

**MINUTES OF MEETING  
WILLOWBROOK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willowbrook Community Development District was held on **Tuesday, January 27, 2026**, at 10:01 a.m. at the Lake Alfred Public Library, 245 N. Seminole Avenue, Lake Alfred, Florida.

Present and constituting a quorum:

McKinzie Terrill  
Hyzens Marc  
Scott Shapiro

Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Grace Rinaldi  
Joel Blanco  
Steve Sloan *by Zoom*

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
Field Manager, GMS  
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. There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the December 16,  
2025 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the December 16, 2025, Board of Supervisors meeting and asked for any comments, questions, or corrections. 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 December 16, 2025, Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District**

Ms. Burns asked for a motion to open the public hearing.

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

**i. Consideration of Resolution 2026-05 Adopting Amended and Restated Rules of Procedure for the District**

Ms. Burns presented Resolution 2026-05 Adopting Amended and Restated Rules of Procedure for the District to the Board. She stated that this is an update for recent statutory changes and minor cleanup items. She noted that they hadn't changed since the Board saw them when the hearing was set.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, Resolution 2026-05 Adopting Amended and Restated Rules of Procedure for the District, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-06 Adopting Amended Lakes & Pond Policies**

Ms. Burns presented Resolution 2026-06 Adopting Amended Lakes & Pond Policies to the Board. She stated that they adopted amenity policies here, and this is just to change the lakes and ponds to clarify that boats, paddle boards and things of that nature are expressly spelled out that those are not allowed in CDD stormwater ponds.

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On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Resolution 2026-06 Adopting Amended Lakes & Pond Policies, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of 2026 Contract Agreement with Polk County Property Appraiser**

Ms. Burns presented the 2026 Contract Agreement with Polk County Property Appraiser to the Board. She stated that this is their annual renewal of their standard form of agreement, and she asked for a motion to approve.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the 2026 Contract Agreement with Polk County Property Appraiser, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Acquisition Package for Willowbrook North Amenity Center & Phase 2 Construction – ADDED**

Ms. Burns reviewed the ratification of Acquisition Package for Willowbrook North Amenity Center & Phase 2 Construction to the Board. She stated that this is the properties that are completed that the District will be acquiring to own and maintain.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Acquisition Package for Willowbrook North Amenity Center & Phase 2 Construction-ADDED, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Series 2025 Assessment Area Two Project Requisition #23 – ADDED**

Ms. Burns reviewed ratification of Series 2025 Assessment Area Two Project Requisition #23 – Added with the Board. She stated that this is the requisition to reimburse the developer for that acquisition.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Series 2025 Assessment Area Two Project Requisition #23, was ratified.

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

Ms. Rinaldi updated the Board regarding the use agreement with the City or the District to maintain that landscaping that will be installed on Tract J. She noted that she is still working with the City and they have confirmed receipt of the agreement and are reviewing it and they will provide any comments. She added that they will keep the Board up to date on that review, but otherwise she had no further updates.

**B. Engineer**

Mr. Sloan stated that he did not have anything substantial to discuss unless anyone had questions.

**C. Field Manager's Report**

Mr. Blanco stated that they had completed the installation of the beware of alligator signs throughout the District both North and South. He noted that they also plan to install a playground sign at the playground in Willowbrook South, now that it has been added to the insurance policy. He stated that they have conducted landscaping and pond reviews and he wanted to let the Board know that they had a hiccup with the landscaping. He noted that they did not start until January despite it being approved in late November. He added that they had some internal issues with their account manager, but it seemed like the issues had been sorted out. Mr. Blanco noted that there was some delay in starting the landscaping in both Willowbrook North and South. He stated that they have also been working with the aquatics vendor to maintain and treat a lot of the algae and the vegetation that's been there. He noted that they have been working towards getting that to a more presentable state. He stated that a lot of the ponds look good but there are a couple of ponds that have duckweed, which is something that requires multiple treatments, which is something that he had discussed with the vendor and they are going to be using an airboat treatment to do that. He noted that they had also cleaned up a lot of the trash that was in the playground area in South and a lot of it looks good now.

**D. District Manager's Report****i. Approval of Check Register**

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Ms. Burns presented the Check Register to the Board for December 19, 2025 through January 19, 2026, for a total of \$244,191.27.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, the Check Register, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Burns presented the Balance Sheet & Income Statement to the Board. She stated that these financial statements are through the month of December.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**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 the meeting.

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

Jill Burns  
Secretary/Assistant Secretary

Signed by:  
  
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Chairman/Vice Chairman