

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

The Board of Supervisors of the Willow Hammock Community Development District held a Public Hearing and a Regular Meeting on August 23, 2021 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 (via telephone)	Assistant Secretary

**Also present were:**

Daniel Rom	District Manager
Tucker Mackie (via telephone)	District Counsel
Jay Gaines (via telephone)	Berger, Toombs, Elam, Gaines & Frank

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 6:06 p.m. Supervisors Hicks, Zimmerman and Pattillo were present. Supervisor Delancey was not present at roll call. Supervisor Trowbridge was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

- **Ratify Acceptance of Audited Annual Financial Report for the Fiscal Year Beginning October 1, 2019, and Ending September 30, 2020**

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

Mr. Gaines presented the Annual Financial Report for the Fiscal Year Ended September 30, 2020 and noted the pertinent information found on each page. Under "Financial Highlights" on Page 4, the first highlight should read "The District's assets exceeded liabilities by \$77,699"

instead of “The District’s total liabilities exceeded total assets by \$77,699”. Apart from that, there were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

Mr. Gaines responded to questions regarding transmitting a revised Audit to the Auditor General and the difference between “Restricted” and “Unrestricted funds”. He reviewed the required disclosures in the Enron Letter.

**On MOTION by Ms. Hicks and seconded by Mr. Pattillo, with all in favor, the Acceptance of the Audited Annual Financial Report for the Fiscal Year Beginning October 1, 2019, and Ending September 30, 2020, was ratified.**

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Joey Trowbridge, Seat 3 (*Term Expires November 2024*)**

Mr. Rom presented the letter of resignation from Ms. Trowbridge from Seat 3.

**On MOTION by Ms. Zimmerman and seconded by Mr. Pattillo, with all in favor, the resignation of Ms. Joey Trowbridge, dated May 10,2021, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 3**

- **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.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-05, Designating Certain Officers of the District, and Providing for an Effective Date**

This item was deferred.

**SIXTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2021/2022 Budget**

**A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2021-06, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom reviewed the proposed Fiscal Year 2022 budget. No changes were made to the budget since it was presented at the previous meeting.

**On MOTION by Ms. Hicks and seconded by Mr. Pattillo, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Ms. Hicks and seconded by Mr. Pattillo, with all in favor, the Public Hearing was closed.**

Mr. Rom presented Resolution 2021-06 and read the title.

**On MOTION by Ms. Zimmerman and seconded by Mr. Pattillo, with all in favor, Resolution 2021-06, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2021/2022; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2021-07 and read the title.

**On MOTION by Mr. Pattillo and seconded by Ms. Hicks, with all in favor, Resolution 2021-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2021/2022; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Ratify Acceptance of Audited Annual Financial Report for the Fiscal Year Beginning October 1, 2019, and Ending September 30, 2020**

This item was presented following the Second Order of Business.

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of July 31, 2021**

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

**Mr. Delancey joined the meeting, via telephone, at 6:20 p.m.**

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

**TENTH ORDER OF BUSINESS**

**Approval of April 26, 2021 Regular Meeting Minutes**

Mr. Rom presented the April 26, 2021 Regular Meeting Minutes.

**On MOTION by Ms. Zimmerman and seconded by Ms. Hicks, with all in favor, the April 26, 2021 Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

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

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: September 27, 2021 at 6:00 P.M.**
- **QUORUM CHECK**

The September 27, 2021 would be cancelled, unless an urgent matter arises.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**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 6:28 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair