

**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.

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On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Minutes of the March 26, 2024 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS** **Public Hearing**

**A. Public Hearing on the Imposition of Special Assessments**

Ms. Burns noted that the public hearing has been advertised in the paper and mailed notice was sent to the property owner. She then asked for a motion to open the public hearing.

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

Ms. Burns noted that there were no members of the public in attendance and asked for a motion to close the public hearing.

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

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

Mr. Sloan noted that there have not been any changes from the last meeting, and they had consolidated all of the information from the supplemental engineering report. He also reported that there is a DOT notice of intent that is the pathway to getting the permit which will lead to bonds and a pre-construction meeting where the permit will be presented. There is a condition for the District to install a cross-axis easement which will be public right-of-way, so they are waiting for some additional feedback on that. Ms. Hancock asked Mr. Sloan if he thought the cost estimates in the engineer’s as supplemental reasonable and proper in his experience, and he answered that they were. She then asked if he had any reason to believe that the capital improvement plan could not be carried out by the District. His answer to that question was no. Ms. Burns asked if the Board had any other questions on this item. Hearing none, she asked for a motion of approval.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Engineer’s Report, was approved.

**ii. Presentation of Master Assessment Methodology**

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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**

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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.

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**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.

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**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.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Mekinsie Terrill*

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Chairman/Vice Chairman