

**MINUTES OF MEETING
WILLOWBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willowbrook Community Development District was held on **Thursday, December 16, 2025**, at 9:32 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

Also present were:

Jill Burns	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Joel Blanco	Field Manager, GMS
Steve Sloan <i>via Zoom</i>	District Engineer, Sloan Engineering

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

Ms. Burns opened the public comment period.

THIRD ORDER OF BUSINESS

Approval of Minutes of the November 13, 2025, Board of Supervisors Meeting

Ms. Burns presented the minutes from the November 13, 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. Rosser, seconded by Mr. Marc, with all in favor, the Minutes of the November 13, 2025, Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

Consideration of 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns stated that this was an annual agreement they entered into. She added that it was primarily administrative for their office and would not disclose exempt parcels.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, the 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

FIFTH ORDER OF BUSINESS

Ratification of Special Warranty Deed for Tract F-2

Ms. Burns stated that a special warranty deed for Tract F-2 was ratified. She noted that it had already been executed.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, the Special Warranty Deed for Tract F-2, was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Consent to Conveyance of Tract F-1 to the HOA

Ms. Burns stated that this was the second amenity parcel that would be owned and maintained by the HOA.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, the to Conveyance of Tract F-1 to the HOA, was ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Certification of Financial Capability for Perpetual Operations and Maintenance Ethics

Ms. Burns reviewed the Certification of Financial Capability for Perpetual Operations and Maintenance (Ethics) for Willowbrook North and South. Ms. Burns explained that the certification is a required standard form for the operations and maintenance entity, the CDD, and that it had been executed outside the meeting as required.

On MOTION by Mr. Rosser, seconded by Mr. Marc, with all in favor, the Ratification of Certification of Financial Capability for Perpetual Operations and Maintenance Ethics was approved.

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

Ms. Rinaldi gave an update that the use agreement with the city for maintaining the landscaping to be installed on Willowbrook North Tract J had been sent to the city for review. She stated that once the city's feedback was received, it would be circulated to the Chair for execution and then placed on the next Board agenda for ratification. She also gave a final reminder that ethics training was due by December 31st. One Board member confirmed completion of the training, and Ms. Rinaldi offered to resend the training links to those who still needed them.

B. Engineer

Mr. Sloan stated that he didn't have anything specific to report but was happy to answer any questions.

C. Field Manager's Report**i. Consideration of Proposal to Install "Beware of Alligator" Signs**

Mr. Blanco stated that during the transition to the Field Manager's report, a Supervisor asked whether all project permits had been transferred from the developer to the appropriate entities. Mr. Blanco responded that the question likely pertained to Water Management District permits and stated they believed the transfers had been completed. Mr. Blanco agreed to confirm and follow up with the Board by email.

Mr. Blanco reported that inspections had been conducted throughout the District. The new landscaping vendor had begun servicing both the North and South areas, and additional detailing of landscaping beds, particularly at the entrances, had been completed to address prior weed issues. Pond conditions had improved, with reduced vegetation and consistent service. It was also noted that fencing and a gate had been installed at the amenity's main entrance.

Two action items were presented for Board consideration. The first was the installation of "Beware of Alligator" signs at 14 high-traffic ponds, primarily those adjacent to sidewalks and pedestrian areas. The second was a proposal to transition aquatic maintenance for 18 wet ponds from the developer to the CDD. The Board reviewed the aquatic maintenance proposal in relation to the budget and noted that the cost exceeded the budgeted line item and would impact contingency and general repairs and maintenance funds. Mr. Blanco explained that the proposal was consistent with the current scope of services and emphasized the vendor's quality, noting significant improvements in pond

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conditions compared to prior service providers. One pond was identified as more challenging due to algae and duckweed, but staff stated the vendor was actively addressing it. The Board discussed the placement and number of alligator warning signs, including whether adjustments should be made based on pond length, proximity to sidewalks, and potential future use of adjacent open space. Mr. Blanco explained that the proposed locations were based on pedestrian traffic rather than the total number of ponds, and the Board agreed to relocate certain signs rather than add additional ones. The Board approved the installation of the alligator warning signs as adjusted and separately approved the aquatic maintenance proposal.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, the Proposal to Install “Beware of Alligator” Signs, was approved.

ii. Consideration of Proposal from Aquatic Weed Management for Pond Maintenance Services *(to be provided under separate cover)*

Mr. Blanco stated that District-wide reviews were completed, and the new landscaping vendor had already begun servicing both the north and south sides of the community. Additional detailing of landscaping beds was requested throughout the district, especially at entrances that had previously shown weed issues. Pond conditions had improved, with less vegetation observed and consistent servicing underway. At the amenity center, the fencing and main entrance gate had been installed. Two action items were brought forward for Board consideration: installing “Beware of Alligator” signs at 14 high-traffic ponds adjacent to sidewalks and transferring aquatic maintenance services for 18 wet ponds from the developer to the CDD. A question was raised about whether Water Management District permits had been transferred out of the developer’s name. Staff believed the transfers had been completed and agreed to confirm and follow up with the board by email. No further questions were asked.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, the Proposal from Aquatic Weed Management for Pond Maintenance Services, was approved.

D. District Manager’s Report

i. Presentation of Funding Requests #27 through #28

Ms. Burns reviewed Funding Request #27 through #28. She noted that they were from the prior fiscal year. She added that she could answer any questions.

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On MOTION by Mr. Rosser, seconded by Mr. Marc, with all in favor, Funding Requests #27 through #28, were ratified.

iii. Balance Sheet & Income Statement

Ms. Burns stated that the financial statements were included in the agenda package for review, with no action required by the Board. She noted that she could answer any questions.

A question was raised about why undeveloped lots in the North and South had different O&M amounts. Ms. Burns explained that the difference was due to builder contracts that established different O&M funding levels for each section, not due to development status. They also noted that some undeveloped lots were billed directly rather than placed on the tax roll, and that deficit funding applied when builder caps limited the amount assessed, with the developer covering shortfalls as required. Ms. Burns confirmed that assessments were based on the status of the lots at the time the budget was adopted.

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

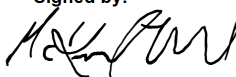
Adjournment

Ms. Burns asked for a motion to adjourn the meeting.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

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Chairman/Vice Chairman