

**MINUTES OF MEETING  
WILLOWS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Willows Community Development District held a Regular Meeting on November 1, 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 (via telephone)	Chair
Rhett Johnson	Vice Chair
Clifton Fischer	Assistant Secretary
Charles Conoley	Assistant Secretary
Paul Cheeks	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Tucker Mackie	District Counsel
Ryan Zook	
John Snyder	
Hal Lutz	
Greg Mundell	

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 10:36 a.m. Supervisors Cheeks, Conoley, Johnson and Fischer were present, in person. Supervisor Basnight was attending via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Board Member Resignations and Appointment of Replacements**

Ms. Cerbone stated that there was a recent land transaction resulting in a new Developer, which prompted this change in Board Members.

Ms. Cerbone presented the resignation of Mr. Basnight from Seat 1.

**On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, the resignation of Mr. Basnight, was accepted.**

Mr. Johnson nominated Mr. Ryan Zook to fill Seat 1. No other nominations were made.

**On MOTION by Mr. Conoley and seconded by Mr. Cheeks, with all in favor, the appointment of Mr. Ryan Zook to fill Seat 1, was approved.**

Ms. Cerbone presented the resignation of Mr. Conoley from Seat 3.

**On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the resignation of Mr. Conoley, was accepted.**

Mr. Johnson nominated Mr. John Snyder to fill Seat 3. No other nominations were made.

**On MOTION by Mr. Fischer and seconded by Mr. Cheeks, with all in favor, the appointment of Mr. John Snyder to fill Seat 3, was approved.**

- **Administration of Oath of Office to Newly Appointed Supervisors (*the following to 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. Zook and Mr. Snyder.

Ms. Cerbone presented the resignation of Mr. Cheeks from Seat 5.

**On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the resignation of Mr. Cheeks, was accepted.**

Mr. Johnson nominated Mr. Hal Lutz to fill Seat 5. No other nominations were made.

**On MOTION by Mr. Fischer and seconded by Mr. Johnson, with all in favor, the appointment of Mr. Hal Lutz to fill Seat 5, was approved.**

Ms. Cerbone presented the resignation of Mr. Fischer from Seat 4.

**On MOTION by Mr. Snyder and seconded by Mr. Johnson, with all in favor, the resignation of Mr. Fischer, was accepted.**

Mr. Johnson nominated Mr. Greg Mundell to fill Seat 4. No other nominations were made.

**On MOTION by Mr. Snyder and seconded by Mr. Johnson, with all in favor, the appointment of Mr. Greg Mundell to fill Seat 4, was approved.**

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Lutz and Mr. Mundell.

Ms. Cerbone presented the resignation of Mr. Johnson from Seat 2.

**On MOTION by Mr. Snyder and seconded by Mr. Lutz, with all in favor, the resignation of Mr. Johnson, was accepted.**

Mr. Snyder nominated Ms. Anne Mize to fill Seat 2. No other nominations were made.

**On MOTION by Mr. Snyder and seconded by Mr. Lutz, with all in favor, the appointment of Ms. Anne Mize to fill Seat 2, was approved.**

The Oath of Office would be administered to Ms. Mize prior to or at the next meeting.

The following items were provided to the new Supervisors:

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **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**
- D. **Form 8B: Memorandum of Voting Conflict**

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the meeting recessed at 10:41 a.m.

The meeting reconvened at 11:29 a.m.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries and an Assistant Treasurer of the District, and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2020-01.

Mr. Lutz nominated the following slate of officers:

Ryan Zook	Chair
John Snyder	Vice Chair
Craig Wrathell	Secretary
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Lutz and seconded by Mr. Snyder, with all in favor, Resolution 2020-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries and an Assistant Treasurer of the District, and Providing for an Effective Date, as nominated, was adopted.

**FIFTH ORDER OF BUSINESS**

**Discussion: Updated Provisions of District's Rules of Procedure**

- A. Amended and Restated Rules of Procedure
- B. Resolution 2020-04, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; and Providing an Effective Date

These items were deferred.

**WILLOWS CDD  
SIXTH ORDER OF BUSINESS**

**November 1, 2019  
Acceptance of Unaudited Financial  
Statements as of September 30, 2019**

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

**On MOTION by Mr. Snyder and seconded by Mr. Lutz, with all in favor, the Unaudited Financial Statements as of September 30, 2019, were accepted.**

**SEVENTH ORDER OF BUSINESS**

**Approval of October 4, 2019 Regular  
Meeting Minutes**

Ms. Cerbone presented the October 4, 2019 Regular Meeting Minutes.

**On MOTION by Mr. Snyder and seconded by Mr. Mundell, with all in favor, the October 4, 2019 Regular Meeting Minutes, as presented, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

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

There being nothing to report, the next item followed.

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

There being nothing to report, the next item followed.

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

- **NEXT MEETING: December 6, 2019 at 10:00 a.m.**
  - **QUORUM CHECK**

Supervisors Zook, Snyder, Lutz and Mundell confirmed their attendance at the December 6, 2019 meeting.

**NINTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

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

**TENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Lutz and seconded by Mr. Snyder, with all in favor, the meeting adjourned at 11:32 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair