

**MINUTES OF MEETING
WILLOWS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Willows Community Development District held a Public Hearing and Regular Meeting on March 6, 2020, at 10:00 a.m., at the office of ZNS Engineering, 201 5th Ave., Dr. E, Bradenton, Florida 34208.

Present at the meeting were:

Ryan Zook	Chair
Anne Mize (via telephone)	Assistant Secretary
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Daniel Rom	Wrathell Hunt and Associates LLC
Tucker Mackie (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:48 a.m. Supervisors Zook, Lutz and Mundell were present, in person. Supervisor Mize was attending via telephone. Supervisor Snyder was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Amended and Restated Rules of Procedure, Pursuant to Sections 190.11(5), 190.011(15) and 190.035, Florida Statutes

WILLOWS CDD

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Ms. Cerbone presented Resolution 2020-04 and stated the Amended and Restated Rules of Procedure were presented during the WHCDD Board meeting, in the presence of the same Board Members and District Staff.

A. Affidavits of Publication

- **Notice of Rule Development**
- **Notice of Rulemaking**

The affidavits of publication were included for informational purposes.

B. Consideration of Resolution 2020-04, Adopting Amended and Restated Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, Resolution 2020-04, Adopting Amended and Restated Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-05, Adopting an Internal Controls Policy Consistent With Section 218.33, Florida Statutes; Providing an Effective Date

Ms. Cerbone presented Resolution 2020-05 and read the title.

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, Resolution 2020-05, Adopting an Internal Controls Policy Consistent With Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Ratification of ZNS Engineering, L.C., Work Authorization No. 2

Ms. Cerbone presented Work Authorization No. 2, in a not-to-exceed amount of \$30,000.

On MOTION by Mr. Lutz and seconded by Ms. Mize, with all in favor, the ZNS Engineering, L.C., Work Authorization No. 2, in a not-to-exceed amount of \$30,000, was ratified.

WILLOWS CDD

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SIXTH ORDER OF BUSINESS

Consideration of Silverstone North Community Association, Inc., Facility Management, Operation, and Maintenance Services Agreement

Ms. Cerbone presented the Agreement between the Willows CDD and Silverstone North Community Association, Inc., for Facility Management, Operation and Maintenance Services.

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the Silverstone North Community Association, Inc., Facility Management, Operation, and Maintenance Services Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of January 31, 2020

Ms. Cerbone presented the Unaudited Financial Statements as of January 31, 2020.

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the Unaudited Financial Statements as of January 31, 2020, were accepted.

EIGHTH ORDER OF BUSINESS

Approval of December 6, 2019 Regular Meeting Minutes

Ms. Cerbone presented the December 6, 2019 Regular Meeting Minutes.

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the December 6, 2019 Regular Meeting Minutes, as presented, were approved.

NINTH 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***

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- **NEXT MEETING: April 3, 2020 at 10:00 a.m.**
 - **QUORUM CHECK**

TENTH ORDER OF BUSINESS

Board Members' Comments/Requests

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

ELEVENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

Mr. Lutz stated within ten days of the April meeting, the Board and Staff would consider whether to convene. Ms. Cerbone would coordinate with Ms. Mize on the budget.

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the meeting adjourned at 10:50 a.m.

[SIGNATURES APPEAR ON THE NEXT PAGE]

WILLOWS CDD

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DocuSigned by:
Cindy Cerbone
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Secretary/Assistant Secretary

DocuSigned by:
Ryan Cook
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Chair/Vice Chair