

**WILLOW
HAMMOCK**

**COMMUNITY DEVELOPMENT
DISTRICT**

April 26, 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 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

April 19, 2021

Board of Supervisors
Willow Hammock Community Development District

Dear Board Members:

The Board of Supervisors of the Willow Hammock Community Development District will hold a Regular Meeting on April 26, 2021 at 6:00 p.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. Administration of Oath of Office to Newly Appointed Supervisor, Josh Delancey, Seat 5 (*the following to be provided in a 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
4. Acceptance of Resignation of Supervisor Ryan Zook, Seat 3, Term Expires November 2024
5. Discussion/Consideration: Appointment to Fill Unexpired Term of Vacant Seat 3
 - Administration of Oath of Office to Newly Appointed Board Member
6. Consideration of Resolution 2021-01, 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

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: 435668

7. Consideration of Resolution 2021-03, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date
8. Consideration of Resolution 2021-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date
9. Acceptance of Unaudited Financial Statements as of March 31, 2021
10. Approval of January 8, 2021 Regular Meeting Minutes
11. 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. 429 Registered Voters in District as of April 15, 2021
 - II. NEXT MEETING DATE: May 24, 2021 at 6:00 P.M.

• QUORUM CHECK

| | | | |
|---------------------|------------------------------------|--------------------------------|-----------------------------|
| Chad Pattillo | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| Christina Zimmerman | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| Jennifer Hicks | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| Josh Delancey | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |

12. Board Members' Comments/Requests
13. Public Comments
14. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 909-7930.

Sincerely,



Daniel Rom
 District Manager

WILLOW HAMMOCK

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: **Ryan Zook**
Printed Name

Date: April 26, 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 accepts 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

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

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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 District 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

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

Adopted this 26th day of April, 2021.

ATTEST:

**WILLOW HAMMOCK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2021-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of Willow Hammock Community Development District (the "Board") a proposed operating budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"); and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. The operating budget proposed by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: August 23, 2021

HOUR: 6:00 P.M.

LOCATION: _____

3. The District Manager is hereby directed to submit a copy of the proposed budget to Manatee County, Florida at least 60 days prior to the hearing set above.
4. In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.
5. Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 26th day of April, 2021.

ATTEST:

**WILLOW HAMMOCK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2021/2022 Budget

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2022**

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
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**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2022**

| | Fiscal Year 2021 | | | Proposed Budget FY 2022 |
|--|------------------------------|--------------------------------|-----------------------------------|-------------------------------|
| | Amended Budget FY 2021 | Actual through 3/31/2020 | Projected through 9/30/2020 | |
| REVENUES | | | | |
| Assessment levy: on-roll - gross | \$ 88,850 | | | \$ 88,146 |
| Allowable discounts (4%) | (3,554) | | | (3,526) |
| Assessment levy: on-roll - net | 85,296 | \$ 83,858 | \$ 1,438 | 84,620 |
| Total revenues | 85,296 | 83,858 | 1,438 | 84,620 |
| EXPENDITURES | | | | |
| Professional & administrative | | | | |
| Supervisors | 4,000 | 1,076 | - | 1,076 |
| Management/accounting/recording | 41,616 | 20,604 | 21,012 | 41,616 |
| Legal | 15,000 | 193 | 14,807 | 15,000 |
| Engineering | 500 | - | 500 | 500 |
| Audit | 5,500 | - | 5,500 | 5,700 |
| Arbitrage rebate calculation | 750 | - | 750 | 750 |
| Dissemination agent | 1,000 | 500 | 500 | 1,000 |
| Trustee | 3,300 | - | 3,200 | 3,200 |
| Telephone | 200 | 100 | 100 | 200 |
| Postage | 500 | 71 | 429 | 500 |
| Printing & binding | 500 | 250 | 250 | 500 |
| Legal advertising | 1,500 | 199 | 1,301 | 1,500 |
| Annual special district fee | 175 | 175 | - | 175 |
| Insurance | 5,500 | 5,381 | - | 5,920 |
| Contingencies/bank charges | 500 | 69 | 407 | 500 |
| Website | | | | |
| Hosting | 705 | - | 705 | 705 |
| ADA compliance | 200 | - | - | 210 |
| Property appraiser & tax collector | 2,666 | 2,516 | 150 | 2,666 |
| Total expenditures | 84,112 | 31,134 | 49,611 | 80,745 |
| Excess/(deficiency) of revenues over/(under) expenditures | 1,184 | 52,724 | (48,173) | 4,551 |
| Fund balance - beginning (unaudited) | - | 23,046 | 75,770 | 23,046 |
| Committed: | | | | |
| Working capital | - | - | - | 18,000 |
| Unassigned | 1,184 | 75,770 | 27,597 | 27,597 |
| Fund balance - ending (projected) | \$ 1,184 | \$ 75,770 | \$ 27,597 | \$ 27,597 |

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

| | |
|---|------------------|
| Supervisors | \$ 3,000 |
| Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. | |
| Management/accounting/recording | 41,616 |
| Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community. | |
| Legal | 15,000 |
| General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. | |
| Engineering | 1,500 |
| The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities. | |
| Audit | 5,700 |
| Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures. | |
| Arbitrage rebate calculation | 750 |
| To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability. | |
| Dissemination agent | 1,000 |
| The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent. | |
| Trustee | 3,200 |
| Annual fee for the service provided by trustee, paying agent and registrar. | |
| Telephone | 200 |
| Telephone and fax machine. | |
| Postage | 500 |
| Mailing of agenda packages, overnight deliveries, correspondence, etc. | |
| Printing & binding | 500 |
| Letterhead, envelopes, copies, agenda packages, etc. | |
| Legal advertising | 1,500 |
| The District advertises for monthly meetings, special meetings, public hearings, public bids, etc. | |
| Annual special district fee | 175 |
| Annual fee paid to the Florida Department of Economic Opportunity. | |
| Insurance | 5,920 |
| The District will obtain public officials and general liability insurance. | |
| Contingencies/bank charges | 500 |
| Bank charges, automated AP routing & other miscellaneous expenses incurred during the year. | |
| Website | |
| Hosting | 705 |
| ADA compliance | 210 |
| Property appraiser & tax collector | 2,644 |
| Total expenditures | <u>\$ 84,620</u> |

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2017
FISCAL YEAR 2022**

| | Fiscal Year 2021 | | | Total Actual & Projected | Proposed Budget FY 2022 |
|---|------------------------------|--------------------------------|-----------------------------------|--------------------------------|-------------------------------|
| | Amended Budget FY 2021 | Actual through 3/31/2021 | Projected through 9/30/2021 | | |
| REVENUES | | | | | |
| Assessment levy: on-roll | \$ 431,164 | | | | \$ 431,164 |
| Allowable discounts (4%) | (17,247) | | | | (17,247) |
| Net assessment levy - on-roll | 413,917 | \$ 407,116 | \$ 6,801 | \$ 413,917 | 413,917 |
| Interest | - | 18 | - | 18 | - |
| Total revenues | 413,917 | 407,134 | 6,801 | 413,935 | 413,917 |
| EXPENDITURES | | | | | |
| Debt service | | | | | |
| Principal | 115,000 | 115,000 | - | 115,000 | 120,000 |
| Interest | 279,563 | 140,787 | 142,800 | 283,587 | 275,450 |
| Property appraiser & tax collector | 12,934 | 12,213 | 721 | 12,934 | 12,934 |
| Total expenditures | 407,497 | 268,000 | 143,521 | 411,521 | 408,384 |
| Excess/(deficiency) of revenues over/(under) expenditures | 6,420 | 139,134 | (136,720) | 2,414 | 5,533 |
| Fund balance: | | | | | |
| Net increase/(decrease) in fund balance | 6,420 | 139,134 | (136,720) | 2,414 | 5,533 |
| Beginning fund balance (unaudited) | 473,236 | 480,425 | 619,559 | 480,425 | 482,839 |
| Ending fund balance (projected) | 479,656 | \$619,559 | \$ 482,839 | \$ 482,839 | 488,372 |
| Use of fund balance: | | | | | |
| Debt service reserve account balance (required) | | | | | (200,750) |
| Principal expense - November 1, 2022 | | | | | (125,000) |
| Interest expense - November 1, 2022 | | | | | (136,675) |
| Projected fund balance surplus/(deficit) as of September 30, 2022 | | | | | <u>\$ 25,947</u> |

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2017 AMORTIZATION SCHEDULE**

| | Principal | Coupon Rate | Interest | Debt Service | Bond Balance |
|----------|------------|-------------|------------|--------------|--------------|
| 11/01/21 | 120,000.00 | 3.500% | 138,775.00 | 258,775.00 | 5,840,000.00 |
| 05/01/22 | | | 136,675.00 | 136,675.00 | 5,840,000.00 |
| 11/01/22 | 125,000.00 | 3.500% | 136,675.00 | 261,675.00 | 5,715,000.00 |
| 05/01/23 | | | 134,487.50 | 134,487.50 | 5,715,000.00 |
| 11/01/23 | 130,000.00 | 3.500% | 134,487.50 | 264,487.50 | 5,585,000.00 |
| 05/01/24 | | | 132,212.50 | 132,212.50 | 5,585,000.00 |
| 11/01/24 | 135,000.00 | 4.000% | 132,212.50 | 267,212.50 | 5,450,000.00 |
| 05/01/25 | | | 129,512.50 | 129,512.50 | 5,450,000.00 |
| 11/01/25 | 140,000.00 | 4.000% | 129,512.50 | 269,512.50 | 5,310,000.00 |
| 05/01/26 | | | 126,712.50 | 126,712.50 | 5,310,000.00 |
| 11/01/26 | 145,000.00 | 4.000% | 126,712.50 | 271,712.50 | 5,165,000.00 |
| 05/01/27 | | | 123,812.50 | 123,812.50 | 5,165,000.00 |
| 11/01/27 | 150,000.00 | 4.000% | 123,812.50 | 273,812.50 | 5,015,000.00 |
| 05/01/28 | | | 120,812.50 | 120,812.50 | 5,015,000.00 |
| 11/01/28 | 155,000.00 | 4.000% | 120,812.50 | 275,812.50 | 4,860,000.00 |
| 05/01/29 | | | 117,712.50 | 117,712.50 | 4,860,000.00 |
| 11/01/29 | 165,000.00 | 4.625% | 117,712.50 | 282,712.50 | 4,695,000.00 |
| 05/01/30 | | | 113,896.88 | 113,896.88 | 4,695,000.00 |
| 11/01/30 | 170,000.00 | 4.625% | 113,896.88 | 283,896.88 | 4,525,000.00 |
| 05/01/31 | | | 109,965.63 | 109,965.63 | 4,525,000.00 |
| 11/01/31 | 180,000.00 | 4.625% | 109,965.63 | 289,965.63 | 4,345,000.00 |
| 05/01/32 | | | 105,803.13 | 105,803.13 | 4,345,000.00 |
| 11/01/32 | 185,000.00 | 4.625% | 105,803.13 | 290,803.13 | 4,160,000.00 |
| 05/01/33 | | | 101,525.00 | 101,525.00 | 4,160,000.00 |
| 11/01/33 | 195,000.00 | 4.625% | 101,525.00 | 296,525.00 | 3,965,000.00 |
| 05/01/34 | | | 97,015.63 | 97,015.63 | 3,965,000.00 |
| 11/01/34 | 205,000.00 | 4.625% | 97,015.63 | 302,015.63 | 3,760,000.00 |
| 05/01/35 | | | 92,275.00 | 92,275.00 | 3,760,000.00 |
| 11/01/35 | 215,000.00 | 4.625% | 92,275.00 | 307,275.00 | 3,545,000.00 |
| 05/01/36 | | | 87,303.13 | 87,303.13 | 3,545,000.00 |
| 11/01/36 | 225,000.00 | 4.625% | 87,303.13 | 312,303.13 | 3,320,000.00 |
| 05/01/37 | | | 82,100.00 | 82,100.00 | 3,320,000.00 |
| 11/01/37 | 235,000.00 | 4.625% | 82,100.00 | 317,100.00 | 3,085,000.00 |
| 05/01/38 | | | 76,665.63 | 76,665.63 | 3,085,000.00 |
| 11/01/38 | 245,000.00 | 4.625% | 76,665.63 | 321,665.63 | 2,840,000.00 |
| 05/01/39 | | | 71,000.00 | 71,000.00 | 2,840,000.00 |
| 11/01/39 | 255,000.00 | 5.000% | 71,000.00 | 326,000.00 | 2,585,000.00 |
| 05/01/40 | | | 64,625.00 | 64,625.00 | 2,585,000.00 |
| 11/01/40 | 270,000.00 | 5.000% | 64,625.00 | 334,625.00 | 2,315,000.00 |
| 05/01/41 | | | 57,875.00 | 57,875.00 | 2,315,000.00 |

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2017 AMORTIZATION SCHEDULE**

| | Principal | Coupon Rate | Interest | Debt Service | Bond Balance |
|----------|--------------|-------------|--------------|---------------|--------------|
| 11/01/41 | 285,000.00 | 5.000% | 57,875.00 | 342,875.00 | 2,030,000.00 |
| 05/01/42 | | | 50,750.00 | 50,750.00 | 2,030,000.00 |
| 11/01/42 | 300,000.00 | 5.000% | 50,750.00 | 350,750.00 | 1,730,000.00 |
| 05/01/43 | | | 43,250.00 | 43,250.00 | 1,730,000.00 |
| 11/01/43 | 315,000.00 | 5.000% | 43,250.00 | 358,250.00 | 1,415,000.00 |
| 05/01/44 | | | 35,375.00 | 35,375.00 | 1,415,000.00 |
| 11/01/44 | 330,000.00 | 5.000% | 35,375.00 | 365,375.00 | 1,085,000.00 |
| 05/01/45 | | | 27,125.00 | 27,125.00 | 1,085,000.00 |
| 11/01/45 | 345,000.00 | 5.000% | 27,125.00 | 372,125.00 | 740,000.00 |
| 05/01/46 | | | 18,500.00 | 18,500.00 | 740,000.00 |
| 11/01/46 | 360,000.00 | 5.000% | 18,500.00 | 378,500.00 | 380,000.00 |
| 05/01/47 | | | 9,500.00 | 9,500.00 | 380,000.00 |
| 11/01/47 | 380,000.00 | 5.000% | 9,500.00 | 389,500.00 | - |
| Total | 5,960,000.00 | | 4,671,750.06 | 10,631,750.06 | |

**WILLOW HAMMOCK
 COMMUNITY DEVELOPMENT DISTRICT
 ASSESSMENT COMPARISON
 PROJECTED FISCAL YEAR 2022 ASSESSMENTS**

| On-Roll Assessments | | | | | |
|---------------------|-------|---------------------------------------|--------------------------------------|---|---|
| | Units | FY 2022 O&M Assessment per Unit | FY 2022 DS Assessment per Unit | FY 2022 Total Assessment per Unit | FY 2021 Total Assessment per Unit |
| SF Units | 299 | \$ 294.81 | \$ 1,442.02 | \$ 1,736.83 | \$ 1,739.04 |
| Total | 299 | | | | |

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

8

RESOLUTION 2021-04

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 FISCAL YEAR 2021/2022 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 2021/2022 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.

PASSED AND ADOPTED this 26th day of April, 2021.

Attest:

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

| WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT | | |
|---|---|----------------|
| BOARD OF SUPERVISORS FISCAL YEAR 2021/2022 MEETING SCHEDULE | | |
| LOCATION | | |
| <i>Willow Hammock Community Association Amenity Center, 4002 Willow Branch Place Palmetto, Florida 34221-2784</i> | | |
| DATE | POTENTIAL DISCUSSION/FOCUS | TIME |
| October 25, 2021 | Regular Meeting | 6:00 PM |
| November 22, 2021 | Regular Meeting | 6:00 PM |
| December 27, 2021 | Regular Meeting | 6:00 PM |
| January 24, 2022 | Regular Meeting | 6:00 PM |
| February 28, 2022 | Regular Meeting | 6:00 PM |
| March 28, 2022 | Regular Meeting | 6:00 PM |
| April 25, 2022 | Regular Meeting | 6:00 PM |
| May 23, 2022 | Regular Meeting | 6:00 PM |
| June 27, 2022 | Regular Meeting | 6:00 PM |
| July 25, 2022 | Regular Meeting | 6:00 PM |
| August 22, 2022 | Public Hearing & Regular Meeting | 6:00 PM |
| September 26, 2022 | Regular Meeting | 6:00 PM |

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

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**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2021**

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2021**

| | General Fund | Debt Service Fund | Capital Projects Fund | Total Governmental Funds |
|--------------------------------------|------------------|-------------------------|-----------------------------|--------------------------------|
| ASSETS | | | | |
| Cash | \$ 86,871 | \$ - | \$ - | \$ 86,871 |
| Investments | | | | |
| Revenue 2017 | - | 274,490 | - | 274,490 |
| Reserve 2017 | - | 200,750 | - | 200,750 |
| Interest 2017 | - | 138,784 | - | 138,784 |
| Construction 2017 | - | - | 4 | 4 |
| Sinking 2017 | - | 38 | - | 38 |
| Due from general fund | - | 5,497 | - | 5,497 |
| Total assets | <u>\$ 86,871</u> | <u>\$ 619,559</u> | <u>\$ 4</u> | <u>\$ 706,434</u> |
| LIABILITIES AND FUND BALANCES | | | | |
| Liabilities: | | | | |
| Due to Developer | \$ 2,368 | \$ - | \$ - | \$ 2,368 |
| Due to debt service fund | 5,497 | - | - | 5,497 |
| Taxes payable | 153 | - | - | 153 |
| Developer advance | 3,083 | - | - | 3,083 |
| Total liabilities | <u>11,101</u> | <u>-</u> | <u>-</u> | <u>11,101</u> |
| Fund balances: | | | | |
| Restricted for: | | | | |
| Debt service | - | 619,559 | - | 619,559 |
| Capital projects | - | - | 4 | 4 |
| Unassigned | 75,770 | - | - | 75,770 |
| Total fund balances | <u>75,770</u> | <u>619,559</u> | <u>4</u> | <u>695,333</u> |
| Total liabilities and fund balance | <u>\$ 86,871</u> | <u>\$ 619,559</u> | <u>\$ 4</u> | <u>\$ 706,434</u> |

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MARCH 31, 2021**

| | Current Month | Year to Date | Budget | % of Budget |
|--|------------------|------------------|------------------|----------------|
| REVENUES | | | | |
| Assessment levy: on-roll | \$ 876 | \$ 83,858 | \$ 85,259 | 98% |
| Total revenues | <u>876</u> | <u>83,858</u> | <u>85,259</u> | 98% |
| EXPENDITURES | | | | |
| Professional & administrative | | | | |
| Supervisors | - | 1,076 | 4,000 | 27% |
| Management | 3,468 | 20,604 | 41,616 | 50% |
| Legal | - | 194 | 15,000 | 1% |
| Engineering | - | - | 1,500 | 0% |
| Audit | - | - | 5,600 | 0% |
| Arbitrage rebate calculation | - | - | 750 | 0% |
| Dissemination agent | 83 | 500 | 1,000 | 50% |
| Trustee | - | - | 3,200 | 0% |
| Telephone | 17 | 100 | 200 | 50% |
| Postage | 10 | 71 | 500 | 14% |
| Printing & binding | 42 | 250 | 500 | 50% |
| Legal advertising | 199 | 199 | 1,500 | 13% |
| Annual special district fee | - | 175 | 175 | 100% |
| Insurance | - | 5,381 | 5,638 | 95% |
| Contingencies/bank charges | - | 69 | 500 | 14% |
| ADA website compliance | - | - | 210 | 0% |
| Website | - | - | 705 | 0% |
| Total professional & administrative | <u>3,819</u> | <u>28,619</u> | <u>82,594</u> | 35% |
| Other fees & charges | | | | |
| Property appraiser | - | - | 1,332 | 0% |
| Tax collector | 25 | 2,515 | 1,332 | 189% |
| Total other fees & charges | <u>25</u> | <u>2,515</u> | <u>2,664</u> | 94% |
| Total expenditures | <u>3,844</u> | <u>31,134</u> | <u>85,258</u> | 37% |
| Excess/(deficiency) of revenues over/(under) expenditures | (2,968) | 52,724 | 1 | |
| Fund balances - beginning | 78,738 | 23,046 | 19,492 | |
| Committed: | | | | |
| Working capital | 18,000 | 18,000 | 18,000 | |
| Unassigned | 57,770 | 57,770 | 1,493 | |
| Fund balances - ending | <u>\$ 75,770</u> | <u>\$ 75,770</u> | <u>\$ 19,493</u> | |

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2017
FOR THE PERIOD ENDED MARCH 31, 2021**

| | Current Month | Year to Date | Budget | % of Budget |
|--|--------------------------|--------------------------|--------------------------|----------------|
| REVENUES | | | | |
| Assessment levy: on-roll - net | \$ 4,254 | \$ 407,116 | \$ 413,917 | 98% |
| Interest | 3 | 18 | - | N/A |
| Total revenues | <u>4,257</u> | <u>407,134</u> | <u>413,917</u> | 98% |
| EXPENDITURES | | | | |
| Principal | - | 115,000 | 115,000 | 100% |
| Interest | - | 140,787 | 279,563 | 50% |
| Total expenditures | <u>-</u> | <u>255,787</u> | <u>394,563</u> | 65% |
| Other fees and charges | | | | |
| Property appraiser | - | - | 6,467 | 0% |
| Tax collector | 128 | 12,214 | 6,467 | 189% |
| Total other fees and charges | <u>128</u> | <u>12,214</u> | <u>12,934</u> | 94% |
| Total expenditures | <u>128</u> | <u>268,001</u> | <u>407,497</u> | 66% |
| Excess/(deficiency) of revenues over/(under) expenditures | 4,129 | 139,133 | 6,420 | |
| Fund balance - beginning | <u>615,430</u> | <u>480,426</u> | <u>473,236</u> | |
| Fund balance - ending | <u><u>\$ 619,559</u></u> | <u><u>\$ 619,559</u></u> | <u><u>\$ 479,656</u></u> | |

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2017
FOR THE PERIOD ENDED MARCH 31, 2021**

| | Current Month | Year to Date |
|---------------------------------------|------------------|-----------------|
| REVENUES | \$ - | \$ - |
| Total revenues | - | - |
| EXPENDITURES | - | - |
| Total expenditures | - | - |
| Net increase/(decrease), fund balance | - | - |
| Beginning fund balance | 4 | 4 |
| Ending fund balance | \$ 4 | \$ 4 |

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

10

DRAFT

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

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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.

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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.

73 **FIFTH ORDER OF BUSINESS** **Acceptance of Resignation of Supervisor**
 74 **Hal Lutz, Seat 5, Term Expires November**
 75 **2022**

76
 77 Mr. Rom presented Mr. Lutz’s resignation letter.

78

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

81

82

83 **SIXTH ORDER OF BUSINESS** **Consider Appointment of Josh Delancey to**
 84 **Fill Unexpired Term of Seat 5**

85

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

87

88 **On MOTION by Ms. Hicks and seconded by Ms. Zimmerman, with all in favor,**
 89 **the appointment of Mr. Josh Delancey to fill Seat 5, Term Expires November**
 90 **2022, was approved.**

91

92

93 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2021-01,**
 94 **Designating a Chair, a Vice Chair, a**
 95 **Secretary, Assistant Secretaries, a**
 96 **Treasurer and an Assistant Treasurer of the**
 97 **District, and Providing for an Effective Date**

98

99 This item was deferred.

100

101 **EIGHTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**
 102 **Statements as of November 30, 2020**

103

104 This item was deferred.

105

106 **NINTH ORDER OF BUSINESS** **Approval of September 4, 2020 Telephonic**
 107 **Public Regular Meeting Minutes**

108

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

110

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

114

115

116 TENTH ORDER OF BUSINESS

Staff Reports

117

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

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

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

121 There being no report, the next item followed.

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

123 I. Discussion/Consideration: Resolution 2021-02, Designating Dates, Times and
124 Locations for Regular Meetings of the Board of Supervisors of the District for
125 Remainder of Fiscal Year 2020/2021 and Providing for an Effective Date

126 Ms. Cerbone presented Resolution 2021-02 and proposed Fiscal Year 2021 Meeting
127 Schedule. It was decided that meetings would be held on the fourth Monday of the month, at
128 6:00 p.m. Meetings would likely be held in April and August but a notice would be published
129 for all potential meeting dates. Supervisors would receive email reminders and unnecessary
130 meetings would be canceled seven to ten days in advance.

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

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

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

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

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

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

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

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

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

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

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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]

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Secretary/Assistant Secretary

Chair/Vice Chair

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

11C1

MICHAEL BENNETT • SUPERVISOR OF ELECTIONS • MANATEE COUNTY

600 301 Boulevard West, Suite 108, Bradenton, Florida 34205-7946
P O Box 1000, Bradenton, Florida 34206-1000



Phone: 941-741-3823 • Fax: 941-741-3820 • VoteManatee.com • Info@VoteManatee.com

April 15, 2021

Willow Hammock Community Development District
Wrathell, Hunt and Associates, LLC
Attn: Daphne Gillyard
2300 Glades Rd., Suite 410W
Boca Raton FL 33431

Dear Ms. Gillyard:

We are in receipt of your request for the number of registered voters in the Willow Hammock Community Development District of April 15, 2021. According to our records, there were 429 persons registered in the Willow Hammock Community Development District as of that date.

I hope this information is helpful to you. If I can be of any further assistance to you, please do not hesitate to contact my office at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Bennett". The signature is fluid and cursive.

Michael Bennett
Supervisor of Elections

MB/sas

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

11CII

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE

LOCATION

*Willow Hammock Community Association Amenity Center Parking Lot,
4002 Willow Branch Place, Palmetto, Florida 34221-2784*

| DATE | POTENTIAL DISCUSSION/FOCUS | TIME |
|-----------------------------------|----------------------------------|----------|
| October 2, 2020 CANCELED | Regular Meeting | 10:00 AM |
| November 6, 2020 CANCELED | Regular Meeting | 10:00 AM |
| December 4, 2020 CANCELED | Regular Meeting | 10:00 AM |
| January 8, 2021* | Regular Meeting | 10:00 AM |
| February 22, 2021 CANCELED | Regular Meeting | 6:00 PM |
| March 22, 2021 CANCELED | Regular Meeting | 6:00 PM |
| April 26, 2021 | Regular Meeting | 6:00 PM |
| May 24, 2021 | Regular Meeting | 6:00 PM |
| June 28, 2021 | Regular Meeting | 6:00 PM |
| July 26, 2021 | Regular Meeting | 6:00 PM |
| August 23, 2021 | Public Hearing & Regular Meeting | 6:00 PM |
| September 27, 2021 | Regular Meeting | 6:00 PM |

***Exception**

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