWORK</b>				
Import Fill (Material & Trucking Only) · Additional Import Due To Post Contract Sod Harvesting.	11,142.00	LCY	\$11.00	\$122,562.00
Import Fill, (Place & Compact Only) · Additional Import Due To Post Contract Sod Harvesting.	11,142.00	LCY	\$2.00	\$22,284.00
<b>Total Price for above 03   EARTHWORK Items:</b>				<b>\$144,846.00</b>
<b>Total Price for above PH. 1 EARTHWORK/INFRASTRUCTURE &amp; PH. 2 MASS GRADING Items:</b>				<b>\$147,380.80</b>
<b>Total Bid Price:</b>				<b>\$147,380.80</b>

**Payment Terms:**

Payment terms are net 30 days. Overdue amounts will collect interest at 18% APR. Customer agrees to pay any attorney fees associated with collecting unpaid amounts.

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> Willowbrook Community Development District</p> <p><b>Signature:</b>  as Chairperson</p> <p><b>Date of Acceptance:</b> 06/27/2024</p>	<p><b>CONFIRMED:</b> <b>Jon M. Hall Company</b></p> <p><b>Authorized Signature:</b> </p> <p><b>Estimator:</b> Michael Knight 407-215-0410 Ext 222 mknight@jonmhallcompany.com</p>
--	--

# SECTION 2

**Willowbrook**  
Community Development District

Bill to: KRPC Willowbrook LLC

Funding Request #6  
April 26, 2024

Payee	General Fund FY24
<b>1 Governmental Management Services</b> Invoice # 6 - Management Fees - April 2024	\$ 3,600.40
<b>2 Kilinski   Van Wyk, PLLC</b> Invoice # 9256 - Attorney Services - March 2024	\$ 1,757.00
<b>3 Supervisor Fees - 01/09/2024 Meeting</b> McKinzie Terrill	\$ 215.30
Steve Rosser	\$ 215.30
Hyzen Marc	\$ 215.30
Marcia Bexley	\$ 215.30
<b>4 Supervisor Fees - 02/27/2024 Meeting</b> McKinzie Terrill	\$ 215.30
Steve Rosser	\$ 215.30
Hyzen Marc	\$ 215.30
<b>5 Supervisor Fees - 03/26/2024 Meeting</b> McKinzie Terrill	\$ 215.30
Steve Rosser	\$ 215.30
Hyzen Marc	\$ 215.30
	\$ 7,510.40
<hr/>	
<b>Total:</b>	<b>\$ 7,510.40</b>

Please make check payable to:

**Willowbrook**  
**Community Development District**  
Governmental Management Services-CF  
219 E. Livingston Street  
Orlando, Florida 32801

**Willowbrook**  
**Community Development District**

Bill to: KRPC Willowbrook LLC

Funding Request #7  
May 15, 2024

	<b>Payee</b>	<b>General Fund FY24</b>
<b>1</b>	<b>Gannet Florida LocalIQ</b> Invoice # 0006397367 - Legal Ads - April 2024	\$ 8,282.88
<b>2</b>	<b>Governmental Management Services</b> Invoice # 7 - Management Fees - May 2024	\$ 3,653.66
<b>3</b>	<b>Kilinski   Van Wyk, PLLC</b> Invoice # 9400 - Attorney Services - April 2024	\$ 2,428.65
		\$ 14,365.19
		<b>Total: \$ 14,365.19</b>

Please make check payable to:

**Willowbrook**  
**Community Development District**  
Governmental Management Services-CF  
6200 Lee Vista Boulevard, Suite 300  
Orlando, FL 32822

**Willowbrook**  
**Community Development District**

Bill to: KRPC Willowbrook LLC

**Funding Request #8**  
**June 12, 2024**

	<b>Payee</b>		<b>General Fund FY24</b>
<b>1</b>	<b>Gannet Florida LocaliQ</b> Invoice # 0006463028 - Legal Ads - May 2024	\$	373.62
<b>2</b>	<b>Governmental Management Services</b> Invoice # 10 - Management Fees - June 2024	\$	3,584.00
<b>3</b>	<b>Supervisor Fees - 04/25/2024 Meeting</b> McKinzie Terrill	\$	215.30
	Steve Rosser	\$	215.30
	Allan Keen	\$	215.30
	Hyzen Marc	\$	215.30
		\$	4,818.82
<b>Total:</b>			<b>\$ 4,818.82</b>

Please make check payable to:

**Willowbrook**  
**Community Development District**  
Governmental Management Services-CF  
6200 Lee Vista Boulevard, Suite 300  
Orlando, FL 32822



# SECTION 3

<b>Requisition</b>	<b>Payee/Vendor</b>	<b>Amount</b>
1	KRPC Willowbrook, LLC	\$ 615,826.88
2	Jon M.Hall Company	\$ 559,336.21
3	Kilinski Van Wyk, PLLC	\$ 3,883.00
4	Sloan Engineering Group	\$ 10,852.63
5	American Surveying & Mapping, Inc.	\$ 950.00
6	BasePoint Surveying, Inc.	\$ 7,662.50
7	Modica & Associates, Inc.	\$ 650.00
8	Jon M.Hall Company	\$ 261,895.53
9	Jon M.Hall Company	\$ 144,093.72
10	Kilinski Van Wyk, PLLC	\$ 3,410.50
	<b>TOTAL</b>	<b>\$ 1,608,560.97</b>

# SECTION 4

***Willowbrook***  
***Community Development District***

***Unaudited Financial Reporting***  
***June 30, 2024***



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5	<hr/>	<u>Month to Month</u>
6	<hr/>	<u>Long Term Debt Report</u>

**Willowbrook**  
**Community Development District**  
**Combined Balance Sheet**  
**June 30, 2024**

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 8,102	\$ -	\$ -	\$ 8,102
<b>Series 2024:</b>				
Reserve	\$ -	\$ 628,550	\$ -	\$ 628,550
Interest	\$ -	\$ 468,014	\$ -	\$ 468,014
Revenue	\$ -	\$ 315	\$ -	\$ 315
Construction	\$ -	\$ -	\$ 6,219,025	\$ 6,219,025
Cost of Issuance	\$ -	\$ -	\$ 102	\$ 102
Due from Developer	\$ 4,819	\$ -	\$ -	\$ 4,819
<b>Total Assets</b>	<b>\$ 12,921</b>	<b>\$ 1,096,879</b>	<b>\$ 6,219,127</b>	<b>\$ 7,328,928</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 10,225	\$ -	\$ -	\$ 10,225
Contracts Payable	\$ -	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>\$ 10,225</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,225</b>
<b>Fund Balance:</b>				
Assigned:				
Debt Service - Series 2024	\$ -	\$ 1,096,879	\$ -	\$ 1,096,879
Capital Projects Fund	\$ -	\$ -	\$ 6,219,127	\$ 6,219,127
Unassigned	\$ 2,697	\$ -	\$ -	\$ 2,697
<b>Total Fund Balances</b>	<b>\$ 2,697</b>	<b>\$ 1,096,879</b>	<b>\$ 6,219,127</b>	<b>\$ 7,318,703</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 12,921</b>	<b>\$ 1,096,879</b>	<b>\$ 6,219,127</b>	<b>\$ 7,328,928</b>

**Willowbrook**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending June 30, 2024**

	Adopted Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
<b>Revenues:</b>				
Developer Contributions	\$ 162,003	\$ 86,243	\$ 86,243	\$ -
<b>Total Revenues</b>	<b>\$ 162,003</b>	<b>\$ 86,243</b>	<b>\$ 86,243</b>	<b>\$ -</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 11,000	\$ 9,000	\$ 3,400	\$ 5,600
FICA Expenses	\$ 825	\$ 675	\$ 260	\$ 415
Engineering	\$ 13,750	\$ 11,250	\$ -	\$ 11,250
Attorney	\$ 22,917	\$ 18,750	\$ 22,346	\$ (3,596)
Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 6,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Dissemination Software	\$ 1,500	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,600	\$ -	\$ -	\$ -
Management Fees	\$ 36,667	\$ 30,000	\$ 25,000	\$ 5,000
Information Technology	\$ 1,650	\$ 1,350	\$ 1,125	\$ 225
Website Maintenance	\$ 2,850	\$ 2,332	\$ 2,350	\$ (18)
Telephone	\$ 275	\$ 225	\$ -	\$ 225
Postage & Delivery	\$ 917	\$ 750	\$ 204	\$ 546
Insurance	\$ 5,000	\$ 5,000	\$ 4,369	\$ 631
Printing & Binding	\$ 917	\$ 750	\$ -	\$ 750
Legal Advertising	\$ 13,750	\$ 11,250	\$ 23,392	\$ (12,142)
Contingency	\$ 4,583	\$ 3,750	\$ -	\$ 3,750
Office Supplies	\$ 573	\$ 469	\$ 14	\$ 455
Travel Per Diem	\$ 605	\$ 495	\$ -	\$ 495
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 150	\$ 25
<b>Total General &amp; Administrative</b>	<b>\$ 137,003</b>	<b>\$ 96,221</b>	<b>\$ 82,610</b>	<b>\$ 13,611</b>
<b><u>Operations &amp; Maintenance</u></b>				
Field Contingency	\$ 25,000	\$ 20,455	\$ -	\$ 20,455
<b>Total Operations &amp; Maintenance</b>	<b>\$ 25,000</b>	<b>\$ 20,455</b>	<b>\$ -</b>	<b>\$ 20,455</b>
<b>Total Expenditures</b>	<b>\$ 162,003</b>	<b>\$ 116,675</b>	<b>\$ 82,610</b>	<b>\$ 34,065</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ 3,633</b>	
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ 3,633</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ (937)</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 2,697</b>	

# Willowbrook

## Community Development District

### Debt Service Fund Series 2024

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

For The Period Ending June 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/24	Thru 06/30/24	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ 315	\$ 315
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 315</b>	<b>\$ 315</b>
<b>Expenditures:</b>				
Interest Expense - 11/1	\$ -	\$ -	\$ -	\$ -
Principal Expense - 5/1	\$ -	\$ -	\$ -	\$ -
Interest Expense - 11/1	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 315</b>	
<b>Other Financing Sources/(Uses):</b>				
Bond Proceeds	\$ -	\$ -	\$ 1,096,564	\$ 1,096,564
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,096,564</b>	<b>\$ 1,096,564</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,096,879</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,096,879</b>	



**Willowbrook**  
**Community Development District**  
**Capital Projects Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending June 30, 2024**

	Adopted Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ 1,947	\$ 1,947
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,947</b>	<b>\$ 1,947</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 1,179,046	\$ (1,179,046)
Capital Outlay - Cost of Issuance	\$ -	\$ -	\$ 390,341	\$ (390,341)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,569,387</b>	<b>\$ (1,569,387)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,567,440)</b>	
<b>Other Financing Sources/(Uses):</b>				
Bond Proceed	\$ -	\$ -	\$ 7,803,436	\$ 7,803,436
Issue Discount	\$ -	\$ -	\$ (30,834)	\$ (30,834)
Developer Advances	\$ -	\$ -	\$ 13,966	\$ 13,966
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,786,567</b>	<b>\$ 7,786,567</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,219,127</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,219,127</b>	

**Willowbrook**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Developer Contributions	\$ -	\$ 26,750	\$ -	\$ 19,266	\$ 7,333	\$ 6,199	\$ 7,510	\$ 14,365	\$ 4,819	\$ -	\$ -	\$ -	\$ 86,243
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 26,750</b>	<b>\$ -</b>	<b>\$ 19,266</b>	<b>\$ 7,333</b>	<b>\$ 6,199</b>	<b>\$ 7,510</b>	<b>\$ 14,365</b>	<b>\$ 4,819</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 86,243</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,200	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400
FICA Expenses	\$ -	\$ -	\$ -	\$ -	\$ 107	\$ 92	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 1,722	\$ 5,742	\$ 2,631	\$ 3,072	\$ 2,610	\$ 1,757	\$ 2,429	\$ 2,384	\$ -	\$ -	\$ -	\$ -	\$ 22,346
Audit Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ -	\$ 1,667	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ -	\$ -	\$ 25,000
Information Technology	\$ -	\$ 75	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ 1,125
Website Maintenance	\$ -	\$ -	\$ -	\$ 1,850	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ 2,350
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ -	\$ 41	\$ 49	\$ 29	\$ 3	\$ 14	\$ 68	\$ 1	\$ -	\$ -	\$ -	\$ 204
Insurance	\$ -	\$ -	\$ 4,369	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,369
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Advertising	\$ -	\$ 359	\$ 12,139	\$ 1,480	\$ 757	\$ -	\$ 8,283	\$ 374	\$ -	\$ -	\$ -	\$ -	\$ 23,392
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ 3	\$ -	\$ 3	\$ 3	\$ 3	\$ 3	\$ 0	\$ -	\$ -	\$ -	\$ 14
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
<b>Total General &amp; Administrative</b>	<b>\$ 1,722</b>	<b>\$ 7,993</b>	<b>\$ 22,665</b>	<b>\$ 9,935</b>	<b>\$ 8,488</b>	<b>\$ 6,638</b>	<b>\$ 15,173</b>	<b>\$ 6,411</b>	<b>\$ 3,584</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,610</b>
<b>Operations &amp; Maintenance</b>													
Field Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operations &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,610</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (1,722)</b>	<b>\$ 18,757</b>	<b>\$ (22,665)</b>	<b>\$ 9,331</b>	<b>\$ (1,155)</b>	<b>\$ (439)</b>	<b>\$ (7,663)</b>	<b>\$ 7,954</b>	<b>\$ 1,235</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,633</b>

**Willowbrook**  
**Community Development District**  
**Long Term Debt Report**

<b>Series 2024, Special Assessment Revenue Bonds</b>		
Interest Rate:	4.950%, 5.625%, 5.900%	
Maturity Date:	5/1/2055	
Reserve Fund Definition	Maximum Annual Debt Service	
Reserve Fund Requirement	\$628,550	
Reserve Fund Balance	\$628,550	
Bonds Outstanding - 5/20/2024		\$8,900,000
<b>Current Bonds Outstanding</b>		<b>\$8,900,000</b>