

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

The Board of Supervisors of the Willow Hammock Community Development District held a Public Hearing and a Regular Meeting on Tuesday, September 18, 2018, at 1:30 p.m., at the 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
Cynthia Uter	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Pfil Hunt	Wrathell, Hunt and Associates, LLC
Jere L. Earlywine	Hopping Green & Sams PA
Les Basnight	Supervisor Appointee
Rhett Johnson	Supervisor Appointee
Clifton Fischer	Supervisor Appointee

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 2:16 p.m. Supervisors Conoley, Lutz and Cynthia Uter were present, in person. Supervisors J. Marion Uter and Weiss were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

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

Mr. Weiss had never attended a meeting; therefore, the Oath of Office was never administered.

▪ **Consideration of Board Member Resignations and Appointment of Replacements**

**This item was an addition to the agenda.**

Mr. Wrathell presented the resignations of Supervisors Cynthia Uter and J. Marion Uter. Mr. Weiss was never sworn in; therefore, a formal resignation from him was not necessary.

**On MOTION by Mr. Conoley and seconded by Mr. Lutz, with all in favor, the resignations of Mr. J. Marion Uter and Ms. Cynthia Uter, were accepted.**

Mr. Conoley nominated Mr. Les Basnight to fill Seat 3; term expires November, 2019. No other nominations were made.

**On MOTION by Mr. Conoley and seconded by Mr. Lutz, with all in favor, the appointment of Mr. Les Basnight to Seat 3, term expires November, 2019, was approved.**

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Basnight.

As the three new Board Members being sworn in today were already familiar with the following items, a review was not necessary.

- 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**

Mr. Basnight nominated Mr. Rhett Johnson to fill Seat 4; term expires November, 2019. No other nominations were made.

**On MOTION by Mr. Conoley and seconded by Mr. Lutz, with all in favor, the appointment of Mr. Rhett Johnson to Seat 4, term expires November, 2019, was approved.**

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Johnson.

Mr. Hal Lutz verbally resigned from the Board, effective immediately; he will send an email confirming his resignation.

**On MOTION by Mr. Conoley and seconded by Mr. Johnson, with all in favor, the verbal resignation of Mr. Hal Lutz, effective immediately, was accepted.**

Mr. Conoley nominated Mr. Clifton Fischer to fill Seat 2; term expires November, 2021. No other nominations were made.

**On MOTION by Mr. Conoley and seconded by Mr. Johnson, with all in favor, the appointment of Mr. Clifton Fischer to Seat 2, term expires November, 2021, was approved.**

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Fischer.

**FOURTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on Adoption of Fiscal Year 2018/2019 Budget**

**A. Affidavit of Publication**

Mr. Wrathell presented the affidavit of publication.

**B. Consideration of Resolution 2018-03, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2018, and Ending September 30, 2019; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Wrathell noted that, since the last meeting, the proposed Fiscal Year 2019 budget had minor changes, consisting of the addition of "Supervisors". "Property appraiser" and "Tax collector" line items.

**Mr. Wrathell opened the Public Hearing.**

No members of the public spoke.

**Mr. Wrathell closed the Public Hearing.**

Mr. Wrathell presented Resolution 2018-03.

**On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, Resolution 2018-03, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2018, and Ending September 30, 2019; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-04, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2018/2019; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell stated that this Resolution sets forth the collection methods available to the District and enables the District to place on-roll assessments on the tax bill and to direct bill off-roll assessments to the commercial and undeveloped property owners.

**Mr. Wrathell opened the Public Hearing.**

No members of the public spoke.

**Mr. Wrathell closed the Public Hearing.**

Mr. Wrathell presented Resolution 2018-04.

**On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, Resolution 2018-04, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2018/2019; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2017, Prepared by Berger, Toombs, Elam, Gaines & Frank**

**WILLOW HAMMOCK CDD**

**September 18, 2018**

Mr. Wrathell presented the Audited Annual Financial Report for Fiscal Year 2017 and described the information that could be found on each page. The audit was transmitted to the Auditor General by the June 30, 2018 deadline. The District's liabilities exceeded its assets by \$267,991, which was attributable to the costs of issuing bonds. There were no material weaknesses, findings, instances of noncompliance or recommendations.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-05, Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2017**

Mr. Wrathell presented Resolution 2018-05.

**On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, Resolution 2018-05, Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2017, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-06, Adopting the Annual Meeting Schedule for Fiscal Year 2018/2019**

Mr. Wrathell presented Resolution 2018-06. The following changes were made:

Meeting Dates: Change to the first Friday of each month

Time: Change "10:15 AM" to "10:00 AM"

**On MOTION by Mr. Conoley and seconded by Mr. Johnson, with all in favor, Resolution 2018-06, Adopting the Annual Meeting Schedule for Fiscal Year 2018/2019, as amended, was adopted.**

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of July 31, 2018**

Mr. Wrathell presented the Unaudited Financial Statements as of July 31, 2018.

**On MOTION by Mr. Fischer and seconded by Mr. Basnight, with all in favor, the Unaudited Financial Statements as of July 31, 2018, were approved.**

Mr. Wrathell presented the June 11, 2018 Regular Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, the June 11, 2018 Regular Meeting Minutes, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

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

Mr. Wrathell stated that he will advise Mr. Vogler that new District Counsel was hired and to transition everything to Mr. Earlywine, at Hopping Green & Sams PA.

Mr. Earlywine presented his firm's Fee Agreement.

**On MOTION by Mr. Conoley and seconded by Mr. Basnight, with all in favor, the Hopping Green & Sams PA Fee Agreement to serve as District Counsel, was approved.**

Mr. Earlywine recommended electing a slate of officers.

▪ **Consideration of ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit**

**This item, previously Item 11Ci, was presented out of order.**

Mr. Wrathell presented the ADA Site Compliance (ADASC) proposal.

**On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, was approved.**

Mr. Fischer nominated the following slate of officers:

Chair	Les Basnight
Vice Chair	Rhett Johnson
Secretary	Craig Wrathell
Treasurer	Craig Wrathell

Assistant Secretary	Clifton Fischer
Assistant Secretary	Charles Conoley
Assistant Secretary	Vacant
Assistant Secretary	Cindy Cerbone
Assistant Treasurer	Jeff Pinder

**On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, Resolution 2018-07, Electing and Designating the Officers of the District and Providing for an Effective Date, as nominated, was adopted.**

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

There being no report, the next item followed.

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

- i. Consideration of ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit**

This item was presented following Item 11A.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

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

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, the meeting adjourned at 2:43 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
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Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chair/Vice Chair