

**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 22, 2025**, at 9:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Avenue, Lake Alfred, Florida.

Present and constituting a quorum:

McKinzie Terrill  
Allan Keen  
Scott Shapiro *by Zoom*  
Hyzens Marc

Chairman  
Assistant Secretary  
Assistant Secretary  
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 in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present and none joining via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the June 24, 2025  
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the June 24, 2025, Board of Supervisors meeting and asked for any comments, questions, or corrections. 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 June 24, 2025 Board of Supervisors Meeting, were approved.

*\*Scott Shapiro joined the meeting at this time.*

**FOURTH ORDER OF BUSINESS**

**Public Hearings**

July 22, 2025

Willowbrook CDD

**A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget**

Ms. Burns asked to open the public hearing.

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

**i. Consideration of Resolution 2025-07 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds**

Ms. Burns presented Resolution 2025-07 and noted the budget is attached as Exhibit A. She pointed out that they made changes from the prior version that was approved in the preliminary budget. The biggest changes were mostly to the amenity section. They prorated that based on the development timeline. Ms. Burns added that they also incorporated the per unit caps in the developer contract that they have with the builder. She explained that they would see a developer contribution listed of \$38,530 that would only be billed if needed. She stated they also have undeveloped parcels that are just being assessed for the admin portion.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Resolution 2025-07 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved.

Ms. Burns stated the Deficit Funding Agreement is not on the agenda, but it's the agreement that they are obligated to fund up to that amount if needed to offset the developer caps.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Deficit Funding Agreement, was approved.

Ms. Burns asked to close the public hearing.

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

**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments**

Ms. Burns asked to open the public hearing.

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

July 22, 2025

Willowbrook CDD

**ii. Consideration of Resolution 2025-08 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns presented Resolution 2025-08 and noted this resolution is included in the agenda package for review. She explained that this would certify their assessments for collection based on the budget that the Board adopted.

On MOTION by Mr. Marc, seconded by Mr. Keen, with all in favor, Resolution 2025-08 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Ms. Burns asked to close the public hearing.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-09 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026**

Ms. Burns presented Resolution 2025-09 designation a regular monthly meeting date, time and location for Fiscal Year 2025/2026.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, Resolution 2025-09 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026, was approved as amended.

**SIXTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2024 Audit Report**

Ms. Burns stated there were no instances of noncompliance and no findings noted in the audit. It is considered a clean audit and was submitted to the state by the June 30<sup>th</sup> deadline.

On MOTION by Mr. Keen, seconded by Mr. Terrill, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

**SEVENTH ORDER OF BUSINESS**

**Goals and Objectives**

**A. Adoption of Fiscal Year 2026 Goals & Objectives**

July 22, 2025

Willowbrook CDD

Ms. Burns stated the Fiscal Year 2026 Goals & Objectives are included in the agenda package for review. They are the same goals and objectives that they approved last year for the upcoming year.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Adopting the Fiscal Year 2026 Goals & Objectives, was approved.

**B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute**

Ms. Burns stated they are on track to meet all the current goals and objectives for the current year.

On MOTION by Mr. Keen, seconded by Mr. Marc, with all in favor, the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Uniform Collection Agreement with Polk County Tax Collector**

Ms. Burns presented the Uniform Collection Agreement with Polk County. She stated that this is their annual renewal for the agreement that will allow them to collect their assessments on the tax roll this upcoming year.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Uniform Collection Agreement with Polk County Tax Collector, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Rinaldi had nothing to report to the Board.

**B. Engineer**

There being no report, the next item followed.

**C. District Manager's Report**

**i. Ratification of Funding Request #21**

Ms. Burns reviewed Funding Request #21. She noted that they had already been approved, and the funding had been sent.

July 22, 2025

Willowbrook CDD

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, Funding Request #21, was ratified.

**ii. Balance Sheet & Income Statement**

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

**TENTH ORDER OF BUSINESS**

**Other Business**

Ms. Burns asked for an update on the Phase 1 area and an estimated timeline. The response was that the landscaping was about 1/3<sup>rd</sup> complete right now, and it probably will not be complete for another 60 days. Ms. Burns stated she will get someone to walk and review. Ms. Burns requested to be informed when they are closer to completion so they can have a vendor lined up.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being no comments, the next item followed.

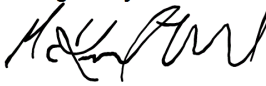
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn.

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

Jill Burns  
Secretary/Assistant Secretary

Signed by:  
  
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Chairman/Vice Chairman