

**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 22, 2025** at 10:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Avenue, Lake Alfred, Florida.

Present and constituting a quorum:

McKinzie Terrill
Steve Rosser
Allan Keen
Hyzens Marc

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Monica Virgen
Grace Rinaldi

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

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 joining via Zoom. There were two members present for the public.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the November 19,
2024, Board of Supervisors Meeting**

Ms. Burns presented the minutes from the November 19, 2024 Board of Supervisors meeting and asked for any comments, questions, or corrections. The Board had no changes.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Minutes of the November 19, 2024, Board of Supervisors Meeting, were approved.

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FOURTH ORDER OF BUSINESS**Consideration of Resolution 2025-02
Approving the Proposed Fiscal Year
2025/2026 Budget (Suggested Date: July
22, 2025), Declaring Special Assessments,
and Setting the Public Hearings on the
Adoption of the Fiscal Year 2025/2026
Budget and the Imposition of Operations
and Maintenance Assessments**

Ms. Burns stated this would be the first time for O&M levy; she said they would leave an O&M assessment for Phase One. She added that this was a build-out budget estimated high for their cap notice purposes. She said that instead of a partial year of amenity operations based on a development timeline that they were given, they went ahead and put a full year of amenity operations that way they could set a cap limit. She noted they would show that when they do the final budget, but this would allow them to put their notice at more of a build-out number. Phase Two was assessed and admin only and would be directly billed to the property owner. She added that they do not benefit from the field expenses since it wasn't developed. She added that Phase Two would have an admin-only portion of the budget.

Ms. Burns noted that any changes per unit would cost \$14,111.46, and they would bring that down if any developer caps were in place with the builders that need to be considered. She noted they would also do that at the final budget, but this sets a higher amount for their first time O&M levy.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, Resolution 2025-02 Approving the Proposed Fiscal Year 2025/2026 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2025/2026 Budget and the Imposition of Operations and Maintenance Assessments for July 22, 2025, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Construction Funding
Agreement for Willowbrook North
Amenity Center Project and Phase 2
Project**

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Ms. Burns stated that the Phase 2 project and KRPC Willowbrook would fund the construction of that entity for Phase 2 and the amenity facility. Ms. Burns stated that this was the funding agreement and that they agreed that the development would fund it.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Construction Funding Agreement for Willowbrook North Amenity Center Project and Phase 2 Project, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Installation Agreement with ProPlaygrounds for Playground Equipment in Willowbrook South

Ms. Burns noted that this ratification was for the installation and purchase agreement for the ProPlaygrounds playground equipment in Willowbrook South.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Installation Agreement with ProPlaygrounds for Playground Equipment in Willowbrook South, was ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Playground Equipment Leasing Agreement with Navitas Credit for Playground Equipment

Ms. Burns stated that the playground equipment leasing agreement was with Navitas. She added that these were already executed outside of the meeting, that the playground had been purchased, and that the financing agreement was just that the District would finance it over five years with the entity.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Playground Equipment Leasing Agreement with Navitas Credit for Playground Equipment, was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Assignment of Willowbrook North Amenity Center Construction Contract to the CDD

Ms. Burns stated that this would assign the Hinkleman contract to the District for the amenity facility. She stated that this was the signing of the contracts that the developer entity had

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already executed; it was just assigning it to the CDD. She added that the Hinkleman contract had not been executed.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Assignment of Willowbrook North Amenity Center Construction Contract with the CDD, was approved.

NINTH ORDER OF BUSINESS

**Consideration of Assignment of Phase 2
South & Phase 2 North Construction
Contracts to the CDD**

Ms. Burns stated that these were with JMHC and would be assigned to the District.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Assignment of Phase 2 South & Phase 2 North Construction Contracts to the CDD, were approved.

TENTH ORDER OF BUSINESS

**Consideration of Acquisition of Work
Product for Amenity Center and Phase 2
Construction Plans**

Ms. Rinaldi stated that this would allow the District to acquire any work product prepared for the Phase 2 construction or the amenity center project. She added that they were looking for approval and a substantial form for this agreement and needed to finalize exactly what the work product had to be prepared for and the associated costs. It gives all the work products to the CDD.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, the Acquisition of Work Product for Amenity Center and Phase 2 Construction Plans, was approved in substantial form.

ELEVENTH ORDER OF BUSINESS

**Ratification of Declaration of Covenants,
Conditions, Easements and Restrictions
for Willowbrook North HOA**

Ms. Burns stated that this had already been signed and needed to be ratified.

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On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Declaration of Covenants, Conditions, Easements and Restrictions for Willowbrook North HOA, was ratified.

TWELFTH ORDER OF BUSINESS**Ratification of 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated that this agreement had already been executed. She noted that it was more administrative for their office. She said certain professions, such as police or judges, were exempt from having their information disclosed in public records. She added that this was saying they were going to give them the personal ID information so they could collect the assessments, but they wouldn't be turned over.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Ratification of the 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser was ratified.

THIRTEENTH ORDER OF BUSINESS**Ratification of 2025 Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated that this was their annual renewal, which allowed them to collect assessments on the tax bill.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the 2025 Contract Agreement with Polk County Property Appraiser, was ratified.

FOURTEENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Rinaldi stated that the Florida legislative session was going on through the beginning of May. She added that it was affecting the bills, specifically any that might impact special Districts. She added that they may have received the update in the newsletters her office had sent out, but that they would provide any additional updates on the bills that pass once they are closer to the end of the session. Ms. Rinaldi also mentioned the ethics training that was required every year. She added that everyone had until the end of December to fulfill this obligation.

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B. Engineer

The District Engineer was not available.

C. District Manager's Report

i. Ratification of Funding Requests #14 through #18

Ms. Burns reviewed funding requests #14 through #18. She noted that they had already been executed and funded.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, Funding Requests #14 through #18, were ratified.

ii. Balance Sheet & Income Statement

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

FIFTEENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being no comments, the next item followed.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Jill Burns
Secretary/Assistant Secretary

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Mckinsie Terrill
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Chairman/Vice Chairman