

**MINUTES OF MEETING
WILLOWS
COMMUNITY DEVELOPMENT DISTRICT**

The Willows Community Development District Board of Supervisors held multiple Public Hearings and a Regular Meeting on November 2, 2018 at 10:00 a.m., at the office of ZNS Engineering, 201 5th Ave., Dr. E, Bradenton, Florida 34208.

Present at the meeting were:

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|-----------------|---------------------|
| Les Basnight | Chair |
| Rhett Johnson | Vice Chair |
| Charles Conoley | Assistant Secretary |
| Clifton Fischer | Assistant Secretary |

Also present were:

| | |
|---------------|------------------|
| Cindy Cerbone | District Manager |
| Tucker Mackie | District Counsel |

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:04 a.m. Supervisors Basnight, Johnson and Fischer were present in person. Supervisor Conoley was not present at roll call. Mr. Uter was not present and would not be able to serve, as he is not a Florida resident.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Consider Appointment to Seat 5: Term Expires 9/18/2020

- **Administration of Oath of Office to Initial Board of Supervisors (*the following will also 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**

This item was deferred to a future meeting.

FOURTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

Ms. Cerbone presented Resolution 2019-01 and read the title.

Supervisor Conoley arrived at the meeting at approximately 10:06 a.m.

A. Affidavit/Proof of Publication

The affidavit of publication was provided for informational purposes.

- B. Consideration of Resolution 2019-01, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non Ad Valorem Assessments Which May Be Levied By the Willows Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Ms. Mackie stated that this Resolution allows utilizing the tax roll when the District levies assessments that it wants to collect through the tax bill. This would not occur in Fiscal Year 2019 but is being adopted now, so that it is done in advance.

Ms. Cerbone opened the Public Hearing.

No members of the public spoke.

Ms. Cerbone closed the Public Hearing.

On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, Resolution 2019-01, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non Ad Valorem Assessments Which May Be Levied By the Willows Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

Ms. Cerbone presented Resolution 2019-02 and read the title.

A. Affidavits of Publication

- **Notice of Rule Development**
- **Notice of Rule Making**

The affidavits of publication were provided for informational purposes.

B. Consideration of Resolution 2019-02, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Ms. Cerbone stated that the Rules of Procedure sets forth the Rules of the District for items such as the Board, officers, voting, public information, record retention, inspection of records, public meetings, Code of Ethics and Sunshine Law, rulemaking procedures, expenditures, etc.

Ms. Mackie stated that the Rules of Procedure is a compilation of Florida Statutes that dictate how CDDs must operate; they reflect what the District is required to do with respect to the operation of the District, rulemaking, competitive purchase process, etc.

Ms. Cerbone opened the Public Hearing.

No members of the public spoke.

Ms. Cerbone closed the Public Hearing.

On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, Resolution 2019-02, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2019-03, Designating a Registered Agent and Registered Office of the District; and Providing for an Effective Date

Ms. Cerbone presented Resolution 2019-03.

On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, Resolution 2019-03, Designating Mr. Jere Earlywine as Registered Agent and 119 South Monroe Street, Suite 300, Tallahassee, Florida 32301 as Registered Office of the District; and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2019-04, Rescinding Resolution 2018-26 In Its Entirety; Declaring Special Assessments; Indicating the Location, Nature And Estimated Cost Of Those Infrastructure Improvements Whose Cost Is To Be Defrayed By the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements To Be Defrayed By the Special Assessments; Providing the Manner In Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall Be Paid; Designating Lands Upon Which the Special Assessments Shall Be Levied; Providing For an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of This Resolution

Ms. Cerbone presented Resolution 2019-04 and read the title. This Resolution was necessary to rescind the prior resolution and the next resolution essentially repeats the process for setting the Public Hearing for another date.

Ms. Mackie stated that, prior to holding the Public Hearing on this matter, the District must go through the process of declaring assessments and setting the Public Hearing; this must be redone so that the Public Hearing to levy assessments can be held at the November 30, 2018 meeting. No changes were made to any of the reports attached to Resolution 2019-05; the only thing that changed was the new Public Hearing date.

On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, Resolution 2019-04, Rescinding Resolution 2018-26 In Its Entirety; Declaring Special Assessments; Indicating the Location, Nature And Estimated Cost Of Those Infrastructure Improvements Whose Cost Is To Be Defrayed By the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements To Be Defrayed By the Special Assessments; Providing the Manner In Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall Be Paid; Designating Lands Upon Which the Special Assessments Shall Be Levied; Providing For an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of This Resolution, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2019-05, Setting a Public Hearing To Be Held On November 30, 2018 at 10:00 a.m., at ZNS Engineering, 201 5th Avenue Drive East, Bradenton, Florida 34208, for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District Generally Described as the Willows Community Development District In Accordance With Chapters 170, 190 and 197, *Florida Statutes*.

Ms. Cerbone presented Resolution 2019-05 and read the title.

On MOTION by Mr. Mr. Fischer and seconded by Mr. Basnight, with all in favor, Resolution 2019-05, Setting a Public Hearing To Be Held On November 30, 2018 at 10:00 a.m., at ZNS Engineering, 201 5th Avenue Drive East, Bradenton, Florida 34208, for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District Generally Described as the Willows Community Development District In Accordance With Chapters 170, 190 and 197, Florida Statutes, was adopted.

NINTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of September 30, 2018

Ms. Cerbone presented the Unaudited Financial Statements as of September 30, 2018. Funding requests are submitted to the Developer monthly.

On MOTION by Mr. Conoley and seconded by Mr. Johnson, with all in favor, the Unaudited Financial Statements as of September 30, 2018, were approved.

TENTH ORDER OF BUSINESS

Consideration of Minutes

A. September 18, 2018 Landowners' Meeting

Ms. Cerbone presented the September 18, 2018 Landowners' Meeting Minutes.

The following change was made:

Line 15: Insert "Charles Conoley"

B. September 18, 2018 Organizational Meeting

Ms. Cerbone presented the September 18, 2018 Organizational Meeting Minutes.

On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, September 18, 2018 Landowners' Meeting Minutes, as amended, and the September 18, 2018 Organizational Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

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

Ms. Mackie stated that the bond validation complaint was filed and answered by the State Attorney; the validation hearing is scheduled for December 4, 2018 at 1:30 p.m.

B. District Engineer (Interim): ZNS Engineering, L.C.

There being no report, the next item followed.

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

- **UPCOMING MEETINGS**
 - **November 30, 2018 at 10:00 a.m.**
 - **December 7, 2018 at 10:00 a.m.**

The next meetings will be held on November 30 and December 7, 2018 at 10:00 a.m. The December meeting could be cancelled if not necessary.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There being no Board Members' comments or requests, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Basnight and seconded by Mr. Conoley, with all in favor, the meeting adjourned at 10:23 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair