

**MINUTES OF MEETING  
WILLOW HAMMOCK  
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Board of Supervisors of the Willow Hammock Community Development District was held on Monday, June 11, 2018, at 1:30 p.m., at office of ZNS Engineering, 201 5<sup>th</sup> Avenue Drive East, Bradenton, Florida 34208.

**Present at the meeting were:**

Charles Conoley	Chair
Hal Lutz	Vice Chair
J. Marion Uter	Assistant Secretary
Cynthia Uter	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Nathan Kragt	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 12:06 p.m. Supervisors Conoley, Lutz, J. Marion Uter and Cynthia Uter were present, in person. Supervisor Weiss was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Supervisor John R. Weiss (*the following will also be provided in a separate package*)**

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**

**D. Financial Disclosure Forms**

- i. **Form 1: Statement of Financial Interests**
- ii. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
- iii. **Form 1F: Final Statement of Financial Interests**

**E. Form 8B: Memorandum of Voting Conflict**

Ms. Cerbone indicated that Mr. Weiss was not present.  
 This item was deferred.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-01, Approving a Proposed Budget for Fiscal Year 2018/2019 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2018-01. She reviewed the proposed Fiscal Year 2019 budget line items, noting line item increases and various changes compared to the Fiscal Year 2018 budget. The proposed Fiscal Year 2019 budget anticipated off-roll assessments. Discussion ensued regarding whether the Debt Service assessment amount was correct, as Mr. Uter felt that the amount should be in the \$1,300 range, rather than \$1,442.02.

**On MOTION by Mr. Conoley and seconded by Mr. Lutz, with all in favor, Resolution 2018-01, as amended to change the public hearing time to 1:30 p.m., Approving a Proposed Budget for Fiscal Year 2018/2019, subject to review and verification of the Debt Service assessment amount in the proposed budget and reducing the amount, if necessary, based on the review and Setting a Public Hearing Thereon Pursuant to Florida Law for August 8, 2018 at 1:30 p.m., at this location; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Ratification of Uniform Collection Agreement with Manatee County**

Ms. Cerbone presented the Uniform Collection Agreement with Manatee County. Although the District is not prepared to place assessments on the tax bill, it is necessary to have this Agreement in place for when the assessments transition to the tax bill collection process. Mr. Wrathell previously executed and submitted the Agreement to the Manatee County Tax Collector.

**On MOTION by Mr. Uter and seconded by Mr. Conoley, with all in favor, Uniform Collection Agreement with Manatee County, was ratified.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-02, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2017, and Ending September 30, 2018**

Ms. Cerbone presented Resolution 2018-02. This Resolution, amending the Fiscal Year 2018 budget, was necessary because the expenditures were being reduced from \$99,440 to \$79,440. Discussion ensued regarding adding the \$7,000 "Supervisors" line item for Supervisors' fees and paying the Board Members for prior meetings. With this change, the amended budget amount would be \$86,440.

The following change was made:

"Supervisors" Line Item: Add the \$7,000 back into the budget

**On MOTION by Mr. Conoley and seconded by Mr. Lutz, with all in favor, Resolution 2018-02, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2017, and Ending September 30, 2018, as amended to add the \$7,000 back to the "Supervisors" line item, bringing the total amended budget to \$86,440, was adopted.**

- **Consideration of Resolution 2018-01, Approving a Proposed Budget for Fiscal Year 2018/2019 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date**  
Discussion of Resolution 2018-01 resumed.

**On MOTION by Mr. Lutz and seconded by Mr. Conoley, with all in favor, adoption of Resolution 2018-01, as amended to change the public hearing time to 1:30 p.m., Approving a Proposed Budget for Fiscal Year 2018/2019, subject to review and verification of the Debt Service assessment amount in the proposed budget and reducing the amount, if necessary, based on the review and Setting a Public Hearing Thereon Pursuant to Florida Law for August 8, 2018 at 1:30 p.m., at this location; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date, was rescinded.**

Discussion ensued regarding adding a “Supervisors fee” line item into the proposed Fiscal Year 2019 budget.

The following change was made:

Under “Professional & administrative”: Add \$7,000 “Supervisors fee” line item

**On MOTION by Mr. Conoley and seconded by Mr. Uter, with all in favor, Resolution 2018-01, as amended to change the public hearing time to 1:30 p.m., Approving a Proposed Budget for Fiscal Year 2018/2019, as amended to add a \$7,000 “Supervisors’ fee” line item and subject to review and verification of the Debt Service assessment amount in the proposed budget and reducing the amount, if necessary, based on the review and Setting a Public Hearing Thereon Pursuant to Florida Law for August 8, 2018 at 1:30 p.m., at this location; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date, was adopted.**

Mr. Wrathell presented the Unaudited Financial Statements as of April 30, 2018.

**On MOTION by Mr. Conoley and seconded by Mr. Lutz, with all in favor, the Unaudited Financial Statements as of April 30, 2018, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Approval of August 15, 2017 Regular Meeting & Public Hearings Minutes**

Ms. Cerbone presented the August 15, 2017 Regular Meeting & Public Hearings Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. Uter and seconded by Mr. Lutz, with all in favor, the August 15, 2017 Regular Meeting & Public Hearings Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Vogler Ashton, PLLC***

There being no report, the next item followed.

**B. District Engineer: *ZNS Engineering L.C.***

There being no report, the next item followed.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

**i. 0 Registered Voters as of April 15, 2018**

Ms. Cerbone stated that there were no registered voters residing within the boundaries of the District as of April 15, 2018.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There being no Board Members' comments or requests, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**


There being no public comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Uter and seconded by Mr. Conoley, with all in favor, the meeting adjourned at 2:03 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair