

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

The Board of Supervisors of the Willow Hammock Community Development District held a Regular Meeting on November 1, 2019, at 10:00 a.m., at the office of ZNS Engineering, 201 5th Ave., Dr. E, Bradenton, Florida 34208.

Present at the meeting were:

Les Basnight (via telephone)	Chair
Rhett Johnson	Vice Chair
Clifton Fischer	Assistant Secretary
Charles Conoley	Assistant Secretary
Paul Cheeks	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Tucker Mackie	District Counsel
Ryan Zook	
John Snyder	
Hal Lutz	
Greg Mundell	

DUE TO TECHNICAL DIFFICULTIES, AUDIO WAS NOT AVAILABLE

THE FOLLOWING PORTION WAS TRANSCRIBED FROM THE MEETING NOTES

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:43 a.m. Supervisors Cheeks, Conoley, Johnson and Fischer were present, in person. Supervisor Basnight was attending via telephone.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Board Member Resignations and Appointment of Replacements

Ms. Cerbone stated that there was a recent land transaction resulting in a new Developer, which prompted this change in Board Members.

Ms. Cerbone presented the resignation of Mr. Basnight from Seat 3.

On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, the resignation of Mr. Basnight, was accepted.

Mr. Johnson nominated Mr. Ryan Zook to fill Seat 3. No other nominations were made.

On MOTION by Mr. Conoley and seconded by Mr. Johnson, with all in favor, the appointment of Mr. Ryan Zook to fill Seat 3, was approved.

Ms. Cerbone presented the resignation of Mr. Conoley from Seat 1.

On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the resignation of Mr. Conoley, was accepted.

Mr. Johnson nominated Mr. John Snyder to fill Seat 1. No other nominations were made.

On MOTION by Mr. Fischer and seconded by Mr. Cheeks, with all in favor, the appointment of Mr. John Snyder to fill Seat 1, was approved.

- **Administration of Oath of Office to Newly Appointed Supervisors (*the following to be provided in a separate package*)**

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Zook and Mr. Snyder.

Ms. Cerbone presented the resignation of Mr. Cheeks from Seat 5.

On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the resignation of Mr. Cheeks, was accepted.

Mr. Johnson nominated Mr. Hal Lutz to fill Seat 5. No other nominations were made.

On MOTION by Mr. Fischer and seconded by Mr. Snyder, with all in favor, the appointment of Mr. Hal Lutz to fill Seat 5, was approved.

Ms. Cerbone presented the resignation of Mr. Fischer from Seat 2.

On MOTION by Mr. Snyder and seconded by Mr. Johnson, with all in favor, the resignation of Mr. Fischer, was accepted.

Mr. Johnson nominated Mr. Greg Mundell to fill Seat 2. No other nominations were made.

On MOTION by Mr. Snyder and seconded by Mr. Zook, with all in favor, the appointment of Mr. Greg Mundell to fill Seat 2, was approved.

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Lutz and Mr. Mundell.

Ms. Cerbone presented the resignation of Mr. Johnson from Seat 4.

On MOTION by Mr. Snyder and seconded by Mr. Lutz, with all in favor, the resignation of Mr. Johnson, was accepted.

Mr. Snyder nominated Ms. Anne Mize to fill Seat 4. No other nominations were made.

On MOTION by Mr. Snyder and seconded by Mr. Lutz, with all in favor, the appointment of Ms. Anne Mize to fill Seat 4, was approved.

The Oath of Office would be administered to Ms. Mize prior to or at the next meeting.

The following items were provided to the new Supervisors:

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

- B. Membership, Obligations and Responsibilities
- C. 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
- D. Form 8B: Memorandum of Voting Conflict

On MOTION by Mr. Snyder and seconded by Mr. Zook, with all in favor, the meeting recessed at 10:46 a.m.

TRANSCRIPTION FROM AUDIO COMMENCED

The meeting reconvened at 11:34 a.m.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries and an Assistant Treasurer of the District, and Providing for an Effective Date

Ms. Cerbone presented Resolution 2020-01.

Mr. Snyder nominated the following slate of officers:

- | | |
|----------------|---------------------|
| Ryan Zook | Chair |
| John Snyder | Vice Chair |
| Craig Wrathell | Secretary |
| Hal Lutz | Assistant Secretary |
| Greg Mundell | Assistant Secretary |
| Cindy Cerbone | Assistant Secretary |
| Craig Wrathell | Treasurer |
| Jeff Pinder | Assistant Treasurer |

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2020-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries and an Assistant Treasurer of the District, and Providing for an Effective Date, as nominated, was adopted.

FIFTH ORDER OF BUSINESS

Discussion: Updated Provisions of District's Rules of Procedure

- A. Amended and Restated Rules of Procedure
- B. Resolution 2020-04, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; and Providing an Effective Date

These items were deferred.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2019

Ms. Cerbone presented the Unaudited Financial Statements as of September 30, 2019.

On MOTION by Mr. Snyder and seconded by Mr. Zook, with all in favor, the Unaudited Financial Statements as of September 30, 2019, were accepted.

SEVENTH ORDER OF BUSINESS

Approval of October 4, 2019 Regular Meeting Minutes

Ms. Cerbone presented the October 4, 2019 Regular Meeting Minutes.

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the October 4, 2019 Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Hopping Green & Sams, P.A.*

There being nothing to report, the next item followed.

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

Regarding the Maintenance Agreement, Ms. Cerbone stated there was discussion regarding what, if any, additional work the District Engineer would be asked to do for the exhibits. She suggested she work with the Chair and, if there was any additional work necessary to clarify the exhibits to the Maintenance Agreement, an estimate would be obtained from the District Engineer for presentation at the next meeting. The Board agreed to the request.

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

• UPCOMING MEETING DATES:

I. November 5, 2019 at 10:00 a.m. – Landowners’ Meeting

Ms. Cerbone stated that she offered to be the proxy holder, on behalf of the corporate Landowners and, since the Seats were newly appointed, she presumed that the Landowners would want the same people elected to the seats that are up for election. She explained the process and noted that homeowners might attend and would be allowed to cast one ballot for the property they own. Ms. Mackie stated that Seats 3, 4 and 5, currently held by Mr. Zook, Ms. Mize and Mr. Lutz were up for election. Ms. Cerbone stated Board Members are not required to attend the Landowners’ meeting.

II. December 6, 2019 at 10:00 a.m. – Regular Meeting

○ QUORUM CHECK

Supervisors Zook, Snyder, Lutz and Mundell confirmed their attendance at the December 6, 2019 meeting.

NINTH ORDER OF BUSINESS

Board Members’ Comments/Requests

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

TENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the meeting adjourned at 11:43 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair