

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

The Board of Supervisors of the Willow Hammock Community Development District held 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.

Present at the meeting were:

Jennifer Hicks	Chair
Christina Zimmerman	Vice Chair
Ryan Zook	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Daniel Rom	Wrathell, Hunt and Associates, LLC
Tucker Mackie (via telephone)	District Counsel
Deb Seir (via telephone)	Hopping Green & Sams, PA
Chad Pattillo	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 10:11 a.m. Supervisors Hicks, Zimmerman and Zook were present. Supervisors Lutz and Snyder were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
John Snyder, Seat 1, Term Expires
November 2022**

Mr. Rom presented the letter of resignation from Mr. John Snyder.

On MOTION by Mr. Zook and seconded by Ms. Hicks, with all in favor, the resignation of Mr. John Snyder, dated January 8, 2021, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment of Chad Pattillo to Fill Unexpired Term of Seat 1

Ms. Hicks nominated Mr. Chad Pattillo to fill the unexpired term of Seat 1. No other nominations were made.

On MOTION by Mr. Zook and seconded by Ms. Zimmerman, with all in favor, the appointment of Mr. Chad Pattillo to Seat 1, term expires November 2022, was approved.

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

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

Mr. Zook left the meeting at 10:14 a.m.

It was noted that Mr. Zook intended to resign from the Board. Mr. Rom 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**

Ms. Mackie stated that under Florida Law, voting conflicts must be disclosed if a Supervisor has a familial relationship or a pecuniary interest, for example, in an entity. She discussed email and District paperwork procedures in relation to public records requests.

FIFTH ORDER OF BUSINESS

Acceptance of Resignation of Supervisor Hal Lutz, Seat 5, Term Expires November 2022

Mr. Rom presented Mr. Lutz's resignation letter.

On MOTION by Ms. Hicks and seconded by Ms. Zimmerman, with all in favor, the resignation of Mr. Hal Lutz, dated January 8, 2021, was accepted.

SIXTH ORDER OF BUSINESS

Consider Appointment of Josh Delancey to Fill Unexpired Term of Seat 5

Ms. Hicks nominated Mr. Josh Delancey to fill Seat 5. No other nominations were made.

On MOTION by Ms. Hicks and seconded by Ms. Zimmerman, with all in favor, the appointment of Mr. Josh Delancey to fill Seat 5, Term Expires November 2022, was approved.

SEVENTH ORDER OF BUSINESS

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

This item was deferred.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of November 30, 2020

This item was deferred.

NINTH ORDER OF BUSINESS

Approval of September 4, 2020 Telephonic Public Regular Meeting Minutes

Mr. Rom presented the September 4, 2020 Telephonic Public Regular Meeting Minutes.

On MOTION by Ms. Hicks and seconded by Mr. Pattillo, with all in favor, the September 4, 2020 Telephonic Public Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

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

Ms. Mackie stated that information packets would be sent to all new Supervisors.

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

There being no report, the next item followed.

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

Ms. Cerbone presented Resolution 2021-02 and proposed Fiscal Year 2021 Meeting Schedule. It was decided that meetings would be held on the fourth Monday of the month, at 6:00 p.m. Meetings would likely be held in April and August but a notice would be published for all potential meeting dates. Supervisors would receive email reminders and unnecessary meetings would be canceled seven to ten days in advance.

The following changes were made to the Fiscal Year 2021 Meeting Schedule:

DATE: Change "February 5, 2021" to "February 22, 2020"

DATE: Change "March 5, 2021" to "March 22, 2021"

DATE: Change "April 2, 2021" to "April 26, 2021"

DATE: Change "May 7, 2021" to "May 24, 2021"

DATE: Change "June 4, 2021" to "June 28, 2021"

DATE: Change "July 2, 2021" to "July 26, 2021"

DATE: Change "August 6, 2021" to "August 23, 2021"

DATE: Change "September 3" to "September 27, 2021"

TIME: Change "10:00 AM" to "6:00 PM"

On MOTION by Mr. Pattillo and seconded by Ms. Zimmerman, with all in favor, 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, as amended, and Providing for an Effective Date, was adopted.

II. NEXT MEETING DATE: February 5, 2021 at 10:00 A.M.

o QUORUM CHECK

Pursuant to the Fiscal Year 2021 Meeting Schedule just adopted, the next meeting will be held on February 22, 2021 at 6:00 p.m., unless cancelled.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

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

TWELFTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Hicks and seconded by Mr. Pattillo, with all in favor, the meeting adjourned at 10:32 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair