

**MINUTES OF MEETING  
WILLOWS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Willows Community Development District held Multiple Public Hearings and a Regular Meeting on August 2, 2019 at 10:00 a.m., at the office of ZNS Engineering, 201 5<sup>th</sup> Ave., Dr. E, Bradenton, Florida 34208.

**Present at the meeting were:**

Les Basnight	Chair
Rhett Johnson	Vice Chair
Clifton Fischer	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Lisa Dao	Wrathell, Hunt and Associates, LLC
Tucker Mackie	District Counsel
Nathan Kragt	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 11:14 a.m. Supervisors Basnight, Johnson and Fischer were present, in person. Supervisors Cheeks and Conoley were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Public Hearing on the Adoption of Fiscal Year 2019/2020 Budget**

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2019-13, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2019 and Ending September 30, 2020; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Cerbone presented the proposed Fiscal Year 2020 budget. There were no monetary changes since the proposed budget was approved in May. The Operations and Maintenance (O&M) and Debt Service assessments for the 400 Phase I units would total \$752.74 per unit. The 399 Phase II units would only have an O&M assessment, in the amount of \$125.82.

**On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Basnigh and seconded by Mr. Fischer, with all in favor, 2019-13, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2019 and Ending September 30, 2020; Authorizing Budget Amendments; and Providing an Effective Date, was approved.**

**FOURTH ORDER OF BUSINESS**

**Public Hearing on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2019/2020**

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Mailed Notice(s) to Property Owner(s)**

The Mailed Notice was included for informational purposes.

**C. Consideration of Resolution 2019-14, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2019/2020; 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**

**On MOTION by Mr. Fischer and seconded by Mr. Johnson with all in favor, the Public Hearing meeting was opened.**

No members of the public spoke.

**On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the Public Hearing meeting was closed.**

**On MOTION by Mr. Basnight and seconded by Mr. Fischer, with all in favor, Resolution 2019-14, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2019/2020; 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 approved.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Agreement By and Between the District and Willow Lane Holdings, LLC, Regarding the Direct Collection of Special Assessments for Fiscal Year 2019-2020**

Ms. Cerbone presented the Agreement By and Between the District and Willow Lane Holdings, LLC.

**On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, Agreement By and Between the District and Willow Lane Holdings, LLC, Regarding the Direct Collection of Special Assessments for Fiscal Year 2019-2020, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-15, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2019-2020 and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2019-15.

**On MOTION by Mr. Basnight and seconded by Mr. Fischer with all in favor, Resolution 2019-15, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2019-2020 and Providing for an Effective Date, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of ZNS Engineering, L.C., Professional Engineering Services Agreement**

Ms. Mackie presented the Engineering Services Agreement. The Agreement governs services ZNS provides, including attending meetings and construction review and oversight.

**On MOTION by Mr. Basnight and seconded by Mr. Johnson, with all in favor, ZNS Engineering, L.C., Professional Engineering Services Agreement, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Work Authorization for Engineering Services**

Ms. Mackie presented the Work Authorization for Engineering Services. This would allow assignment of the work formerly contracted between ZNS and the Developer, some of which was reimbursable by bond proceeds under the District’s Capital Improvement Plan, and allows the District to process outstanding invoices, receive invoices for ongoing work and requisition the Trustee for funds as work is completed.

**On MOTION by Mr. Basnight and seconded by Mr. Johnson, with all in favor, the Work Authorization for Engineering Services, was approved.**

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of June 30, 2019**

Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2019

**On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the Unaudited Financial Statements as of June 30, 2019, were accepted.**

Ms. Cerbone presented the April 5, 2019 Regular Meeting Minutes.

**On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the April 5, 2019 Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

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

Ms. Mackie stated draft revised Rules of Procedure reflecting changes from the last legislative session would likely be presented at the next meeting.

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

There being no report, the next item followed.

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

**i. 0 Registered Voters in District as of April 15, 2019**

There were no registered voters residing within the District as of April 15, 2019.

**ii. NEXT MEETING DATE: September 6, 2019 at 10:00 a.m.**

The next meeting will be held on September 6, 2019 at 10:00 a.m.

**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. Fischer and seconded by Mr. Johnson, with all in favor, the meeting adjourned at 11:25 a.m.**

Cindy Carlone  
Secretary/Assistant Secretary

[Signature]  
Chair/Vice Chair

[Signature]