

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

The Board of Supervisors of the Willow Hammock Community Development District held a Regular Meeting on January 22, 2025 at 6:00 p.m., at the Willow Hammock Community Association Amenity Center (Pool Deck), 4002 Willow Branch Place, Palmetto, Florida 34221-2784.

**Present:**

Jennifer Hicks  
Josh Delancey  
Chad Patillo

Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Kristen Thomas  
Tucker Mackie (via telephone)  
HOA Representative  
One member of the public

District Manager  
District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Thomas called the meeting to order at 6:05 p.m., and noted, for quorum purposes, the Oath of Office was administered to Ms. Hicks before the meeting commencing.

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

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisor, Jennifer Hicks [Seat 4] (the following to be provided in a separate package)**

Ms. Thomas reiterated that Supervisor Hicks was sworn in prior to the meeting commencing. Ms. Hicks is familiar with the following:

- A. **Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**
- B. **Membership, Obligation and Responsibilities**
- C. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. **Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Ms. Thomas presented Resolution 2025-01 and recapped the following Landowners' Election results:

Seat 4	Jennifer Hicks	1 vote	4-Year Term
--------	----------------	--------	-------------

<b>On MOTION by Mr. Delancey and seconded by Mr. Patillo, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.</b>
--

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-02, Declaring Vacancies in Seats 1 and 3 of the Board of Supervisors Pursuant to Section 190.006(3)(b), Florida Statutes; and Providing an Effective Date**

Ms. Thomas presented Resolution 2025-02 and read the title.

**On MOTION by Mr. Delancey and seconded by Ms. Hicks, with all in favor, Resolution 2025-02, Declaring Vacancies in Seats 1 and 3 of the Board of Supervisors Pursuant to Section 190.006(3)(b), Florida Statutes; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consider Appointment of Qualified Elector to Fill Vacant Seat 1; Term Expires November 2028**

Ms. Hicks nominated Mr. Chad Patillo to fill Seat 1.

No other nominations were made.

**On MOTION by Mr. Delancey and seconded by Ms. Hicks, with all in favor, the appointment of Mr. Chad Patillo to Seat 1, was approved.**

- **Administration of Oath of Office to Appointed Supervisor**

Ms. Thomas, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Patillo.

**SEVENTH ORDER OF BUSINESS**

**Consider Appointment of Qualified Elector to Fill Vacant Seat 3; Term Expires November 2028**

Mr. Delancey nominated Ms. Kayla Sprague to fill Seat 3.

No other nominations were made.

**On MOTION by Mr. Patillo and seconded by Ms. Hicks, with all in favor, the appointment of Ms. Kayla Sprague to Seat 3, was approved.**

- **Administration of Oath of Office to Appointed Supervisor**

Ms. Thomas stated Ms. Sprague is not present and will be sworn in at or before a future meeting.

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2025-03,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Ms. Thomas presented Resolution 2025-03.

Ms. Hicks nominated the following slate:

Jennifer Hicks	Chair
Christina Zimmerman	Vice Chair
Chad Pattillo	Assistant Secretary
Josh Delancey	Assistant Secretary
Kayla Sprague	Assistant Secretary
Kristen Thomas	Assistant Secretary

The Resolution removes the following Officer from the slate as of January 22, 2025:

Cindy Cerbone	Assistant Secretary
---------------	---------------------

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Daniel Rom	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Ms. Hicks and seconded by Mr. Delancey, with all in favor, Resolution 2025-03, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS****Consideration of Muscle Fence  
Proposal/Contract for Willow Hammock  
Community Association, Inc., Playground  
Fence Installation [\$4,000]**

Ms. Thomas presented the Muscle Fence Proposal/Contract for Willow Hammock Community Association, Inc., Playground Fence Installation.

Discussion ensued regarding whether to approve the \$4,000 proposal, an easement agreement with the HOA, the fence, the budget, a funding source and a contingency.

**On MOTION by Mr. Delancey and seconded by Mr. Patillo, with all in favor, the Muscle Fence Proposal/Contract for Willow Hammock Community Association, Inc., Playground Fence Installation, in the amount of \$4,000, was approved.**

**TENTH ORDER OF BUSINESS****Consideration of Devil Dog Landscaping & Tree Estimate/Invoice for Removal of Trimming of Two (2) Trees - 5022 Willow Breeze Way [\$2,000]**

Ms. Thomas stated the HOA brought this her attention. It is related to Hurricane Milton causing trees to fall and strike the home at 5022 Willow Breeze Way. The HOA had the landscapers cut the trees down to stumps and would like the CDD to reimburse them for expense. Ms. Thomas prefaced that the CDD is not responsible for the landscaping on this property and, if the Board decides to pay the \$2,000 invoice, the funds would come out of the Unassigned budget.

The HOA representative explained that, to her knowledge, one tree struck the second story of the home and penetrated the garage but the recommendation was to trim two trees. The stumps were not removed because that would be an additional expense. The HOA would like the CDD to pay for the work.

Ms. Hicks questioned why the CDD or HOA is responsible and not the County.

Ms. Mackie stated the CDD has an agreement with the HOA; wherein the HOA is responsible for all maintenance within the CDD, including that which the CDD is traditionally responsible for, whether it is the preserve, landscaping or otherwise. This is why the CDD does not budget for field operations.

Discussion ensued regarding the estimate, homeowner responsibility, the preserves, the HOA, the County and contingencies.

The Board consensus was to decline paying for this HOA expense.

**ELEVENTH ORDER OF BUSINESS****Authorization of Request for Proposals (RFP) for Annual Audit Services**

Ms. Thomas presented the Request for Proposals (RFP) for Annual Audit Services.

**On MOTION by Ms. Hicks and seconded by Mr. Delancey, with all in favor, the Authorization of Request for Proposals (RFP) for Annual Audit Services, was approved.**

**TWELFTH ORDER OF BUSINESS**

**Ratification of Willow Hammock  
Community Association, Inc., Quick Claim  
Deed [Tract 504 and Portions 304]**

Ms. Thomas presented the Willow Hammock Community Association, Inc., Quick Claim Deed for Tract 504 and Portions of 304.

**On MOTION by Mr. Delancey and seconded by Mr. Patillo, with all in favor, the Willow Hammock Community Association, Inc., Quick Claim Deed for Tract 504 and Portions of 304, was ratified.**

**THIRTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of December 31, 2024**

**On MOTION by Mr. Delancey and seconded by Mr. Patillo, with all in favor, the Unaudited Financial Statements as of December 31, 2024, was accepted.**

**FOURTEENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. August 28, 2024 Public Hearing and Regular Meeting**
- B. November 5, 2024 Landowners' Meeting**

**On MOTION by Ms. Hicks and seconded by Mr. Patillo, with all in favor, the August 28, 2024 Public Hearing and Regular Meeting Minutes and the November 5, 2024 Landowners' Meeting Minutes, both as presented, were approved.**

**FIFTEENTH 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

- NEXT MEETING DATE: April 23, 2025 at 6:00 PM
  - QUORUM CHECK

All Supervisors confirmed their attendance at the April 23, 2025 meeting.

**SIXTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Discussion ensued regarding securing a new meeting location for future meetings.

Ms. Thomas will look into other potential locations and report her findings at the next meeting.

**SEVENTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Hicks and seconded by Mr. Patillo, with all in favor, the meeting adjourned at 6:53 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair