

**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  
Steve Rosser  
Hyzens Marc  
Allan Keen

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Jennifer Kilinski *via Zoom*  
Savannah Hancock  
Sarah Sandy  
Steve Sloan

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
District Counsel, Kilinski Van Wyk  
Kutak Rock

**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**

April 25, 2024

Willowbrook CDD

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.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:  
*Mckinsie Terrill*  
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Chairman/Vice Chairman