

**MINUTES OF MEETING
WILLOWS
COMMUNITY DEVELOPMENT DISTRICT**

The Willows Community Development District Board of Supervisors held a Regular Meeting on February 1, 2019 at 10:00 a.m., at the office of ZNS Engineering, 201 5th Ave., Dr. E, Bradenton, Florida 34208.

Present at the meeting were:

Rhett Johnson	Vice Chair
Charles Conoley	Assistant Secretary
Clifton Fischer	Assistant Secretary
Paul Cheeks	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Tucker Mackie	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 12:19 p.m. Supervisors Johnson, Fischer and Conoley were present in person. Supervisor Basnight was not present. One seat was vacant.

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 September 18, 2020*

Mr. Conoley nominated Mr. Paul Cheeks to fill Seat 5; term expires September 18, 2020. No other nominations were made.

On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, the appointment of Mr. Paul Cheeks to Seat 5, term expires November, 2020, was approved.

- **Administration of Oath *(the following will also be provided in a separate package)***
Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Paul Cheeks. Mr. Cheeks confirmed an explanation of the documents was not necessary as he was already familiar with the following items:

- 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**

- **Consideration of Appointment of Mr. Paul Cheeks as an Assistant Secretary**

This item was an addition to the agenda.

Mr. Conoley nominated Mr. Cheeks for Assistant Secretary. The slate of officers would be appointed, by Resolution, at the next meeting.

On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, the appointment of Mr. Paul Cheeks, as an Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Discussion: Agreement for Facility Management, Operation and Maintenance Services Between the District and HOA

Ms. Cerbone asked the Board if putting this Agreement in place was urgent. Ms. Cerbone was directed to present this agenda item in the future but while the Developer still controls the HOA Board.

FIFTH ORDER OF BUSINESS

Presentation of First Supplemental Special Assessment Methodology Report: *Wrathell Hunt & Associates, LLC*

This item was deferred to the next meeting.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2018

Ms. Cerbone presented the Unaudited Financial Statements as of December 31, 2018

On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, the Unaudited Financial Statements as of December 31, 2018, were approved.

SEVENTH ORDER OF BUSINESS

Approval of Minutes

- A. **November 30, 2018 Public Hearing and Regular Meeting**
- B. **December 7, 2018 Public Hearings and Regular Meeting**

Ms. Cerbone presented the meeting minutes.

On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, the November 30, 2018 Public Hearing and Regular Meeting and the December 7, 2018 Public Hearings and Regular Meeting, as presented, were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

- A. **District Counsel: *Hopping Green & Sams, P.A.***
There being no report, the next item followed.
- B. **District Engineer (Interim): *ZNS Engineering, L.C.***
There being no report, the next item followed.

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

- NEXT MEETING DATE: March 1, 2019 at 10:00 a.m.

The next meeting would be held on March 8, 2019 at 10:00 a.m., rather than on March 1, 2019.

NINTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Conoley asked if the First Supplemental Special Assessment Methodology Report would be presented at the next meeting. Ms. Mackie confirmed that the bonds were validated and the supplemental reports were being finalized. She expected that the pricing and issuance of the bonds would be presented then or at a scheduled Special Meeting.

TENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, the meeting adjourned at 12:27 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair