

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

The Board of Supervisors of the Willow Hammock Community Development District held a Telephonic Public Hearing and Regular Meeting on August 7, 2020 at 10:00 a.m., remotely, via conference call at 1-888-354-0094, Conference ID 8518503.

Present at the meeting were:

Ryan Zook	Chair
John Snyder	Vice Chair
Anne Mize	Assistant Secretary
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Tucker Mackie	District Counsel
Christina Zimmerman	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:01 a.m. In consideration of the COVID-19 pandemic, this meeting was being held telephonically, as permitted under the Florida Governor’s Executive Orders, which allow local governmental public meetings to occur via telephone. The meeting was advertised to be telephonic and the telephone number, conference ID, District Manager’s contact information and the meeting agenda were posted on the District’s website.

All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2020/2021 Budget**

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2020-09, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone presented Resolution 2020-09. She reviewed the proposed Fiscal Year 2021 budget line item increases, decreases and adjustments over the Fiscal Year 2020 budget and the reasons for any changes.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2020-09, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2020/2021; 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

Ms. Cerbone presented Resolution 2020-10.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2020-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2020/2021; 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.

FIFTH ORDER OF BUSINESS

Consideration of Temporary Access Easement Agreement with Willow Lane Holdings, LLC, Criteria Development, LLC, and Criteria Construction, LLC

Ms. Cerbone presented the Temporary Access and Maintenance Easement Agreement. Ms. Mackie discussed the circumstances that required expedient execution.

On MOTION by Ms. Mize and seconded by Mr. Zook, with all in favor, the Temporary Access Easement Agreement with Willow Lane Holdings, LLC, Criteria Development, LLC, and Criteria Construction, LLC, was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-11, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021 and Providing for an Effective Date

Ms. Cerbone presented Resolution 2020-11.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, Resolution 2020-11, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021 and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for Fiscal Year Ended September 30, 2019, Prepared by Berger, Toombs, Elam, Gaines & Frank

Ms. Cerbone presented the Audited Annual Financial Report for Fiscal Year Ended September 30, 2019. There were no findings, irregularities or instances of noncompliance; it was a clean audit. Regarding a notation on Page 4, under Financial Highlights, that stated, on September 30, 2019, the liabilities of the District exceeded its assets by \$57,724, Ms. Cerbone explained that this is not unusual in the early stages of a District and it does not mean the District is in a precarious financial position.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2020-12, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2019

Ms. Cerbone presented Resolution 2020-12.

On MOTION by Ms. Mize and seconded by Mr. Zook, with all in favor, Resolution 2020-12, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2019, was adopted.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2020

Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2020.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Unaudited Financial Statements as of June 30, 2020, were accepted.

TENTH ORDER OF BUSINESS

Approval of May 1, 2020 Virtual Public Meeting Minutes

Ms. Cerbone presented the May 1, 2020 Virtual Public Meeting Minutes.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the May 1, 2020 Virtual Public Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sams, PA*

There being nothing additional to 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*

- **NEXT MEETING: September 4, 2020 at 10:00 a.m.**

- **QUORUM CHECK**

Supervisors Zook, Lutz and Snyder confirmed their attendance at the September 4, 2020 meeting.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Zook asked for the Board transition to be scheduled for the next meeting. Ms. Cerbone stated the next meeting would likely be required to be in-person. Supervisors Mize and Mundell would submit their resignations.

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. Zook and seconded by Ms. Mize, with all in favor, the meeting adjourned at 10:37 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair