COMMUNITY DEVELOPMENT DISTRICT

January 8, 2021
BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA

Willow Hammock Community Development District OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 334313 Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

December 30, 2020

Board of Supervisors
Willow Hammock Community Development District

Dear Board Members:

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
CONFERENCE ID: 8518503

The Board of Supervisors of the Willow Hammock Community Development District will hold a Regular Meeting on January 8, 2021 at 10:00 a.m., in the Willow Hammock Community Association Amenity Center Parking Lot, 4002 Willow Branch Place, Palmetto, Florida 34221-2784. The agenda is as follows:

- 1. Call to Order/Roll Call
- 2. Public Comments
- 3. Acceptance of Resignation of Supervisor John Snyder, Seat 1, *Term Expires November* 2022
- 4. Consider Appointment of Chad Pattillo to Fill Unexpired Term of Seat 1
 - Administration of Oath of Office to Newly Appointed Supervisor (the following to be provided in separate package)
 - 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
- 5. Acceptance of Resignation of Supervisor Hal Lutz, Seat 5, Term Expires November 2022
- 6. Consider Appointment of Josh Delancey to Fill Unexpired Term of Seat 5
 - Administration of Oath of Office to Newly Appointed Supervisor

- 7. Consideration of Resolution 2021-01, 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
- 8. Acceptance of Unaudited Financial Statements as of November 30, 2020
- 9. Approval of September 4, 2020 Telephonic Public Regular Meeting Minutes
- 10. Staff Reports
 - A. District Counsel: Hopping Green & Sams, PA
 - B. District Engineer: ZNS Engineering, L.C.
 - C. District Manager: Wrathell, Hunt and Associates, LLC
 - I. Discussion/Consideration: Resolution 2021-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2020/2021 and Providing for an Effective Date
 - II. NEXT MEETING DATE: February 5, 2021 at 10:00 A.M.
 - QUORUM CHECK

Chad Pattillo	IN PERSON	YES	☐ No
Christina Zimmerman	IN PERSON	YES	□ No
Ryan Zook	IN PERSON	YES	No
Jennifer Hicks	IN PERSON	YES	☐ No
Josh Delancey	IN PERSON	YES	☐ No

- 11. Board Members' Comments/Requests
- 12. Public Comments
- 13. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294.

Sincerely,

Cindy Cerbone
District Manager

COMMUNITY DEVELOPMENT DISTRICT

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NOTICE OF TENDER OF RESIGNATION

To: Board of Supervisors

Willow Hammock Community Development District

Attn: Cindy Cerbone, District Manager

2300 Glades Road, Suite 410W

Boca Raton, FL 33431

From: John Snyder

Printed Name

Date: 01/08/2021

I hereby tender my resignation as a member of the Board of Supervisors of the *Willow Hammock Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accept it at a duly noticed meeting of the Board of Supervisors, effective immediately.

I certify that this Notice of Tender of Resignation has been executed by me and [__] faxed to 561-571-0013 or [_] scanned and electronically transmitted to gillyardd@whhassociates.com and agree that the executed fax or email copy shall be binding and enforceable as an original.

Signature

COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF TENDER OF RESIGNATION

To: Board of Supervisors

Willow Hammock Community Development District

Attn: Cindy Cerbone, District Manager

2300 Glades Road, Suite 410W

Boca Raton, FL 33431

From: HALLUTZ

Printed Name

Date: 01/08/2021

I hereby tender my resignation as a member of the Board of Supervisors of the *Willow Hammock Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accept it at a duly noticed meeting of the Board of Supervisors, effective immediately.

I certify that this Notice of Tender of Resignation has been executed by me and [__] faxed to 561-571-0013 or [__] scanned and electronically transmitted to gillyardd@whhassociates.com and agree that the executed fax or email copy shall be binding and enforceable as an original.

Signature

COMMUNITY DEVELOPMENT DISTRICT



RESOLUTION 2021-01

A RESOLUTION DESIGNATING A CHAIR, A VICE CHAIR, A SECRETARY, ASSISTANT SECRETARIES, A TREASURER AND AN ASSISTANT TREASURER OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Willow Hammock Community Development District ("District") is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Manatee County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint the below-recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT:

1.

DISTRICT OFFICERS. The Distri	ct officers are as follows:
	is appointed Chair
	is appointed Vice Chair
Craig Wrathell	is appointed Secretary
	is appointed Assistant Secretary
	is appointed Assistant Secretary
	is appointed Assistant Secretary
Cindy Cerbone	is appointed Assistant Secretary
Daniel Rom	is appointed Assistant Secretary
Craig Wrathell	is appointed Treasurer
Jeff Pinder	is appointed Assistant Treasurer

Adopted this 8 th day of January, 20	21.
ATTEST:	WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT
Secretary/Assistant Secretary	Chair/Vice Chair, Board of Supervisors

2.

adoption.

EFFECTIVE DATE. This Resolution shall become effective immediately upon its

COMMUNITY DEVELOPMENT DISTRICT



WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT FINANCIAL STATEMENTS UNAUDITED NOVEMBER 30, 2020

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT BALANCE SHEET GOVERNMENTAL FUNDS NOVEMBER 30, 2020

	_	General Fund		Debt Service Fund	Pr	apital ojects -und	Gov	Total /ernmental Funds
ASSETS	Φ.	00.004	Φ		Φ.		Φ	00.004
Cash	\$	20,601	\$	-	\$	-	\$	20,601
Investments Revenue 2017				20,602				20,602
Reserve 2017		-		20,683		-		20,683
Interest 2017		-		200,750		-		200,750
		-		9		-		9
Construction 2017		-		38		4		4
Sinking 2017		-				-		38
Due from general fund	Φ.	20.601	Φ.	4,510	Ф.		Ф.	4,510
Total assets	<u> </u>	20,601	\$	225,990	\$	4	\$	246,595
LIABILITIES AND FUND BALANCES Liabilities:								
Accounts payable	\$	136	\$	-	\$	-	\$	136
Due to Developer		2,368		-		-		2,368
Due to debt service fund		4,510		-		-		4,510
Developer advance		3,083		-		-		3,083
Total liabilities		10,097		-		-		10,097
Fund balances: Restricted for:								
Debt service		-		225,990		-		225,990
Capital projects		-		-		4		4
Unassigned		10,504		-		-		10,504
Total fund balances		10,504		225,990		4		236,498
Total liabilities and fund balance	\$	20,601	\$	225,990	\$	4	\$	246,595

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES FOR THE PERIOD ENDED NOVEMBER 30, 2020

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ 285	\$ 285	\$ 85,259	0%
Total revenues	285	285	85,259	0%
EXPENDITURES				
Professional & administrative				-01
Supervisors	-	-	4,000	0%
Management	3,468	6,936	41,616	17%
Legal	-	-	15,000	0%
Engineering	-	-	1,500	0%
Audit	-	-	5,600	0%
Arbitrage rebate calculation	-	-	750	0%
Dissemination agent	83	167	1,000	17%
Trustee	-	-	3,200	0%
Telephone	17	33	200	17%
Postage	-	-	500	0%
Printing & binding	42	83	500	17%
Legal advertising	-	-	1,500	0%
Annual special district fee	175	175	175	100%
Insurance	-	5,381	5,638	95%
Contingencies/bank charges	22	43	500	9%
ADA website compliance	-	-	210	0%
Website		<u> </u>	705	0%
Total professional & administrative	3,807	12,818	82,594	16%
Other fees & charges				
Property appraiser	-	-	1,332	0%
Tax collector	9	9	1,332	1%
Total other fees & charges	9	9	2,664	0%
Total expenditures	3,816	12,827	85,258	15%
Excess/(deficiency) of revenues				
over/(under) expenditures	(3,531)	(12,542)	1	
Fund balances - beginning	14,035	23,046	19,492	
Fund balances - ending	\$ 10,504	\$ 10,504	\$ 19,493	

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES DEBT SERVICE FUND SERIES 2017 FOR THE PERIOD ENDED NOVEMBER 30, 2020

		Current Month		Year to Date		Budget	% of Budget
REVENUES	ď	1 201	φ	1 201	φ	442.047	00/
Assessment levy: on-roll - net Interest	\$	1,384 4	\$	1,384 9	\$	413,917	0% N/A
Total revenues		1,388		1,393		413,917	0%
EXPENDITURES		.,					
Principal		115,000		115,000		115,000	100%
Interest		140,787		140,787		279,563	50%
Total expenditures		255,787		255,787		394,563	65%
Other fees and charges							
Property appraiser		-		-		6,467	0%
Tax collector		42		42		6,467	1%
Total other fees and charges		42		42		12,934	0%
Total expenditures		255,829		255,829		407,497	63%
Excess/(deficiency) of revenues							
over/(under) expenditures	(254,441)		(254,436)		6,420	
Fund balance - beginning Fund balance - ending		480,431 225,990	\$	480,426 225,990	\$	473,236 479,656	

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES CAPITAL PROJECTS FUND SERIES 2017 FOR THE PERIOD ENDED NOVEMBER 30, 2020

	 rrent onth	 ar to ate
REVENUES	\$ -	\$ -
Total revenues	-	
EXPENDITURES	-	-
Total expenditures	-	
Net increase/(decrease), fund balance	-	-
Beginning fund balance	4	4
Ending fund balance	\$ 4	\$ 4

COMMUNITY DEVELOPMENT DISTRICT

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1 2 3 4	WII	UTES OF MEETING LLOW HAMMOCK Y DEVELOPMENT DISTRICT				
5	The Board of Supervisors of the W	Villow Hammock Community Development District held				
6	a Telephonic Public Regular Meeting o	on September 4, 2020 at 10:00 a.m., remotely, via				
7	conference call at 1-888-354-0094, Conference ID 8518503.					
8	Present at the meeting were:					
10	Ryan Zook	Chair				
11	John Snyder	Vice Chair				
12 13	Hal Lutz	Assistant Secretary				
14 15	Also present were:					
16	Cindy Cerbone	District Manager				
17	Tucker Mackie	District Counsel				
18	Deb Seir	Hopping Green & Sams, PA				
19	Jenny Hicks	Supervisor Appointee				
20	Christina Zimmerman	Supervisor Appointee				
21						
22						
23	FIRST ORDER OF BUSINESS	Call to Order/Roll Call				
24						
25	_	order at 10:03 a.m. In consideration of the COVID-19				
26	pandemic, this meeting was being h	eld telephonically, as permitted under the Florida				
27	Governor's Executive Orders, which all	ow local governmental public meetings to occur via				
28	telephone.					
29	Supervisors Zook, Snyder and Lu	tz were present. Supervisors Mize and Mundell were				
30	not present.					
31						
32	SECOND ORDER OF BUSINESS	Public Comments				
33 34	There were no public comments.					
35	mere were no passie comments.					
	THIRD ORDER OF BUILDINGS	Assertance of Positruction of Commission				
36 37 38	THIRD ORDER OF BUSINESS	Acceptance of Resignation of Supervisor Anne Mize, Seat 4				
39	Mr. Rom presented the letter of r	esignation from Ms. Anne Mize.				

40		On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the				
41		resignation of Ms. Anne Mize, dated Aug	ust 24, 2020, was accepted.			
42						
43 44 45 46	FOUR	TH ORDER OF BUSINESS	Acceptance of Resignation of Supervisor Greg Mundell, Seat 2			
46 47 48		Mr. Rom presented the letter of resignation	on from Mr. Greg Mundell.			
49 50 51		On MOTION by Mr. Zook and seconde resignation of Mr. Greg Mundell, dated S	· · · · · · · · · · · · · · · · · · ·			
52 53 54 55 56	FIFTH	ORDER OF BUSINESS	Discussion/Consideration: Appointment to Fill Unexpired Term of Office of Seat 4 (term expires November, 2024)			
57 58		Mr. Zook nominated Ms. Jennifer Hicks to	fill Seat 4.			
59 60 61 62		On MOTION by Mr. Zook and seconde appointment of Ms. Jennifer Hicks to S was approved.	•			
63 64 65 66 67	SIXTH	ORDER OF BUSINESS	Discussion/Consideration: Appointment to Fill Unexpired Term of Office of Seat 2 (term expires November, 2022)			
68 69		Mr. Zook nominated Ms. Christina Zimme	rman to fill Seat 2.			
70 71 72 73		On MOTION by Mr. Zook and seconde appointment of Ms. Christina Zimme November, 2022, was approved.	• • •			
74	Δ	Administration of Oath of Office to New	ly Appointed Poord Mombor /the following to			
75 76	A.		y Appointed Board Member (the following to			
76		be provided in a separate package)				
77		,	Florida and duly authorized, administered the			
78	Oath (of Office to Ms. Hicks and Ms. Zimmerman.	She briefly explained the following items:			

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79	I.	Guide to Sunshine Amendment	and Code of Ethics for Public Officers and
80		Employees	
81	II.	Membership, Obligations and Res	ponsibilities
82	III.	Chapter 190, Florida Statutes	
83	IV.	Financial Disclosure Forms	
84		a. Form 1: Statement of Finar	ncial Interests
85		b. Form1X: Amendment to Fo	orm 1, Statement of Financial Interests
86		c. Form 1F: Final Statement of	of Financial Interests
87			
88 89 90 91 92	SEVENTH OR	DER OF BUSINESS	Consideration of Resolution 2020-13, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of District, and Providing for an Effective Date
93 94	Mr. F	Rom presented Resolution 2020-13	3. Ms. Cerbone assured Ms. Hicks and Ms.
95	Zimmerman	that she would oversee the trans	ition of the Board from Developer-based to
96	resident-base	ed and would assist in the exec	ution and fulfillment of all District-related
97	documents. N	Mr. Zook nominated the following sla	ate of officers:
98		Chair	Jennifer Hicks
99		Vice Chair	Christina Zimmerman
100		Secretary	Craig Wrathell
101		Assistant Secretary	Hal Lutz
102		Assistant Secretary	John Snyder
103		Assistant Secretary	Ryan Zook
104		Assistant Secretary	Cindy Cerbone
105		Assistant Secretary	Daniel Rom
106		Treasurer	Craig Wrathell
107		Assistant Treasurer	Jeff Pinder
108	No ot	her nominations were made.	

110 111 112 113 114		On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, Resolution 2020-13, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of District, and Providing for an Effective Date, as nominated, was adopted.						
115 116 117 118	EIGHT	H ORDER OF BUSINESS	Acceptance of Unaudited Financial Statements as of July 31, 2020					
119 120		Mr. Rom presented the Unaudited Financia	i Statements as of July 31, 2020.					
121 122 123		On MOTION by Mr. Zook and seconded Unaudited Financial Statements as of July	•					
124 125 126 127 128	NINTH	ORDER OF BUSINESS	Approval of August 7, 2020 Telephonic Public Hearing and Regular Meeting Minutes					
129		Mr. Rom presented the August 7, 2020 Tel	ephonic Public Hearing and Regular Meeting					
130	Minut	es.						
131								
132 133 134		On MOTION by Mr. Zook and seconded August 7, 2020 Telephonic Public Hearin presented, were approved.	•					
135 136								
137 138	TENTH	ORDER OF BUSINESS	Staff Reports					
139	A.	District Counsel: Hopping Green & Sams, P	A					
140		Ms. Mackie stated that Ms. Seir recently join	ined Hopping Green & Sams (HGS) and would					
141	be ass	isting in servicing the District.						
142	В.	District Engineer: ZNS Engineering, L.C.						
143		There being no report, the next item follow	ed.					
144	C.	District Manager: Wrathell, Hunt and Asso	ciates, LLC					
145		Ms. Cerbone asked the three Board Memb	ers from DR Horton to confirm their interest					
146	in resi	gning as residents convey interest in joining	the CDD Board. Mr. Zook, Mr. Lutz and Mr.					
147	Snyde	r replied affirmatively. As directed by Ms. Hi	cks and Ms. Zimmerman, Ms. Cerbone would					

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September 4, 2020

WILLOW HAMMOCK CDD

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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175		
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179	Secretary/Assistant Secretary	Chair/Vice Chair

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WILLOW HAMMOCK CDD

September 4, 2020

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT

RESOLUTION 2021-02

A RESOLUTION OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR REMAINDER OF FISCAL YEAR 2020/2021 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Willow Hammock Community Development District("District") is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Manatee County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District's Board shall be held during Fiscal Year 2020/2021 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District's Secretary is hereby directed to file a schedule of the District's regular meetings annually with Manatee County and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

VALUE OVALUA RARADOCK CORARALISHTV

PASSED AND ADOPTED this 8th day of January, 2021.

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Attest.	DEVELOPMENT DISTRICT
Secretary/Assistant Secretary	Chair/Vice Chair Board of Supervicors

Exhibit A

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT **BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE LOCATION** ZNS Engineering, 201 5th Avenue Dr. E., Bradenton, Florida 34208 DATE POTENTIAL DISCUSSION/FOCUS TIME October 2, 2020 CANCELED **Regular Meeting** 10:00 AM **Regular Meeting** November 6, 2020 CANCELED 10:00 AM December 4, 2020 CANCELED **Regular Meeting** 10:00 AM January 8, 2021* **Regular Meeting** 10:00 AM Willow Hammock Community Association Amenity Center Parking Lot 4002 Willow Branch Pl, Palmetto Fl 34221-2784 February 5, 2021 **Regular Meeting** 10:00 AM March 5, 2021 **Regular Meeting** 10:00 AM April 2, 2021 **Regular Meeting** 10:00 AM May 7, 2021 **Regular Meeting** 10:00 AM June 4, 2021 **Regular Meeting** 10:00 AM July 2, 2021 **Regular Meeting** 10:00 AM August 6, 2021 **Public Hearing & Regular Meeting** 10:00 AM

September 3, 2021

January meeting is one week later to accommodate New Year's Day Holiday

Regular Meeting

10:00 AM

^{*}Exception