

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

The Board of Supervisors of the Willow Hammock Community Development District held a Regular Meeting on May 22, 2024 at 6:00 p.m., at 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
Josh Delancey	Assistant Secretary

**Also present were:**

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates LLC
Tucker Mackie (via telephone)	District Counsel
April Goran	Resident
Kevin Comeau	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Thomas called the meeting to order at 6:02 p.m.

Supervisors Zimmerman, Hicks and Delancey were present. Supervisors Patillo and Sprague were absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Resident April Goran stated she is a long-term resident and would like to know what can be done to possibly move the tot lot and better utilize space currently owned by the CDD. She stated she and Mr. Comeau researched this and learned that, of the three parcel numbers that can be considered, one of the parcels is currently where the tot lot is and another, rather large

parcel, is located under and 250' away from the power lines. The third parcel, located behind the tot lot is CDD land, as well.

Resident Kevin Comeau stated he lives adjacent to the tot lot and he believes there was definitely an installation error by the contractor; the tot lot is within 7' of his home. He thinks there is plenty of room in that area for a more appropriate placement, which needs to be addressed. There must be a discussion about a renovation, an upgrade or any of the things that have been rumored about in the neighborhood and he voiced his opinion that the appearance of the back region of the development should be given as much attention and prioritized as the front of the community, which would provide an equitable distribution of appearance of the neighborhood.

Ms. Hicks stated a community survey was circulated last year and re-sectioning the tot lot was one of the top three priorities noted.

**THIRD ORDER OF BUSINESS****Discussion: Transfer of CDD Parcels to HOA**

Ms. Thomas presented a series of emails sent to Mr. Rom asking for the CDD to move the tot lot and transfer three CDD-owned parcels to the HOA. The three parcel numbers are #745036309 under the power lines, #745027359 next to Lot #70 and #745036459 where the current playground is located.

Mr. Rom recalled previous discussions about this and the consensus was for Staff to receive direction from the Board before expending funds on specific research. Ms. Mackie stated the last decision or direction provided was to look at two separate tracts for possible dedication over to the HOA or to get the facility to locate recreational improvements through a license agreement with the CDD. She reviewed Tracts; #745036309 and #745027359. Tract #745036309 is a drainage and flow easement and would likely require the District Engineer to review to ensure that the CDD improvement, as it relates to drainage and flow, would not be impeded by the location of any recreational improvements; whether or not that is from a functional perspective or a restricted use perspective, the District Engineer should be involved in that with the property owners. The other Tract, #745027359, is an open space tract adjacent to the tot lot. Given the dedication of the plat as an open space, it is unlikely that there are any

improvements on that tract that would otherwise restrict the CDD from providing for an access easement or potentially even dedicating that property to the HOA.

Discussion ensued regarding the exact location of Parcels #745027359 and #745036309, how moving the tot lot would free up a tremendous amount of space, adding additional pieces of equipment to the playground, the need to budget for the potential expansion of the playground, a partial license agreement to the HOA, the County, which entity is responsible for landscape maintenance of the parcel and establishing a starting point.

Ms. Mackie stated the motion should be for the District Engineer to research and evaluate any permit requirements of the two parcels in question for transfer to the HOA.

**On MOTION by Mr. Delancey and seconded by Ms. Hicks, with all in favor, directing the District Engineer to review options of Parcels #745036309 and #745027359 for HOA dedication or lease, was approved.**

#### **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Implementing Section 190.006(3), Florida Statutes, and Requesting that Manatee County Supervisor of Elections Begin Conducting the District's General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date**

Ms. Thomas presented Resolution 2024-01 and read the title. Seats 1 and 3, currently held by Supervisors Patillo and Sprague, respectively, are up for election at the November 5, 2024 General Election. Each seat carries a four-year term and the qualifying period is noon, June 10, 2024 through noon, June 14, 2024.

Ms. Mackie stated, according to her records, Seats 3 and 4 are up for election in 2024. Mr. Rom stated Management's records shows Seats 1 and 3 up for election at the General Election and Seat 4 up for election as a Landowner-elected seat.

Discussion ensued regarding the discrepancy in seat expiration dates. The consensus was to approve the resolution and ratify it at the next meeting, if an amendment is made.

**On MOTION by Ms. Hicks and seconded by Mr. Delancey, with all in favor, Resolution 2024-01, Implementing Section 190.006(3), Florida Statutes, and Requesting that Manatee County Supervisor of Elections Begin Conducting the District's General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Designating a Date, Time and Location for a Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date**

Ms. Thomas presented Resolution 2024-02.

Mr. Rom stated that Supervisors need not attend the Landowners' election meeting and he can serve as proxy. Staff will amend the Resolution to reflect changes in the meeting time and location.

**On MOTION by Ms. Zimmerman and seconded by Mr. Delancey, with all in favor, Resolution 2024-02, as amended, Designating a Date, Time and Location of November 5, 2024 at 11:00 a.m., at Home2Suites by Hilton – Lakewood Ranch, 6015 Exchange Way, Bradenton, Florida 34202 for the Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03, Approving Proposed Budget(s) for FY 2025; Setting a Public Hearing Thereon and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date**

Ms. Thomas presented Resolution 2024-03. She reviewed the proposed Fiscal Year 2025 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes.

Asked if the "Engineering" line item is realistic, given the work that must be done with respect to the tot lot, Mr. Rom stated he believes so.

**On MOTION by Mr. Delancey and seconded by Ms. Zimmerman, with all in favor, Resolution 2024-03, Approving Proposed Budget(s) for FY 2025; Setting a Public Hearing Thereon for August 28, 2024 at 6:00 p.m., at the Willow Hammock Community Association Amenity Center, 4002 Willow Branch Place, Palmetto, Florida 34221-2784, and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date, was adopted.**

#### SEVENTH ORDER OF BUSINESS

#### Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Ms. Thomas presented Resolution 2024-04. She noted that the November and December 2024 meetings are blank because they fall on holidays. Ms. Hicks asked if the meetings can be cancelled. Mr. Rom stated Board Members need not attend the Landowner's Election meeting in November and suggested scheduling one calendar meeting per quarter.

The following changes were made to the Fiscal Year 2025 Meeting Schedule:

DATES: Delete October and December 2024 and February, March, May, June, July and August 2025

DATE, TIME & LOCATION: Insert November 5, 2024 at 11:00 AM at Home2Suites by Hilton – Lakewood Ranch, 6015 Exchange Way, Bradenton, Florida 34202 (Landowners' Meeting only)

**On MOTION by Ms. Hicks and seconded by Mr. Delancey, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular**

**Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, as amended, was adopted.**

**EIGHTH ORDER OF BUSINESS****Update: Required Ethics Training and Disclosure Filing**

- Sample Form 1 2023/Instructions**

Ms. Thomas presented the Kutak Rock Ethics Training Requirement Memorandum. She discussed the pertinent information, including filing Form 1 electronically with the Commission on Ethics (COE) by July 1<sup>st</sup>, the requirement to complete four hours of ethics training by December 31, 2024 and free training options. Ms. Thomas will forward the COE email to the Board Members, which contains a digital link to the free courses.

**NINTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of April 30, 2024**

**On MOTION by Mr. Delancey and seconded by Ms. Zimmerman, with all in favor, the Unaudited Financial Statements as of April 30, 2024, was accepted.**

**TENTH ORDER OF BUSINESS****Approval of August 23, 2023 Public Hearing and Regular Meeting Minutes**

**On MOTION by Mr. Delancey and seconded by Ms. Zimmerman, with all in favor, the August 23, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kutak Rock LLP****B. District Engineer: ZNS Engineering, L.C.**

There were no reports from District Counsel or the District Engineer.

**C. District Manager: Wrathell, Hunt and Associates, LLC****I. 484 Registered Voters in District as of April 15, 2024****II. NEXT MEETING DATE: June 26, 2024 at 6:00 PM**

- **QUORUM CHECK**

The June 26, 2024 meeting will be cancelled.

The next meeting will be held on August 28, 2024.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**


No members of the public spoke.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

<p><b>On MOTION by Ms. Hicks and seconded by Mr. Delancey, with all in favor, the meeting adjourned at 6:53 p.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair