

**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, April 28, 2026**, 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
Steve Rosser
Hyzens Marc

Chairman
Vice Chairman
Assistant Secretary

Also present were:

Jill Burns
Grace Rinaldi
Joel Blanco
Matt Fisher
Henry Cherinos
Steve Sloan *by Zoom*

District Manager, GMS
District Counsel, Kilinski Van Wyk
Field Manager, GMS
Field Manager, GMS
Developer
District Engineer

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 January 27,
2026 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the January 27, 2026 Board of Supervisors meeting and asked for any comments, questions, or corrections. The Board had no changes to the minutes.

April 28, 2026

Willowbrook CDD

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Minutes of the January 27, 2026 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2026-07
Approving the Proposed Fiscal Year 2026-
2027 Budget (Suggested Date: July 28,
2026), Declaring Special Assessments, and
Setting the Public Hearings on the
Adoption of the Fiscal Year 2026/2027
Budget and the Imposition of Operations
and Maintenance Assessments**

Ms. Burns explained that Resolution 2026-07 would begin the Fiscal Year 2027 budget process, which runs from October 1, 2026, through September 30, 2027, and said the Board would approve a preliminary budget to be sent to the county at least 60 days before the proposed July 28, 2026 public hearing. Ms. Burns noted the budget was built around matching the prior Phase 1 notice amount of \$1,411.46 so that both Phase 1 and Phase 2 would receive the same notice amount, even though a \$298,000 capital reserve transfer was temporarily included and would likely be removed in the final budget to lower assessments. She stated that this preliminary version mainly sets the notice cap, not the final assessment, and noted that the amenity costs were still estimates because the facility was not yet open, and more accurate contract numbers should be available by the end of July. She added that the budget currently has flexibility, that removing the reserve transfer alone could reduce assessments by about \$445 per lot and bring them below \$1,000, and that field costs had been increased to reflect the Phase 2 areas that would be turned over to the District.

Ms. Burns clarified that builder caps were intentionally left out of the preliminary budget because it was only meant to set the cap for notice purposes, and they asked the developer to send over the cap details for all phases so those could be incorporated into the final budget in July. She explained that the current action was simply to set the maximum assessment notice, making clear that the assessment would not exceed \$1,411.46 per lot. She stated that the Board was setting an assessment hearing for the Phase 2 lots, which were currently being charged at an administrative rate.

Ms. Burns asked for a motion to approve Resolution 2026-07, approving the proposed Fiscal Year 2027 budget, and setting the public hearing date for July 28, 2026 at 9:30 a.m.

April 28, 2026

Willowbrook CDD

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Resolution 2026-07 Approving the Proposed Fiscal Year 2026-2027 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2026/2027 Budget and the Imposition of Operations and Maintenance Assessments on July 28, 2026 at 9:30 a.m., was approved.

FIFTH ORDER OF BUSINESS**Consideration of Proposals from Nation Security for Patrol Services *(provided to Board of Supervisors under separate cover for confidentiality purposes)***

Ms. Burns presented a security proposal from Nation Security for the amenity facility and explained that this vendor was recommended because it offers more flexible staffing and seasonal service, unlike other providers that require year-round contracts. She reviewed the pricing, noting an hourly rate of \$28.95 and a weekly rate of \$1,621.20, and outlined several coverage options. Staff's recommended approach was weekend coverage from spring break to Memorial Day, followed by daily coverage from Memorial Day to Labor Day, since that would cover the period when children are most likely to be out of school and using the facility. She noted that this recommended schedule would cost \$31,093.20, which fits within the proposed \$33,000 budget and still leaves some room for things like access cards, gate repairs, or extending security into September if needed. Ms. Burns explained that the guard's role would be to enforce pool rules, monitor access, and clear the facility at closing, typically during an eight-hour afternoon-to-closing shift. She clarified that while the full-year cost for 2027 would be about \$31,000, the cost for the current year would be lower because the amenity is not yet open and service would only be needed for part of the year depending on the opening date.

Ms. Burns explained that all the amenity contracts were being presented now in case the Board wanted services ready for the facility opening. She said the Board could choose not to start security immediately and instead wait to see whether any problems arose after opening. She added that Joel would still review the other amenity-related contracts in preparation for the opening. She confirmed that the security proposal would be tabled and brought back at the next meeting so the Board could reassess how things were going and decide what they wanted to do.

April 28, 2026

Willowbrook CDD

SIXTH ORDER OF BUSINESS**Presentation of Arbitrage Rebate Report
for Series 2024 Assessment Area One
Project Bonds**

Ms. Burns reviewed the arbitrage rebate report for the Series 2024 Assessment Area One project was being presented because the District must show, under the Internal Revenue Code, that it is not earning more interest than it is paying on its bonds. She noted that page four of the report showed a negative amount. She noted that the Board only needed to make a motion to accept it because acceptance was required under the trust indenture.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Accepting the Arbitrage Rebate Report for Series 2024 Assessment Area One Project Bonds, was approved.

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

Ms. Rinaldi gave a legislative update on two issues affecting Special Districts. She explained that a bill increasing sovereign immunity claim limits had passed, but the approved increases were smaller than some much larger proposals seen in prior years. She explained the per-claim limit would rise from \$200,000 to \$350,000 and the per-incident aggregate limit from \$300,000 to \$500,000, effective October 1 if signed by the governor. She noted that the management company was checking with insurance to see whether premiums might be affected. She discussed a new e-bike bill, explaining that it creates a micro-mobility safety task force, requires law enforcement to track e-bike crashes and report data to the state, and sets operating requirements such as yielding to pedestrians and limiting speed near them. She added that enforcement will need to be monitored and said they hope the changes will have a positive impact.

Mr. Rosser asked whether the HOA could restrict or ban them and said they viewed e-bikes as harmful and were serious about wanting limits on them. Ms. Rinaldi said they were not sure what authority an HOA has to restrict e-bikes but explained that state regulations already govern them and law enforcement has the main role of enforcement. She noted that enforcement has been a challenge, so in other Districts one of the main responses has been education, especially for parents and schools about the rules, helmet use, and speed limits.

Ms. Burns explained that when residents raise concerns about e-bikes, golf carts, or scooters on the roadways, the District treats those as traffic enforcement matters for the police, not

April 28, 2026

Willowbrook CDD

something the District can enforce directly. Ms. Burns stated the District cannot issue tickets and these complaints fall into the broader category of motor vehicle enforcement, which is outside the District's authority.

Board discussion ensued regarding e-bikes, liability, and who has authority to regulate or enforce rules. Board members were concerned about the safety risks of children riding e-bikes, especially at high speeds, and asked whether the HOA or CDD could ban them. Ms. Burns responded that enforcement on roadways is generally a police matter, not something the District can handle directly, and noted that the District can only restrict motorized vehicles on District property, such as the amenity facility or pool deck. The conversation shifted to liability, with Ms. Burns explaining that the CDD usually would not be liable for crashes involving someone illegally operating a motor vehicle unless there were District-related issues like missing traffic signs. Ms. Rinaldi added that while the District can create policies for its own property, authority over roadways belongs to county, state, and local jurisdictions.

Ms. Rinaldi concluded the legislative update by saying there may be special sessions ahead, and if that happens, they will continue tracking them and report back on anything that could affect the CDDs.

B. Engineer

Mr. Sloan stated there were a couple of SWFWMD responses that still needed attention. He explained the responses had technically been due a few days earlier, but an extension had been requested and granted. The outstanding items included the wetland plantings discussed earlier as well as a few smaller issues related to stormwater structures.

Mr. Rosser stressed urgency about the remaining response items, saying these were not issues the group could afford to delay and that they needed to be addressed right away.

Mr. Sloan stated they do not have planting staff available, but they have already contacted the contractor and are still waiting for an update. He explained that the outstanding items appear to be relatively minor, such as making sure the orifices are clear, which may simply involve rain or dirt buildup. He added that they would follow up and report back once they had confirmation that the items had been completed.

C. Field Manager's Report

i. Consideration of Amenity Maintenance Proposals

April 28, 2026

Willowbrook CDD

a) Proposal for Plant Replacement

Mr. Blanco reviewed the field manager's action items list and explained that the first item was a plant replacement proposal. He noted the proposal covered replacing plants damaged by the recent cold snap, restoring areas affected by hog activity, and adding mulch where needed for a total cost of \$9,330.11.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, the Proposal for Plant Replacement, was approved.

b) Proposal for Pool Maintenance

Mr. Blanco reviewed the proposal for approving a pool maintenance contract for the amenity. He explained that the service would cost \$1,500 per month, or \$18,000 annually, and would begin once the pool was filled. A Board member questioned whether the contract should wait until the pool was ready and asked what services were included for that price. Ms. Burns responded that it made more sense to approve the contract now so there would be no delay once the pool was filled, explaining that Grace will draft the contract to be written to start only when services were requested. She added that Joel would then tell the vendor when to begin and noted that waiting too long could create maintenance problems with the pool water.

Ms. Burns pointed out that a large part of the cost comes from chemicals and emphasized that the vendor would be coming three times a week, not just once a week like a homeowner might expect. Mr. Blanco added that the service also includes pool maintenance, checking the pool equipment, and small setup tasks like arranging chairs, which together explained the monthly price.

On MOTION by Mr. Rosser, seconded by Mr. Marc, with all in favor, the Proposal for Pool Maintenance, was approved.

c) Proposal for Janitorial Services

Mr. Blanco explained the janitorial services proposal for the amenity, outlining the itemized costs for restroom servicing three times a week and for emptying trash and dog waste containers twice a week. He noted the current setup includes one trash container at the playground and one at the dog park and said the total annual cost for all of those services would be \$9,600. A

April 28, 2026

Willowbrook CDD

Board member asked if this was in the budget. Ms. Burns noted this is accounted for next year. She stated that for the current year for janitorial there is about \$5,000.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, the Proposal for Janitorial Services, was approved.

d) Proposal for Pest Control

- i. Willowbrook North**
- ii. Willowbrook South**

Mr. Blanco discussed a pest control proposal for the amenity, mailboxes, and dog park, including the addition of six rodent stations near the north amenity because it is close to a conservation area. He explained that the rodent stations would involve a one-time \$160 fee, with ongoing service included in the monthly maintenance. When asked what the stations looked like, he described them as small black boxes that are not very noticeable. A Board member raised concern that the boxes could attract children, but Mr. Blanco stressed that the goal was to prevent rat droppings and avoid a larger pest problem later. He said they had seen amenities in other areas develop serious rodent issues when treatment was delayed. He explained that the stations contain bait, which rodents take back so the treatment can work more effectively.

On MOTION by Mr. Rosser, seconded by Mr. Marc, with all in favor, Proposal for Pest Control, was approved.

Mr. Blanco reported that several maintenance items had already been completed. These included installing a playground rules sign in Willowbrook South, pressure washing the playground equipment, repairing three damaged sidewalks in Willowbrook South, and grinding down a sidewalk that had concrete residue. He then invited any questions from the Board.

A Board member asked a question about the sidewalks. Mr. Blanco clarified that the sidewalk repairs were not caused by home construction but were instead located near the playground. He explained that because there is a lot of foot traffic in that area, the issue was addressed proactively and early.

D. District Manager's Report

- i. Approval of Check Register**

April 28, 2026

Willowbrook CDD

Ms. Burns presented the check register to the Board that was included in the package for review.

On MOTION by Mr. Rosser, seconded by Mr. Marc, 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.

iii. Presentation of Number of Registered Voters – 3

Ms. Burns explained that the District is required each year to determine the number of registered voters as of April 15 and that this count is tracked for turnover purposes. They reported that there are currently three registered voters within the community.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

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

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

 5F4ACABB4FEC437...

Chairman/Vice Chairman