

**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 25, 2022 at 6:00 p.m., in the Willow Hammock Community Association Amenity Center (Pool Deck), 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
Tucker Mackie (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 6:00 p.m. Supervisors Hicks, Zimmerman, Pattillo and Delancey were present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 3 (Term Expires November 2024)

- **Administration of Oath of Office (*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

This item was deferred.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-01, Designating Certain Officers of the District, and Providing for an Effective Date

This item was deferred.

FIFTH ORDER OF BUSINESS

Ratification of HGS Transition Letter

• Authorization to Execute Kutak Rock LLP Retention and Fee Agreement

Ms. Mackie presented the joint Hopping Green & Sams (HGS) and Kutak Rock LLP letter transitioning District Counsel Services to Kutak Rock, as HGS dissolved, and the Kutak Rock Retention and Fee Agreement.

On MOTION by Ms. Hicks and seconded by Mr. Pattillo, with all in favor, the Chair’s execution of the joint Hopping Green & Sams and Kutak Rock LLP letter transitioning District Counsel Services to Kutak Rock, was ratified, and the Kutak Rock Retention and Fee Agreement and authorizing the Chair to execute, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date

This item was presented following the Ninth Order of Business.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022-2023 and Providing for an Effective Date

This item was presented following the Ninth Order of Business.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Designating a Date, Time, and Location for Landowners’ Meeting of the District, and Providing for an Effective Date

Mr. Rom presented Resolution 2022-04.

Ms. Mackie stated that the CDD does not currently meet the requirements to elect Seats by way of the General Election process; however, when Developer Board Members resigned, some Seats were filled by residents of the CDD. Since the CDD cannot participate in the General Election process, Seats will continue being elected by the Landowners and individual property owners. If there are no candidates, the exiting Supervisors can remain in their Seats as holdovers and be appointed the Seat.

On MOTION by Mr. Pattillo and seconded by Ms. Zimmerman, with all in favor, Resolution 2022-04, Designating a Date, Time, and Location of November 14, 2022 at 6:00 p.m., at the Willow Hammock Community Association Amenity Center, 4002 Willow Branch Place, Palmetto, Florida 34221-2784, for the Landowners’ Meeting of the District, and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Update: Statutory Changes form 2021 Legislative Session

A. Prompt Payment Policies

- **Consideration of Resolution 2022-05, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes, Providing a Severability Clause; and Providing an Effective Date**

Ms. Mackie stated recently passed legislation necessitated this update to the Prompt Payment Policies and Procedures.

On MOTION by Ms. Hicks seconded by Mr. Delancey, with all in favor, Resolution 2022-05, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes, Providing a Severability Clause; and Providing an Effective Date, was adopted.

B. Wastewater and Stormwater Needs Analysis

Ms. Mackie stated that recently passed legislation requires the CDD to prepare and submit a Wastewater and Stormwater Management Needs Analysis Report by June 30, 2022 and every five years thereafter. As the CDD does not have a wastewater system, that portion of the Report is not required.

- **Ratification of ZNS Engineering, L.C., work Authorization No. 2 and Professional Services Proposal**

Ms. Mackie presented ZNS Engineering, L.C., Work Authorization No. 2 and Professional Services Proposal. The not-to-exceed fee amount is \$20,000 but the fees will be billed hourly.

On MOTION by Ms. Hicks and seconded by Mr. Pattillo, with all in favor ZNS Engineering, L.C., Work Authorization No. 2 and Professional Services Proposal, in the not-to-exceed amount of \$20,000, subject to hourly billing, was ratified.

- **Consideration of Resolution 2022-02, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date**
This item, previously the Sixth Order of Business, was presented out of order.

Mr. Rom presented Resolution 2022-02. He reviewed the proposed Fiscal Year 2023 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained the reasons for any changes.

Discussion ensued regarding possibly going over budget in Fiscal Year 2022.

Mr. Rom concluded that the Fiscal Year 2023 assessments are expected to be the same as Fiscal Year 2022.

On MOTION by Mr. Pattillo and seconded by Mr. Delancey, with all in favor, Resolution 2022-02, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 22, 2022 at 6:00 p.m., at the Willow Hammock Community Association Center, 4002 Willow Branch Place, Palmetto, Florida 34221-2784; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date, was adopted.

- **Consideration of Resolution 2022-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022-2023 and Providing for an Effective Date**

This item, previously the Seventh Order of Business, was presented out of order.

Mr. Rom presented Resolution 2022-03.

On MOTION by Ms. Hicks and seconded by Mr. Delancey, with all in favor, Resolution 2022-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022-2023 and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Rom presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021, and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-06, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021

Mr. Rom presented Resolution 2022-06.

On MOTION by Mr. Pattillo and seconded by Ms. Zimmerman, with all in favor, Resolution 2022-06, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021, was adopted.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Authorizing and Approving Change of Registered Agent and Registered Office of the District and Providing for an Effective Date

Mr. Rom presented Resolution 2022-07.

On MOTION by Mr. Delancey and seconded by Mr. Pattillo, with all in favor, Resolution 2022-07, Authorizing and Approving Change of Registered Agent and Registered Office of the District and Providing for an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2022

Mr. Rom presented the Unaudited Financial Statements as of March 31, 2022.

On MOTION by Mr. Delancey and seconded by Ms. Hicks, with all in favor, the Unaudited Financial Statements as of March 31, 2022, were accepted.

FOURTEENTH ORDER OF BUSINESS

Approval of August 23, 2021 Public Hearing and Regular Meeting Minutes

Mr. Rom presented the August 23, 2021 Public Hearing and Regular Meeting Minutes.

On MOTION by Ms. Zimmerman and seconded by Mr. Delancey, with all in favor, the August 23, 2021 Public Hearing and Regular Meeting Minutes, as presented, were approved.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock LLP*

There was no report.

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

There was no report.

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

- **NEXT MEETING DATE: August 22, 2022 at 6:00 P.M.**
 - **QUORUM CHECK**

The next meeting will be on August 22, 2022.

SIXTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

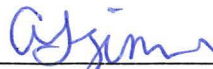
There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Hicks and seconded by Mr. Delancey, with all in favor, the meeting adjourned at 6:37 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair