

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

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

Present at the meeting were:

Jennifer Hicks	Chair
Christina Zimmerman	Vice Chair
Chad Pattillo	Assistant Secretary
Josh Delancey	Assistant Secretary

Also present were:

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 6:04 p.m. Supervisors Hicks, Zimmerman, Pattillo and Delancey were present. Supervisor Zook was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Appointed Supervisor, Josh Delancey, Seat 5 (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. Delancey.

- 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**

These items were discussed following the Fifth Order of Business.

FOURTH ORDER OF BUSINESS

Acceptance of Resignation of Supervisor Ryan Zook, Seat 3, Term Expires November 2024

Mr. Rom presented the letter of resignation from Mr. Ryan Zook.

On MOTION by Mr. Pattillo and seconded by Ms. Hicks, with all in favor, the resignation of Mr. Ryan Zook, was accepted.

FIFTH ORDER OF BUSINESS

Discussion/Consideration: Appointment to Fill Unexpired Term of Vacant Seat 3

Ms. Zimmerman nominated Ms. Joey Trowbridge to fill the unexpired term of Seat 3. No other nominations were made.

On MOTION by Ms. Hicks and seconded by Mr. Pattillo, with all in favor, the appointment of Ms. Joey Trowbridge to Seat 3, term expires November 2024, was approved.

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Trowbridge. He provided and he and Ms. Mackie explained the items listed under the Third Order of Business and responded to questions.

SIXTH 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

Mr. Rom presented Resolution 2021-01. Ms. Hicks nominated the following slate of officers:

- | | |
|---------------------|---------------------|
| Chair | Jennifer Hicks |
| Vice Chair | Christina Zimmerman |
| Secretary | Craig Wrathell |
| Assistant Secretary | Chad Pattillo |
| Assistant Secretary | Josh Delancey |
| Assistant Secretary | Joey Trowbridge |
| Assistant Secretary | Cindy Cerbone |
| Assistant Secretary | Daniel Rom |
| Treasurer | Craig Wrathell |
| Assistant Treasurer | Jeff Pinder |

No other nominations were made:

On MOTION by Mr. Pattillo and seconded by Mr. Delancey, with all in favor, Resolution 2021-01, 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.

SEVENTH ORDER OF BUSINESS

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

Mr. Rom presented Resolution 2021-03. He explained the annual budget preparation, deliberation, public hearing and adoption process and reviewed the proposed Fiscal Year 2022 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2021 budget, and explained the reasons for any adjustments.

Discussion ensued regarding the County roads, irrigation system, potential assessment increase, etc. It was noted that the prior developer agreed to finish the County roads but is now bankrupt and the question was raised as to why the CDD must expend funds to complete the roads, instead of the prior developer.

Ms. Mackie stated that the \$1,500 budgeted for the Engineer would be for engineering work for the CDD, as needed; it is not related to engineering work associated with the second lift of asphalt. Discussion ensued regarding how much to budget for “Engineering”, the CDD bonds, debt service and operation and maintenance (O&M) assessments, etc.

The Fiscal Year 2022 budget would be adjusted to keep the assessment level the same as the Fiscal Year 2021 assessment.

On MOTION by Mr. Delancey and seconded by Mr. Pattillo, with all in favor, Resolution 2021-03, Approving a Proposed Budget for Fiscal Year 2021/2022, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 23, 2021 at 6:00 p.m., in the Willow Hammock Community Association Amenity Center Parking Lot, 4002 Willow Branch Place, Palmetto, Florida 34221-2784; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

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

Mr. Rom presented Resolution 2021-04.

On MOTION by Ms. Hicks and seconded by Mr. Delancey, with all in favor, 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, was adopted.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2021

Mr. Rom presented the Unaudited Financial Statements as of March 31, 2021.

On MOTION by Ms. Zimmerman and seconded by Mr. Delancey, with all in favor, the Unaudited Financial Statements as of March 31, 2021, were accepted.

▪ **Annual Audit for the Fiscal Year Ended September 30, 2020**

As the Board would likely not meet again until August, Ms. Mackie recommended authorizing the Chair to review and accept the Annual Audit so that it can be submitted by the due date.

On MOTION by Mr. Pattillo and seconded by Mr. Delancey, with all in favor, authorizing the Chair to review and accept the Annual Audit for the Fiscal Year Ended September 30, 2020 to facilitate submittal by the due date, was approved.

TENTH ORDER OF BUSINESS

Approval of January 8, 2021 Regular Meeting Minutes

Mr. Rom presented the January 8, 2021 Regular Meeting Minutes.

On MOTION by Mr. Pattillo and seconded by Ms. Hicks, with all in favor, the January 8, 2021 Regular Meeting Minutes, as presented, were approved.

ELEVENTH 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.

Discussion ensued regarding what bond funds can be used for and the requirement that bond funds be used to fund items for public use.

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

There being no report, the next item followed.

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

I. 429 Registered Voters in District as of April 15, 2021

There were 429 registered voters residing within the District as of April 15, 2021.

II. NEXT MEETING DATE: May 24, 2021 at 6:00 P.M.

o QUORUM CHECK

The next meeting will be held on August 23, 2021, rather than May 24, 2021.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

Roads, signage, Florida Power & Light (FPL) power lines and speeding were discussed.

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 Ms. Hicks and seconded by Mr. Pattillo, with all in favor, the meeting adjourned at 7:05 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair