

**MINUTES OF MEETING
WILLOWBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willowbrook Community Development District was held **Tuesday, November 19, 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
Steve Rosser
Scott Shapiro

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Jill Burns
Grace Rinaldi

District Manager, GMS
District Counsel, Kilinski Van Wyk

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. Administration of Oath to Newly Appointed Supervisor Scott Shapiro

Ms. Burns administered the oath of office to Scott Shapiro.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the July 23, 2024
Board of Supervisors Meeting and Audit
Committee Meeting**

Ms. Burns presented the minutes from the July 23, 2024 Board of Supervisors Meeting and Audit Committee Meeting. The Board had no changes to the minutes.

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On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Minutes of the July 23, 2024 Board of Supervisors Meeting and Audit Committee Meeting, were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-01
Authorizing the Publication of Legal
Advertisements and Public Notices on a
Publicly Accessible Website in Polk County**

Ms. Burns reviewed the resolution for the Board and offered to answer any questions.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, Resolution 2025-01 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

SIXTH ORDER OF BUSINESS

**Ratification of Audit Services Engagement
Letter with DiBartolomeo, McBee, Hartley
& Barnes, P.A.**

Ms. Burns noted that this had been approved previously and needed to be ratified by the Board.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, Audit Services Engagement Letter with DiBartolomeo, McBee, Hartley & Barnes, P.A., was ratified.

SEVENTH ORDER OF BUSINESS

**Consideration of Landscape and Irrigation
Contracts**

- A. Willowbrook North**
- B. Willowbrook South**

Ms. Burns reviewed the landscape and irrigation contracts for Willowbrook North and Willowbrook South.

On MOTION by Mr. Rosser, seconded by Mr. Shapiro, with all in favor, Landscape and Irrigation Contracts for Willowbrook North and Willowbrook South, were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

- A. Attorney**

Ms. Rinaldi stated she had nothing to report unless anyone had any questions.

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B. Engineer

Mr. Sloan stated that he had nothing to add.

C. District Manager's Report

i. Ratification of Funding Requests #9 through #13

Ms. Burns reviewed funding requests #9 through #13.

ii. Ratification of Summary of Series 2024 (AA1) Requisitions #11 through #46

Ms. Burns presented the summary of Series 2024 AA1 requisition #11 through #46.

iii. 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

iv. Reminder: 4 Hours of Ethics Training Must be Completed by 12/31/24

Ms. Burns reminded the Board to complete their ethics training requirement by December 31, 2024.

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.

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


Secretary/Assistant Secretary

DocuSigned by:

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Chairman/Vice Chairman