

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

The Board of Supervisors of the Willow Hammock Community Development District held a Regular Meeting on December 6, 2019, at 10:00 a.m., at the office of ZNS Engineering, 201 5<sup>th</sup> Ave., Dr. E, Bradenton, Florida 34208.

**Present at the meeting were:**

Ryan Zook	Chair
Anne Mize	Assistant Secretary
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Tucker Mackie (via telephone)	District Counsel

**DUE TO AUDIO DIFFICULTIES, THESE MEETING  
MINUTES WERE TRANSCRIBED FROM THE MEETING NOTES**

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 10:36 a.m. Supervisors Zook, Mize, Lutz and Mundell were present, in person. Supervisor Snyder 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 Newly  
Elected Supervisors (*the following to be  
provided in separate package*)**

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Ryan Zook, Ms. Anne Mize and Mr. Hal Lutz. She provided and briefly explained the following items:

- 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**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-03, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing an Effective Date**

Ms. Cerbone recapped the results of the Landowners' Election as follows:

Seat 3	Ryan Zook	128 votes	Four-year Term
Seat 4	Anne Mize	128 votes	Four-year Term
Seat 5	Hal Lutz	126 votes	Two-year Term

Ms. Cerbone presented Resolution 2020-03.

**On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, Resolution 2020-03, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-04, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the District, and Providing for an Effective Date**

Mr. Lutz nominated the slate of officers, as follows:

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

No other nominations were made.

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, Resolution 2020-04, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Discussion/Consideration: Meeting Schedule for Remainder of Fiscal Year**

No changes were made to the meeting schedule.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-05, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date**

Ms. Cerbone presented Resolution 2020-05.

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2020-05, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, *Florida Statutes*; Providing for Severability; and Providing an Effective Date, was adopted.

**EIGHTH ORDER OF BUSINESS**

**Discussion: Updated Provisions of District's Rules of Procedure**

- Resolution 2020-02, 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

Ms. Cerbone presented Resolution 2020-02.

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2020-02, To Designate Date, Time and Place of Public Hearing for March 6, 2020 at 10:00 a.m. at ZNS Engineering, 201 5<sup>th</sup> Avenue Drive E, Bradenton, Florida 34208, and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; and Providing an Effective Date, was adopted.

**NINTH ORDER OF BUSINESS**

**Consideration of Acceptance of Special Warranty Deeds from SFTEN, LLC and Willow Lane Holdings, LLC**

Ms. Mackie presented the Special Warranty Deeds from SFTEN, LLC and Willow Lane Holdings, LLC.

On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the acceptance of the Special Warranty Deeds from SFTEN, LLC and Willow Lane Holdings, LLC, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Assignment and Assumption of Agreement Regarding the Acquisition of Certain Work Product, Infrastructure and Real Property**

This item is presented during the Eleventh Order of Business.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Assignment and Assumption of Agreement Regarding the Completion of Certain Improvements**

Ms. Mackie presented the documents from the Tenth and Eleventh Orders of Business.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Assignment and Assumption of Agreement Regarding the Acquisition of Certain Work Product, Infrastructure and Real Property and Assignment and Assumption of Agreement Regarding the Completion of Certain Improvements, in final form, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of October 31, 2019**

Ms. Cerbone presented the Unaudited Financial Statements as of October 31, 2019.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the Unaudited Financial Statements as of October 31, 2019, were accepted.**

**THIRTEENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. **November 1, 2019 Regular Meeting**
- B. **November 5, 2019 Landowners' Meeting**

Ms. Cerbone presented the November 1, 2019 Regular Meeting and November 5, 2019 Landowners' Meeting Minutes.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the November 1, 2019 Regular Meeting and November 5, 2019 Landowners' Meeting Minutes, as presented, were approved.**

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

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

Ms. Mackie presented the Second Amendment to the Declaration of Covenants, Conditions and Restrictions.

**On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the Second Amendment to the Declaration of Covenants, Conditions and Restrictions, was approved.**

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

There being nothing to report, the next item followed.

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

- **NEXT MEETING: January 3, 2020 at 10:00 a.m.**

- **QUORUM CHECK**

Discussion ensued regarding canceling the January and February meetings.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, cancellation of the January 3 and February 7, 2020 meetings, was approved.**

**FIFTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

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

**SIXTEENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the meeting adjourned at 10:49 a.m.**

*Cindy Carbone*

Secretary/Assistant Secretary

A handwritten signature in black ink, appearing to be 'J. Smith', written over a horizontal line. The signature is stylized and somewhat abstract.

Chair/Vice Chair