

**MINUTES OF MEETING
WILLOWBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willowbrook Community Development District was held Tuesday, **July 23, 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
Hyzens Marc
Allan Keen

Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Grace Kobitter
Steve Sloan

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Engineer, Sloan Engineering

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Marcia Bexley

Ms. Burns asked for a motion to accept Marcia Bexley's resignation

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, the Resignation of Marcia Bexley, was approved.
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B. Appointment to Fill Vacant Board Seat #5

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Ms. Burns asked for a motion to fill the vacancy. Mr. Terrill makes a motion for Mr. Scott Shapiro.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Appointment to Fill Vacant Board Seat #5 with Scott Shapiro, were approved.

C. Administration of Oath to Newley Appointed Supervisors

Ms. Burns will send an oath to Mr. Shapiro.

D. Consideration of Resolution 2024-46 Appointing an Assistant Secretary

Ms. Burns stated that this resolution will appoint Scott Shapiro as an Assistant Secretary.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, Resolution 2024-46 Appointing Scott Shapiro as an Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the April 25, 2024 Board of Supervisors Meeting and Audit Committee Meeting

Ms. Burns presented the minutes for the April 25, 2024 Board of Supervisors Meeting and Audit Committee Meeting. The Board had no changes to the minutes.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Minutes of the April 25, 2024 Board of Supervisors Meeting and Audit Committee Meeting, were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award to DMHB

Ms. Burns stated the Audit Committee has already approved the rankings. This is to accept the rankings of the Audit Committee and authorize staff to send a notice of intent to DMHB.

On MOTION by Mr. Marc, seconded by Mr. Terrill, with all in favor, Accepting the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award to DMHB, was approved.

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SIXTH ORDER OF BUSINESS

Public Hearing

Ms. Burns stated this hearing was advertised in the paper.

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

Ms. Burns stated there were no members of the public present.

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

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

Ms. Burns stated this was included in the package for review. The District will be Developer funded for the upcoming year for primarily administrative expenses but there is a small field contingency included. These will only be billed as incurred.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, Resolution 2024-47 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2024/2025 Developer Funding Agreement

Ms. Burns stated under the terms of this agreement, KRPC Willowbrook LLC, will fund the operations and maintenance of the District based on the budget the Board adopted.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Fiscal Year 2024/2025 Developer Funding Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-48 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025

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Ms. Burns noted the monthly Board meeting will be held on the fourth Tuesday of the month at 10:30 a.m.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, Resolution 2024-48 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-49 Ratifying Series 2024 (Assessment Area One) Project Bonds

Ms. Burns stated the District closed on the bonds on May 30th. This resolution ratifies, confirms and approves all actions taken by District staff and officers in coordination of the closing of that series of bonds.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, Resolution 2024-49 Ratifying Series 2024 (Assessment Area One) Project Bonds, was approved.

NINTH ORDER OF BUSINESS

Consideration of Disclosure of Public Financing

Ms. Burns stated this will be recorded to property owners within the District on notice of the liens that were recorded as a result of the bond issuance.

Mr. Terrill asked if they should update the names of supervisors on the disclosure.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Disclosure of Public Financing, was approved.

TENTH ORDER OF BUSINESS

Consideration of the Adoption of Goals and Objectives for the District

Ms. Burns stated there was a change in Florida statute that states Districts must now adopt a set of goals and objectives.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Adoption of Goals and Objectives, was approved.

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ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kobitter updated the Board on construction of Phase 1, which have been recorded. She asked if the Board had any questions for her.

B. Engineer

Mr. Sloan stated that he had nothing to add.

C. District Manager’s Report

i. Ratification of Jon M. Hall Company Change Orders

Ms. Burns stated these have already been approved.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Jon M. Hall Company Change Orders, were ratified.

ii. Ratification of Funding Requests #6, #7, and #8

Ms. Burns stated these have already been approved, they just need ratification from the Board.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Funding Requests #6, #7, and #8, were ratified.

iii. Ratification of Series 2024 (AA1) Requisitions #1 through #10

Ms. Burns stated these have already been approved by the Chair and the District Engineer, they just need ratification from the Board.

On MOTION by Mr. Marc, seconded by Mr. Terrill, with all in favor, the Series 2024 (AA1) Requisitions #1 through #10, were ratified.

iv. Balance Sheet & Income Statement

Ms. Burns stated that the financial statements were included in the agenda package for review but there was no action necessary

TWELFTH ORDER OF BUSINESS

Other Business

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There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Mckinzie Terrill

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Chairman/Vice Chairman