

**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, June 23, 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
Allan Keen
Henry Chirinos

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary (*Resigned during meeting*)
Appointed as 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. Four 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 April 28, 2026
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the April 28, 2026 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. Terrill, seconded by Mr. Keen, with all in favor, the Minutes of the April 28, 2026 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Proposals from Nation Security for Patrol Services (*provided to Board of Supervisors under separate cover for confidentiality purposes – tabled from April 28, 2026 Board of Supervisors Meeting*)**

Ms. Burns presented proposals from Nation Security for patrol services at the amenity facility. She explained that they try to stick to peak hours for budgeting purposes. Board members discussed and considered the proposals presented. Included in the discussion was the service hour options. After discussion, they decided to bring this item back to the July meeting for further consideration.

On MOTION by Mr. Rosser, seconded by Mr. Keen, with all in favor, Deferring the Proposals from Nation Security for Patrol Services to the Extent that the District is Experiencing Issues then Delegate Authority to the Chair to Hire Security, was approved.

FIFTH ORDER OF BUSINESS**Presentation of Fiscal Year 2025 Audit Report**

Ms. Burns presented the Fiscal Year 2025 audit report. She explained that it was a clean audit with no findings, no instances of noncompliance. The District doesn't meet any of the conditions for financial emergency. The report has been submitted to the state on time, which was by the June 30 deadline. She noted it is an independent report.

On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, Accepting the Fiscal Year 2025 Audit Report, was approved.

SIXTH ORDER OF BUSINESS**Ratification of Quit Claim Deed for Willowbrook South Triangle**

Ms. Burns stated this quit claim deed is for the amenity parcel for the south triangle.

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On MOTION by Mr. Terrill, seconded by Mr. Keen, with all in favor, the Quit Claim Deed for Willowbrook South Triangle, was ratified.

SEVENTH ORDER OF BUSINESS**Ratification of Amended Pool Maintenance Services Agreement (Fuel Surcharge Included)**

Ms. Burns reviewed the amended pool maintenance services agreement. She explained that they have started to receive fuel surcharge invoices and a request from the majority of the District vendors. She noted that the invoice for the pool monitor is \$50 a month and the Chair did approve this outside of a meeting. She added that they are just looking to ratify the agreement.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, the Amended Pool Maintenance Services Agreement (Fuel Surcharge Included), was ratified.

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

Ms. Rinaldi reminded the Board members to get their Form 1 in by July 1.

B. Engineer

Mr. Sloan informed the Board members they have four close out requests in with the Water Management District. Two of the requests are responses to outstanding comments for Phase One of north and Phase One of south. The other two requests are initial close outs for Phase Two of north and Phase Two of south. He noted he expects to hear back on those in the next two to three weeks, hoping not to have any further issues.

C. Field Manager's Report**i. Consideration of Proposal to Add Additional Tracts to Current Landscape Maintenance Agreement**

Mr. Blanco reviewed the field manager's report. His report included the landscaping vendor completing the approved installations in both the north and south, including the pond banks affected by the hogs. The maintenance staff repaired three sidewalks in south and installed the amenity signs at the north entrance and the mailbox area in north. They also pressure washed the playground in Willowbrook South. He noted that they are monitoring the amenity cabana with

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the build, which is progressing. They are also monitoring the amenity build in south even though it is not owned by the CDD to see how it is going because it is connected to the playground owned by the CDD. He added that they are still working on the missing power meter at the north entrance and assisting with that installation. In progress, they have some CDD specific signs at the amenity that will be installed soon. He noted that the pool has been filled and the outdoor shower has been installed.

Mr. Blanco presented a proposal to add additional tracts to the current landscape maintenance agreement for Board consideration.

On MOTION by Mr. Keen seconded by Mr. Marc, with all in favor, the Proposal to Add Additional Tracts to Current Landscape Maintenance Agreement, was approved.

Board members discussed other items related to field management. It was noted to add signs to south side and include a note in the application regarding access as well as to inform the community about which areas are HOA-owned and which are CDD-owned. Another item discussed is the pool furniture. Ms. Burns will provide the Board with pool furniture options to consider. Also discussed was a lift, which was determined to not be required.

D. District Manager's Report

i. Approval of Check Register

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

On MOTION by Mr. Keen, 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.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

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TENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Mr. Keen presented his resignation.

On MOTION by Mr. Marc, seconded by Mr. Rosser, with all in favor, Accepting Supervisor Allan Keen's Resignation, was approved.

Ms. Burns asked for nominations to fill the vacant seat. The board nominated Henry Chirinos to fill the vacant seat.

On MOTION by Mr. Terrill, seconded by Mr. Marc, with all in favor, Appointing Henry Chirinos to the Vacant Board Seat, was approved.

Ms. Burn swore in Mr. Henry Chirinos as a Supervisor for the Willowbrook CDD.

ELEVENTH ORDER OF BUSINESS

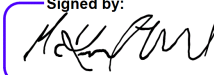
Adjournment

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