

**WILLOW
HAMMOCK**

**COMMUNITY DEVELOPMENT
DISTRICT**

May 22, 2023

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

**WILLOW
HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

Willow Hammock Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

May 15, 2023

Board of Supervisors
Willow Hammock Community Development District

Dear Board Members:

The Board of Supervisors of the Willow Hammock Community Development District will hold a Regular Meeting on May 22, 2023 at 6:00 p.m., at the Willow Hammock Community Association Amenity Center (Pool Deck), 4002 Willow Branch Place, Palmetto, Florida 34221-2784. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Newly Elected Supervisors Chad Patillo [SEAT 1], Christina Zimmerman [SEAT 2] and Josh Delancey [SEAT 5] (*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. Chapter 190, Florida Statutes
 - D. 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
 - E. Form 8B – Memorandum of Voting Conflict
4. Consideration of Resolution 2023-01, 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
5. Consider Appointment to Fill Unexpired Term of Seat 3; *Term Expires November 2024*
 - Administration of Oath of Office
6. Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

FOR BOARD MEMBERS AND STAFF TO ATTEND BY

TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 528 064 2804

7. Consideration of Resolution 2023-03, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
8. Consideration of Resolution 2023-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date
9. Acceptance of Unaudited Financial Statements as of April 30, 2023
10. Approval of Minutes
 - A. August 22, 2022 Public Hearing and Regular Meeting
 - B. November 1, 2022 Landowners' Meeting
11. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: *ZNS Engineering, L.C.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- 499 Registered Voters in District as of April 15, 2023
- NEXT MEETING DATE: June 26, 2023 at 6:00 PM

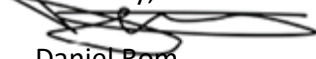
○ QUORUM CHECK

SEAT 1	CHAD PATTILLO	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	CHRISTINA ZIMMERMAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	JENNIFER HICKS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	JOSH DELANCEY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

12. Board Members' Comments/Requests
13. Public Comments
14. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 909-7930.

Sincerely,



Daniel Rom
 District Manager

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT 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.

WHEREAS, the Willow Hammock Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Manatee County, Florida; and

WHEREAS, pursuant to Section 190.006(2), *Florida Statutes*, a landowners meeting is required to be held within 90 days of the District’s creation and every two (2) years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held at which the below recited persons were duly elected by virtue of the votes cast in their favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvass the votes and declare and certify the results of said election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT:

1. **ELECTION RESULTS.** The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown:

Chad Patillo	Seat 1	1 Vote
Christina Zimmerman	Seat 2	2 Votes
Josh DeLancey	Seat 5	2 Votes

2. **TERMS.** In accordance with Section 190.006(2), *Florida Statutes*, and by virtue of the number of votes cast for the Supervisors, the above-named persons are declared to have been elected for the following term of office:

Chad Patillo	Seat 1	2-Year Term
Christina Zimmerman	Seat 2	4-Year Term
Josh DeLancey	Seat 5	4-Year Term

3. **EFFECTIVE DATE.** This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 22nd day of May, 2023.

Attest:

**WILLOW HAMMOCK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

6

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Willow Hammock Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to designate certain Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. _____ is appointed Chair.

SECTION 2. _____ is appointed Vice Chair.

SECTION 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Daniel Rom is appointed Assistant Secretary.

SECTION 4. This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair and Assistant Secretaries; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 5. This Resolution shall become effective immediately upon its adoption.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PASSED AND ADOPTED this 22nd day of May, 2023.

ATTEST:

**WILLOW HAMMOCK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

7

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Willow Hammock Community Development District (“**District**”) prior to June 15, 2023, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: Willow Hammock Community Association Amenity Center
4002 Willow Branch Place
Palmetto, Florida 34221-2784

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Manatee County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 22ND DAY OF MAY, 2023.

ATTEST:

**WILLOW HAMMOCK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A: Proposed Budget

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2024**

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2
Debt Service Fund Budget - Series 2017	3
Amortization Schedule - Series 2017	4 - 5
Assessment Summary	6

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll - gross	\$ 88,807				\$ 88,807
Allowable discounts (4%)	(3,552)				(3,552)
Assessment levy: on-roll - net	85,255	\$ 82,881	\$ 2,374	\$ 85,255	85,255
Total revenues	85,255	82,881	2,374	85,255	85,255
EXPENDITURES					
Professional & administrative					
Supervisors	3,230	-	3,230	3,230	3,230
Management/accounting/recording	41,616	17,340	24,276	41,616	42,448
Legal	15,000	61	750	811	15,000
Engineering	2,500	-	2,500	2,500	2,500
Audit	5,900	-	5,900	5,900	6,100
Arbitrage rebate calculation	750	500	250	750	750
Dissemination agent	1,000	417	583	1,000	1,000
Trustee	3,200	-	3,200	3,200	3,200
Telephone	200	83	117	200	200
Postage	500	21	479	500	500
Printing & binding	500	208	292	500	500
Legal advertising	1,500	323	1,177	1,500	1,500
Annual special district fee	175	175	-	175	175
Insurance	6,300	5,988	312	6,300	6,300
Contingencies/bank charges	500	44	456	500	500
Website					
Hosting	705	-	705	705	705
ADA compliance	210	-	210	210	210
Property appraiser & tax collector	2,664	2,377	287	2,664	2,664
Total expenditures	86,450	27,537	44,724	72,261	87,482
Excess/(deficiency) of revenues over/(under) expenditures	(1,195)	55,344	(42,350)	12,994	(2,227)
Fund balance - beginning (unaudited)	70,021	57,102	112,446	57,102	70,096
Committed:					
Working capital	18,000	18,000	18,000	18,000	26,596
Unassigned	50,826	94,446	52,096	52,096	41,273
Fund balance - ending (projected)	\$ 68,826	\$ 112,446	\$ 70,096	\$ 70,096	\$ 67,869

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ 3,230
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year.	
Management/accounting/recording	42,448
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	15,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,500
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	6,100
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	750
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee	3,200
Annual fee for the service provided by trustee, paying agent and registrar.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages, etc.	
Legal advertising	1,500
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	6,300
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	500
Bank charges, automated AP routing & other miscellaneous expenses incurred during the year.	
Website	
Hosting	705
ADA compliance	210
Property appraiser & tax collector	2,664
Total expenditures	<u>\$ 87,482</u>

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2017
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll	\$ 429,722				\$ 429,722
Allowable discounts (4%)	(17,189)				(17,189)
Net assessment levy - on-roll	412,533	\$ 400,955	\$ 11,578	\$ 412,533	412,533
Interest	-	4,853	-	4,853	-
Total revenues	412,533	405,808	11,578	417,386	412,533
EXPENDITURES					
Debt service					
Principal	125,000	125,000	-	125,000	130,000
Interest	270,163	136,175	133,988	270,163	265,700
Property appraiser & tax collector	12,892	11,500	1,392	12,892	12,892
Total expenditures	408,055	272,675	135,380	408,055	408,592
Excess/(deficiency) of revenues over/(under) expenditures	4,478	133,133	(123,802)	9,331	3,941
Fund balance:					
Net increase/(decrease) in fund balance	4,478	133,133	(123,802)	9,331	3,941
Beginning fund balance (unaudited)	494,604	499,533	632,666	499,533	508,864
Ending fund balance (projected)	499,082	\$632,666	\$ 508,864	\$ 508,864	512,805
Use of fund balance:					
Debt service reserve account balance (required)					(200,750)
Principal expense - November 1, 2024					(135,000)
Interest expense - November 1, 2024					(129,013)
Projected fund balance surplus/(deficit) as of September 30, 2024					<u>\$ 48,042</u>

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2017 AMORTIZATION SCHEDULE**

	Principal	Prepayment	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/23	130,000.00		3.500%	133,987.50	263,987.50	5,565,000.00
05/01/24				131,712.50	131,712.50	5,565,000.00
11/01/24	135,000.00		4.000%	129,012.50	264,012.50	5,430,000.00
05/01/25				129,012.50	129,012.50	5,430,000.00
11/01/25	140,000.00		4.000%	126,212.50	266,212.50	5,290,000.00
05/01/26				126,212.50	126,212.50	5,290,000.00
11/01/26	145,000.00		4.000%	123,312.50	268,312.50	5,145,000.00
05/01/27				123,312.50	123,312.50	5,145,000.00
11/01/27	150,000.00		4.000%	120,312.50	270,312.50	4,995,000.00
05/01/28				120,312.50	120,312.50	4,995,000.00
11/01/28	155,000.00		4.000%	120,312.50	275,312.50	4,840,000.00
05/01/29				117,212.50	117,212.50	4,840,000.00
11/01/29	165,000.00		4.625%	113,396.88	278,396.88	4,675,000.00
05/01/30				113,396.88	113,396.88	4,675,000.00
11/01/30	170,000.00		4.625%	109,465.63	279,465.63	4,505,000.00
05/01/31				109,465.63	109,465.63	4,505,000.00
11/01/31	180,000.00		4.625%	105,303.13	285,303.13	4,325,000.00
05/01/32				105,303.13	105,303.13	4,325,000.00
11/01/32	185,000.00		4.625%	101,025.00	286,025.00	4,140,000.00
05/01/33				101,025.00	101,025.00	4,140,000.00
11/01/33	195,000.00		4.625%	96,515.63	291,515.63	3,945,000.00
05/01/34				96,515.63	96,515.63	3,945,000.00
11/01/34	205,000.00		4.625%	91,775.00	296,775.00	3,740,000.00
05/01/35				91,775.00	91,775.00	3,740,000.00
11/01/35	215,000.00		4.625%	86,803.13	301,803.13	3,525,000.00
05/01/36				86,803.13	86,803.13	3,525,000.00
11/01/36	225,000.00		4.625%	81,600.00	306,600.00	3,300,000.00
05/01/37				81,600.00	81,600.00	3,300,000.00
11/01/37	235,000.00		4.625%	76,165.63	311,165.63	3,065,000.00
05/01/38				76,165.63	76,165.63	3,065,000.00
11/01/38	245,000.00		4.625%	76,165.63	321,165.63	2,820,000.00
05/01/39				70,500.00	70,500.00	2,820,000.00
11/01/39	255,000.00		5.000%	70,500.00	325,500.00	2,565,000.00
05/01/40				64,125.00	64,125.00	2,565,000.00
11/01/40	270,000.00		5.000%	64,125.00	334,125.00	2,295,000.00
05/01/41				57,375.00	57,375.00	2,295,000.00

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2017 AMORTIZATION SCHEDULE**

	Principal	Prepayment	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/41	280,000.00		5.000%	57,375.00	337,375.00	2,015,000.00
05/01/42				50,375.00	50,375.00	2,015,000.00
11/01/42	295,000.00		5.000%	50,375.00	345,375.00	1,720,000.00
05/01/43				43,000.00	43,000.00	1,720,000.00
11/01/43	310,000.00		5.000%	43,000.00	353,000.00	1,410,000.00
05/01/44				35,250.00	35,250.00	1,410,000.00
11/01/44	325,000.00		5.000%	35,250.00	360,250.00	1,085,000.00
05/01/45				27,125.00	27,125.00	1,085,000.00
11/01/45	345,000.00		5.000%	27,125.00	372,125.00	740,000.00
05/01/46				18,500.00	18,500.00	740,000.00
11/01/46	360,000.00		5.000%	18,500.00	378,500.00	380,000.00
05/01/47				9,500.00	9,500.00	380,000.00
11/01/47	380,000.00		5.000%	9,500.00	389,500.00	-
Total	5,695,000.00			4,052,690.69	9,747,690.69	

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

On-Roll Assessments					
	Units	FY 2024 O&M Assessment per Unit	FY 2024 DS Assessment per Unit	FY 2024 Total Assessment per Unit	FY 2023 Total Assessment per Unit
SF Units	299	\$ 297.02	\$ 1,442.02	\$ 1,739.04	\$ 1,739.04
Total	299				

WILLOW HAMMOCK

COMMUNITY DEVELOPMENT DISTRICT

8

RESOLUTION 2023-04

A RESOLUTION OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Willow Hammock Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Manatee County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District’s Board shall be held during Fiscal Year 2023/2024 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file a schedule of the District’s regular meetings annually with Manatee County and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 22nd day of May, 2023.

Attest:

**WILLOW HAMMOCK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

"Exhibit A"

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>Willow Hammock Community Association Amenity Center, 4002 Willow Branch Place Palmetto, Florida 34221-2784</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 23, 2023	Regular Meeting	6:00 PM
November 27, 2023	Regular Meeting	6:00 PM
December __, 2024*	Regular Meeting	6:00 PM
January 22, 2024	Regular Meeting	6:00 PM
February 26, 2024	Regular Meeting	6:00 PM
March 25, 2024	Regular Meeting	6:00 PM
April 22, 2024	Regular Meeting	6:00 PM
May __, 2024*	Regular Meeting	6:00 PM
June 24, 2024	Regular Meeting	6:00 PM
July 22, 2024	Regular Meeting	6:00 PM
August 26, 2024	Regular Meeting	6:00 PM
September 23, 2024	Regular Meeting	6:00 PM

***Exception**

Note: December 25 meeting date is the Christmas Day holiday

Note: May 27 meeting date is the Memorial Day holiday

**WILLOW
HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
APRIL 30, 2023**

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30, 2023**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 111,224	\$ -	\$ -	\$ 111,224
Investments				
Revenue 2017	-	304,989	-	304,989
Reserve 2017	-	200,750	-	200,750
Interest 2017	-	133,987	-	133,987
Construction 2017	-	-	4	4
Total assets	<u>\$ 111,224</u>	<u>\$ 639,726</u>	<u>\$ 4</u>	<u>\$ 750,954</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Due to Developer	\$ 2,368	\$ -	\$ -	\$ 2,368
Developer advance	3,083	-	-	3,083
Total liabilities	<u>5,451</u>	<u>-</u>	<u>-</u>	<u>5,451</u>
Fund balances:				
Restricted for:				
Debt service	-	639,726	-	639,726
Capital projects	-	-	4	4
Committed:				
Working capital	18,000	-	-	18,000
Unassigned	87,773	-	-	87,773
Total fund balances	<u>105,773</u>	<u>639,726</u>	<u>4</u>	<u>745,503</u>
Total liabilities and fund balance	<u>\$ 111,224</u>	<u>\$ 639,726</u>	<u>\$ 4</u>	<u>\$ 750,954</u>

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED APRIL 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ -	\$ 83,471	\$ 85,255	98%
Total revenues	<u>-</u>	<u>83,471</u>	<u>85,255</u>	98%
EXPENDITURES				
Professional & administrative				
Supervisors	-	-	3,230	0%
Management	3,468	24,276	41,616	58%
Legal	-	61	15,000	0%
Engineering	-	-	2,500	0%
Audit	-	-	5,900	0%
Arbitrage rebate calculation	-	500	750	67%
Dissemination agent	83	583	1,000	58%
Trustee	-	-	3,200	0%
Telephone	17	117	200	59%
Postage	10	42	500	8%
Printing & binding	42	292	500	58%
Legal advertising	-	323	1,500	22%
Annual special district fee	-	175	175	100%
Insurance	-	5,988	6,300	95%
Contingencies/bank charges	2	48	500	10%
Website				
Hosting	-	-	705	0%
ADA compliance	-	-	210	0%
Property appraiser & Tax collector	-	2,395	2,664	90%
Total expenditures	<u>3,622</u>	<u>34,800</u>	<u>86,450</u>	40%
Excess/(deficiency) of revenues over/(under) expenditures	(3,622)	48,671	(1,195)	
Fund balances - beginning	109,395	57,102	70,021	
Committed:				
Working capital	18,000	18,000	18,000	
Unassigned	87,773	87,773	50,826	
Fund balances - ending	<u>\$ 105,773</u>	<u>\$ 105,773</u>	<u>\$ 68,826</u>	

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2017
FOR THE PERIOD ENDED APRIL 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ 403,808	\$ 412,533	98%
Interest	2,301	9,145	-	N/A
Total revenues	<u>2,301</u>	<u>412,953</u>	<u>412,533</u>	100%
EXPENDITURES				
Principal	-	125,000	125,000	100%
Interest	-	136,175	270,163	50%
Property appraiser & Tax collector	-	11,585	12,892	90%
Total expenditures	<u>-</u>	<u>272,760</u>	<u>408,055</u>	67%
Excess/(deficiency) of revenues over/(under) expenditures	2,301	140,193	4,478	
Fund balance - beginning	637,425	499,533	494,604	
Fund balance - ending	<u>\$ 639,726</u>	<u>\$ 639,726</u>	<u>\$ 499,082</u>	

**WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2017
FOR THE PERIOD ENDED APRIL 30, 2023**

	Current Month	Year to Date
REVENUES	\$ -	\$ -
Total revenues	-	-
 EXPENDITURES	-	-
Total expenditures	-	-
 Net increase/(decrease), fund balance	-	-
Beginning fund balance	4	4
Ending fund balance	\$ 4	\$ 4

**WILLOW
HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES A

DRAFT

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38

The Board of Supervisors of the Willow Hammock Community Development District held a Public Hearing and Regular Meeting on August 22, 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 (via telephone)	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 6:02 p.m. Supervisors Zimmerman, Delancey and Pattillo were present. Supervisor Hicks was present via telephone. 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)

Ms. Hicks asked if April is still interested in being appointed to the Board. Mr. Rom replied no.

- **Administration of Oath of Office (*the following to be provided in a separate package*)**

72

73

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

74

75

76

77

Mr. Rom presented Resolution 2022-08.

78

79

On MOTION by Mr. Pattillo and seconded by Ms. Zimmerman, with all in favor, Resolution 2022-08, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

80

81

82

83

84

85

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-09, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; 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

86

87

88

89

90

91

92

93

94

95

96

Mr. Rom presented Resolution 2022-09 and read the title.

97

98

On MOTION by Mr. Delancey and seconded by Mr. Pattillo, with all in favor, Resolution 2022-09, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; 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.

99

100

101

102

103

104

105

SEVENTH ORDER OF BUSINESS

Ratification of 20-Year Stormwater Management Needs Analysis Report

106

107

108

109

Mr. Rom stated that the District Engineer prepared the Stormwater Management Needs

110

Analysis Report with input from the HOA's Property Manager and the initial improvement

111 figures from the Developer. The Report was submitted to the County. He will work with the
112 District Engineer on designating unassigned fund balance for future lake bank erosion repairs or
113 other capital improvement projects.

114

115 **On MOTION by Mr. Patillo and seconded by Mr. Delancey, with all in favor, the**
116 **20-Year Stormwater Management Needs Analysis Report, was ratified.**

117

118

119 **EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of July 31, 2022**

120

121

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

123

124 **On MOTION by Mr. Delancey and seconded by Mr. Patillo, with all in favor, the**
125 **Unaudited Financial Statements as of July 31, 2022, were accepted.**

126

127

128 **NINTH ORDER OF BUSINESS**

**Approval of April 25, 2022 Regular Meeting
Minutes**

129

130

131 Mr. Rom presented the April 25, 2022 Regular Meeting Minutes.

132

133 **On MOTION by Ms. Zimmerman and seconded by Ms. Hicks, with all in favor,**
134 **the April 25, 2022 Regular Meeting Minutes, as presented, were approved.**

135

136

137 **TENTH ORDER OF BUSINESS**

Staff Reports

138

139 **A. District Counsel: *Kutak Rock LLP***

140 There was no report.

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

142 There was no report.

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

144 **I. 116 Registered Voters in District as of April 15, 2022**

145 There were 116 registered voters within the District as of April 15, 2022.

146 II. NEXT MEETING DATE: September 26, 2022 at 6:00 P.M.

147 • QUORUM CHECK

148 The next meeting will be on September 26, 2022, unless cancelled.

149 The subsequent meeting is the Landowners' Election Meeting on November 14, 2022 in
150 which Supervisor's Zimmerman and Patillo seats were up for election. Supervisors Zimmerman
151 and Pattillo plan to designate Mr. Rom as Proxy Holder.

152

153 **ELEVENTH ORDER OF BUSINESS**

Board Members' Comments/Requests

154

155 There were no Board Members' comments or requests.

156

157 **TWELFTH ORDER OF BUSINESS**

Public Comments

158

159 There were no public comments.

160

161 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

162

163 There being nothing further to discuss, the meeting adjourned.

164

165 **On MOTION by Mr. Pattillo and seconded by Mr. Delancey, with all in favor,**
166 **the meeting adjourned at 6:16 p.m.**

167

168

169

170

171

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

172
173
174
175
176
177

Secretary/Assistant Secretary

Chair/Vice Chair

**WILLOW
HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES B

DRAFT
MINUTES OF MEETING
WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT

1
2
3
4
5 The Willow Hammock Community Development District held a Landowners' Meeting on
6 Tuesday, November 1, 2022 at 11:00 a.m., at Country Inn & Suites, Bradenton/Lakewood
7 Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203.

8
9 **Present at the meeting were:**

10
11 Daniel Rom District Manager/Proxy Holder
12 Tucker Mackie (via telephone) District Counsel
13

14
15 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

16
17 Mr. Rom called the meeting to order at 11:13 a.m. In addition to his attendance in
18 person, Ms. Mackie was attending via telephone. No members of the public or Landowners
19 were present.

20 Landowners Christina Zimmerman and Joshua Shane DeLancey, with one vote each,
21 designated Mr. Rom as their Proxy Holder.
22

23 **SECOND ORDER OF BUSINESS**

Proof of Publication

24
25 The affidavit of publication was included for informational purposes.
26

27 **THIRD ORDER OF BUSINESS**

**Election of Chair to Conduct Landowners'
Meeting**

28
29
30 Mr. Rom served as Chair to conduct the Landowners' Meeting.
31

32 **FOURTH ORDER OF BUSINESS**

Election of Supervisors [SEATS 1, 2 & 5]

33
34 **A. Nominations**

35 Mr. Rom nominated the following:

36 Seat 1 Chad Pattillo
37 Seat 2 Christina Zimmerman
38 Seat 5 Josh DeLancey

39 No other nominations were made.

40 **B. Casting of Ballots**

41 Mr. Rom stated he is the designated Proxy Holder for two Landowners with one vote
42 each. He is eligible to cast up to two votes per Seat:

43 **I. Determine Number of Voting Units Represented**

44 A total of 2 voting units were represented.

45 **II. Determine Number of Voting Units Assigned by Proxy**

46 All of the voting units were assigned by proxy to Mr. Rom.

47 Mr. Rom cast the following votes:

48	Seat 1	Chad Pattillo	1 vote
49	Seat 2	Christina Zimmerman	2 votes
50	Seat 5	Josh DeLancey	2 votes

51 **C. Ballot Tabulation and Results**

52 Mr. Rom reported the following ballot tabulation, results and terms lengths:

53	Seat 1	Chad Pattillo	1 vote	Two-year Term
54	Seat 2	Christina Zimmerman	2 votes	Four-year Term
55	Seat 5	Josh DeLancey	2 votes	Four-year Term

56

57 **FIFTH ORDER OF BUSINESS**

Landowners' Questions/Comments

58

59 There were no Landowners' questions or comments.

60

61 **SIXTH ORDER OF BUSINESS**

Adjournment

62

63 The meeting adjourned at 11:16 a.m.

64

65

66

67 [SIGNATURES APPEAR ON THE FOLLOWING PAGE]

68

69
70
71
72
73
74
75
76

Secretary/Assistant Secretary

Chair/Vice Chair

**WILLOW
HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF
REPORTS**

MICHAEL BENNETT • SUPERVISOR OF ELECTIONS • MANATEE COUNTY

600 301 Boulevard West, Suite 108, Bradenton, Florida 34205-7946
P O Box 1000, Bradenton, Florida 34206-1000



Phone: 941-741-3823 • Fax: 941-741-3820 • VoteManatee.com • Info@VoteManatee.com

April 20, 2023

Willow Hammock Community Development District
Wrathell, Hunt and Associates, LLC
Attn: Daphne Gillyard
2300 Glades Rd., Suite 410W
Boca Raton FL 33431

Dear Ms. Gillyard:

We are in receipt of your request for the number of registered voters in the Willow Hammock Community Development District of April 15, 2023. According to our records, there were 499 persons registered in the Willow Hammock Community Development District as of that date.

I hope this information is helpful to you. If I can be of any further assistance to you, please do not hesitate to contact my office at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Bennett". The signature is fluid and cursive.

Michael Bennett
Supervisor of Elections

MB/sas

WILLOW HAMMOCK COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

*Willow Hammock Community Association Amenity Center
4002 Willow Branch Place, Palmetto, Florida 34221-2784*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 24, 2022 CANCELED	Regular Meeting	6:00 PM
November 1, 2022	Landowners' Meeting	11:00 AM
<i>Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203</i>		
November 28, 2022 CANCELED	Regular Meeting	6:00 PM
December 19, 2022* CANCELED	Regular Meeting	6:00 PM
January 23, 2023 CANCELED	Regular Meeting	6:00 PM
February 27, 2023 CANCELED	Regular Meeting	6:00 PM
March 27, 2023 CANCELED	Regular Meeting	6:00 PM
April 24, 2023 <i>rescheduled to April 26, 2023</i>	Regular Meeting	6:00 PM
April 26, 2023 CANCELED NO QUORUM	Regular Meeting	6:00 PM
May 22, 2023	Regular Meeting	6:00 PM
June 26, 2023	Regular Meeting	6:00 PM
July 24, 2023	Regular Meeting	6:00 PM
August 28, 2023	Public Hearing & Regular Meeting	6:00 PM
September 25, 2023	Regular Meeting	6:00 PM

Exception* December meeting date is one week earlier to accommodate Christmas Holiday