

# **WILLOWS**

## **COMMUNITY DEVELOPMENT DISTRICT**

**March 5, 2021**

**BOARD OF SUPERVISORS**

**REGULAR MEETING**

**AGENDA**

**Willows Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 334313**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

February 26, 2021

Board of Supervisors  
Willows Community Development District

<p><b><u>ATTENDEES:</u></b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>
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Dear Board Members:

The Board of Supervisors of the Willows Community Development District will hold a Regular Meeting on March 5, 2021 at 10:00 a.m., at the office of ZNS Engineering, 201 5<sup>th</sup> Ave. Dr. E, Bradenton, Florida 34208. The agenda is as follows:

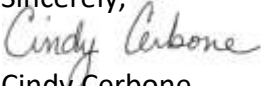
1. Call to Order/Roll Call
2. Public Comments
3. Ratification of Authorization for Chair and Staff to Execute and Submit Pay Application 8 to Trustee for Payment of \$1,424,239 to Oak City South
4. Discussion: Memorandum of Understanding, Section 448.095, *Florida Statutes*/E-Verify Requirements
5. Ratification of Quit-Claim Deed to SFTEN, LLC
6. Acceptance of Unaudited Financial Statements as of January 31, 2021
7. Approval of Minutes
  - A. November 3, 2020 Landowners' Meeting
  - B. November 6, 2020 Regular Meeting
8. Staff Reports
  - A. District Counsel: *Hopping Green & Sams, PA*
  - B. District Engineer: *ZNS Engineering, L.C.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - NEXT MEETING: April 2, 2021 at 10:00 a.m.

○ QUORUM CHECK

Ryan Zook	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Anne Mize	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
John Snyder	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Greg Mundell	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Hal Lutz	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 9. Board Members' Comments/Requests
- 10. Public Comments
- 11. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at 561-346-5294.

Sincerely,  
  
Cindy Cerbone  
District Manager

**TO ATTEND BY TELEPHONE**  
**CALL-IN NUMBER: 1-888-354-0094**  
**CONFERENCE ID: 8518503**

# **WILLOWS**

**COMMUNITY DEVELOPMENT DISTRICT**

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# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

**TO:** District Managers

**FROM:** Hopping Green & Sams

**DATE:** December 2020

**RE:** Section 448.095, *Florida Statutes* / E-Verify Requirements

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As you may be aware, the Florida Legislature recently enacted Section 448.095, *Florida Statutes*, which, generally speaking, requires that all employers verify employment eligibility using the United States Department of Homeland Security's "E-Verify" system. Specifically, Section 448.095(2)(a) provides:

"Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system."

Section 448.095(1), F.S., defines "public employer" to be any "regional, county, local, or municipal government . . . that employs persons who perform labor or services for that employer in exchange for salary, wages, or other remuneration or that enters or attempts to enter into a contract with a contractor." Because all CDDs and stewardship districts (together, "Special Districts") enter into contracts with contractors (and many Special Districts have employees), all Special Districts are subject to the new E-Verify requirements.

As a District Manager, there are two steps that need to be taken:

1. Enroll your Special Districts on the E-Verify system, at: <https://www.e-verify.gov/>. An E-Verify enrollment checklist is available at <https://www.e-verify.gov/employers/enrolling-in-e-verify/enrollment-checklist>. In order to enroll, all Special Districts must enter into a memorandum of understanding ("MOU") which must be executed by the chairperson of each board. Under the MOU, the responsibilities of the Special Districts include provision of contact information, display of notices to prospective employees, completion of an E-Verify tutorial, familiarization with the E-Verify User Manual, and other obligations. Samples of the MOU and E-Verify User Manual are attached here.
2. On a going forward basis, include the following contract provision in Special District contracts:

### E-VERIFY REQUIREMENTS

The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, Florida Statutes.

If the Contractor anticipates entering into agreements with a subcontractor for the Work, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), Florida Statutes, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

Please let us know if you have any questions regarding the new law. We appreciate your attention to this matter, and can be reached at 850-222-7500.



Company ID Number: \_\_\_\_\_

## **THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS**

### **ARTICLE I PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the \_\_\_\_\_ (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

### **ARTICLE II RESPONSIBILITIES**

#### **A. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - a. Notice of E-Verify Participation
  - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the

employee is separated from the company or no longer needs access to E-Verify.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment



following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee

may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice at 1-800-255-8155 or 1-800-237-2515 (TTY) or go to <https://www.justice.gov/ier>.

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and

other agents, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## **B. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment

eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall

not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

### **C. RESPONSIBILITIES OF SSA**

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

### **D. RESPONSIBILITIES OF DHS**

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

- a. Automated verification checks on alien employees by electronic means, and
- b. Photo verification checks (when available) on employees.

2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

### **ARTICLE III REFERRAL OF INDIVIDUALS TO SSA AND DHS**

#### **A. REFERRAL TO SSA**

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of

the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

## **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

## **ARTICLE IV SERVICE PROVISIONS**

### **A. NO SERVICE FEES**

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

## **ARTICLE V MODIFICATION AND TERMINATION**

### **A. MODIFICATION**

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

### **B. TERMINATION**

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.

2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the



performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.

3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

## **ARTICLE VI PARTIES**

A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.

D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the

Employer.

**To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.**

**Approved by:**

<b>E-Verify Employer</b>	
Name (Please Type or Print)	Title
Signature	Date
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print)	Title
Signature	Date

<b>Information Required for E-Verify</b>	
Information relating to your Company:	
Company Name:	
Company Facility Address:	
Company Alternate Address:	
County or Parish:	

Employer Identification Number:							
North American Industry Classification Systems Code:							
Parent Company:							
Number of Employees:							
Number of Sites Verified for:							
<p>Are you verifying for more than one site?          If yes, please provide the number of sites verified for in each State:</p> <table border="1"> <thead> <tr> <th>State</th> <th>Number of sites</th> <th>Site(s)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		State	Number of sites	Site(s)			
State	Number of sites	Site(s)					

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:	
Name:	
Telephone Number:	
Fax Number:	
E-mail Address:	

Name:	
Telephone Number:	
Fax Number:	
E-mail Address:	

# **WILLOWS**

**COMMUNITY DEVELOPMENT DISTRICT**

**5**

**THIS INSTRUMENT PREPARED BY AND  
UPON RECORDING, PLEASE RETURN TO:**

Jarrett D. Bingemann, Esq.  
AKERMAN LLP  
420 South Orange Avenue, 12th Floor  
Orlando, Florida 32801  
Telephone: 407-423-4000

-----[SPACE ABOVE THIS LINE FOR RECORDING DATA]-----

**QUIT-CLAIM DEED**

**THIS QUIT-CLAIM DEED** is made and entered into as of the 14<sup>th</sup> day of December, 2020, by and between **WILLOWS COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government, created pursuant to Chapter 190, Florida Statutes, whose post office address is 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**GRANTOR**"), to **D.R. HORTON, INC.**, a Delaware corporation, whose post office address is 12602 Telecom Drive, Tampa, Florida 33637 ("**GRANTEE**").

Wherever used herein the terms "**GRANTOR**" and "**GRANTEE**" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of entities, wherever the context so admits or requires.

**WITNESSETH**, that the said **GRANTOR** for and in consideration of the sum of Ten Dollars (\$10.00), in hand paid by the said **GRANTEE**, the receipt and sufficiency whereof is hereby acknowledged, does hereby remise, release and quit-claim unto the said **GRANTEE** forever, all the right, title, interest, claim and demand that the said **GRANTOR** has in and to the following described lot, piece or parcel of land, situate, lying and being in the County of Manatee, State of Florida ("**Property**"), to wit:

See **EXHIBIT "A"** attached hereto and  
made a part hereof by reference.


**TO HAVE AND TO HOLD** the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, interest, lien, equity and claim whatsoever of the said **GRANTOR**, either in law or equity, to the only proper use, benefit and behoof of the said **GRANTEE** forever.

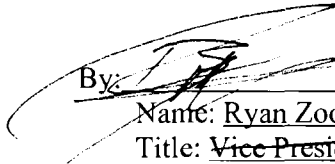
**IN WITNESS WHEREOF**, the said **GRANTOR** has caused these presents to be executed in its name by its officer thereunto duly authorized, the day and year first above written.


Signed, sealed and delivered  
in the presence of:

**"GRANTOR"**

**WILLOWS COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government, created pursuant to Chapter 190, Florida Statutes

  
Print Name: Michelle Guernier

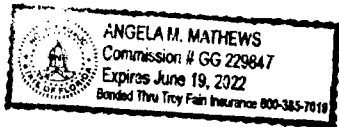
By:   
Name: Ryan Zook  
Title: Vice President CHAIRMAN

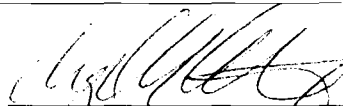
  
Print Name: Angela M. Mathews

STATE OF FLORIDA )

COUNTY OF HILLSBOROUGH )

14<sup>th</sup> The foregoing instrument was acknowledged before me by means of physical presence this day of December, 2020, by Ryan Zook as Chairman of **WILLOWS COMMUNITY DEVELOPMENT DISTRICT**, on behalf of the Grantor, who (X ) is personally known to me or ( ) has produced as identification his/her \_\_\_\_\_.



  
Notary Public - State of Florida  
Printed Name: \_\_\_\_\_  
Commission Number: \_\_\_\_\_  
Commission Expiration: \_\_\_\_\_

**ZNS ENGINEERING**  
Land Planning Engineering Surveying Landscape Architecture  
# 0607426 # 0000063 # 0000062

**EXHIBIT A**

CERTIFICATE OF AUTHORIZATION # LB 6982  
201 5th AVENUE DRIVE EAST  
BRADENTON, FLORIDA 34208  
(941) 748-8080  
FAX (941) 748-3747

**DESCRIPTION:**

A PARCEL OF LAND BEING A PORTION OF TRACT 202 OF SILVERSTONE NORTH PHASE IA & IB, A SUBDIVISION AS RECORDED IN PLAT BOOK 69, PAGE 1 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA BEING DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF LOT 57 OF SAID SUBDIVISION; THENCE ALONG THE WESTERLY LINE OF SAID LOT 57 S31°00'27"E, A DISTANCE OF 120.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 57 AND TO A POINT ON THE ARC OF A CURVE TO THE LEFT WHOSE RADIUS POINT BEARS S31°00'27"E, A DISTANCE OF 205.00 FEET; THENCE ALONG THE ARC OF SAID CURVE TO THE LEFT THROUGH A CENTRAL ANGLE OF 1°37'16", A DISTANCE OF 5.80 FEET; THENCE N32°37'43"W, A DISTANCE OF 120.00 FEET TO AN INTERSECTION WITH THE SOUTHERLY RIGHT-OF-WAY OF SILVER STRAND TRAIL AND TO A POINT ON THE ARC OF A CURVE TO THE RIGHT WHOSE RADIUS POINT BEARS S32°37'43"E, A DISTANCE OF 325.00 FEET; THENCE ALONG THE ARC OF SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 01°37'16", A DISTANCE OF 9.20 FEET TO THE POINT OF BEGINNING.

CONTAINING 900 SQUARE FEET, MORE OR LESS.

**NOT A BOUNDARY SURVEY  
DESCRIPTION & SKETCH  
OF  
A PORTION OF TRACT 202  
LOCATED IN  
SILVERSTONE NORTH PHASE IA & IB  
PLAT BOOK 69, PAGE 1  
SECTION 32, TOWNSHIP 33 SOUTH, RANGE 18 EAST  
MANATEE COUNTY, FLORIDA**

DATED: 2020.12.03

NOTE: NOT VALID IF PRINTED, OR WITHOUT THE ORIGINAL SIGNATURE AND THE RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

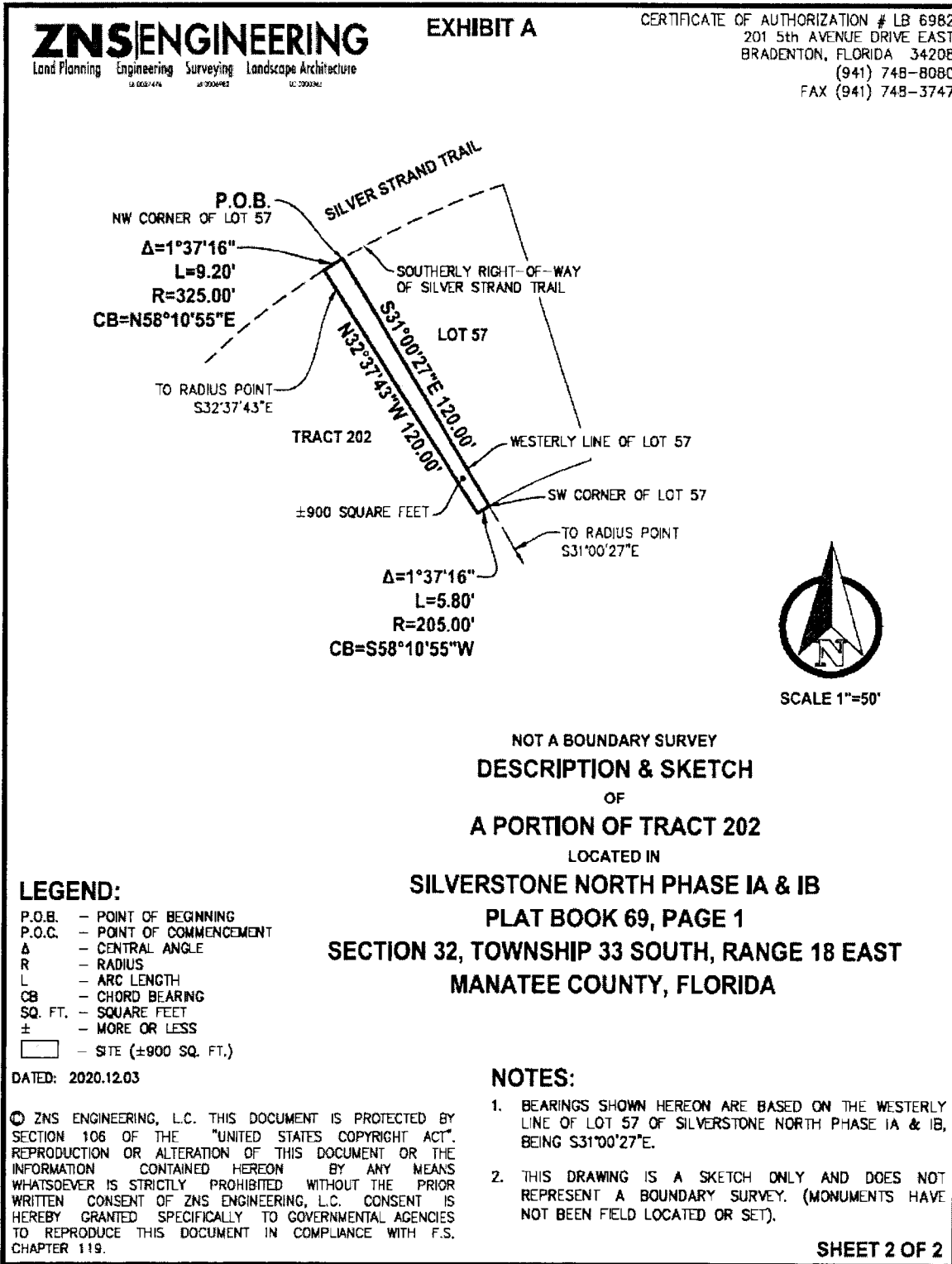
© ZNS ENGINEERING, L.C. THIS DOCUMENT IS PROTECTED BY SECTION 106 OF THE "UNITED STATES COPYRIGHT ACT". REPRODUCTION OR ALTERATION OF THIS DOCUMENT OR THE INFORMATION CONTAINED HEREON BY ANY MEANS WHATSOEVER IS STRICTLY PROHIBITED WITHOUT THE PRIOR WRITTEN CONSENT OF ZNS ENGINEERING, L.C. CONSENT IS HEREBY GRANTED SPECIFICALLY TO GOVERNMENTAL AGENCIES TO REPRODUCE THIS DOCUMENT IN COMPLIANCE WITH F.S. CHAPTER 119.

**Brandon R  
Lauster**

Digitally signed by  
Brandon R Lauster  
Date: 2020.12.03 14:39:56  
05'00'

BY: BRANDON LAUSTER, P.S.M.  
FLORIDA CERTIFICATE No. PLS 7219  
DATE OF CERTIFICATION 12-03-2020

**SHEET 1 OF 2**





# **WILLOWS**

**COMMUNITY DEVELOPMENT DISTRICT**

**6**

**WILLOWS  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
JANUARY 31, 2021**

**WILLOWS  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JANUARY 31, 2021**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash	\$ 10,127	\$ -	\$ -	\$ 10,127
Investments				
Revenue 2019	-	1	-	1
Reserve 2019	-	658,865	-	658,865
Cap interest 2019	-	6,676	-	6,676
Construction 2019	-	-	4,091,199	4,091,199
Cost of issuance	-	39	-	39
Total assets	<u>\$ 10,127</u>	<u>\$ 665,581</u>	<u>\$ 4,091,199</u>	<u>\$ 4,766,907</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Due to Developer	\$ 17,468	\$ -	\$ -	\$ 17,468
Developer advance	3,083	-	-	3,083
Total liabilities	<u>20,551</u>	<u>-</u>	<u>-</u>	<u>20,551</u>
Fund balances:				
Restricted for:				
Debt service	-	665,581	-	665,581
Capital projects	-	-	4,091,199	4,091,199
Unassigned	<u>(10,424)</u>	<u>-</u>	<u>-</u>	<u>(10,424)</u>
Total fund balances	<u>(10,424)</u>	<u>665,581</u>	<u>4,091,199</u>	<u>4,746,356</u>
Total liabilities and fund balances	<u>\$ 10,127</u>	<u>\$ 665,581</u>	<u>\$ 4,091,199</u>	<u>\$ 4,766,907</u>

**WILLOWS  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED JANUARY 31, 2021**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy: off-roll	\$ -	\$ -	\$ 94,642	0%
Total revenues	<u>-</u>	<u>-</u>	<u>94,642</u>	0%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Management/accounting/recording	3,750	15,000	45,000	33%
DSF accounting/assessment collections	458	1,833	5,500	33%
Legal	627	873	20,000	4%
Engineering	-	-	1,500	0%
Audit	-	-	5,600	0%
Arbitrage rebate calculation	-	-	750	0%
Dissemination agent	83	333	1,000	33%
Trustee	-	-	5,500	0%
Telephone	17	66	200	33%
Postage	-	-	500	0%
Printing & binding	42	167	500	33%
Legal advertising	-	470	1,500	31%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	22	87	500	17%
Website				
Hosting & maintenance	-	705	705	100%
ADA compliance	-	199	210	95%
Total professional & administrative	<u>4,999</u>	<u>24,908</u>	<u>94,640</u>	26%
Excess/(deficiency) of revenues over/(under) expenditures	(4,999)	(24,908)	2	
Fund balances - beginning	(5,425)	14,484	1,078	
Fund balances - ending	<u>\$ (10,424)</u>	<u>\$ (10,424)</u>	<u>\$ 1,080</u>	

**WILLOWS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**DEBT SERVICE FUND SERIES 2019**  
**FOR THE PERIOD ENDED JANUARY 31, 2021**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: off-roll	\$ -	\$ -	\$ 658,016	0%
Interest	3	15	-	N/A
Total revenues	<u>3</u>	<u>15</u>	<u>658,016</u>	0%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	-	160,000	0%
Interest	-	250,767	501,533	50%
Total debt service	<u>-</u>	<u>250,767</u>	<u>661,533</u>	38%
Excess/(deficiency) of revenues over/(under) expenditures	3	(250,752)	(3,517)	
<b>OTHER FINANCING SOURCES/(USES)</b>				
Transfer out	(3)	(13)	-	N/A
Total other financing sources	<u>(3)</u>	<u>(13)</u>	<u>-</u>	N/A
Net change in fund balances	-	(250,765)	(3,517)	
Fund balances - beginning	665,581	916,346	916,218	
Fund balances - ending	<u>\$ 665,581</u>	<u>\$ 665,581</u>	<u>\$ 912,701</u>	

**WILLOWS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2019  
FOR THE PERIOD ENDED JANUARY 31, 2021**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest	\$ 21	\$ 87
Total revenues	21	87
<b>EXPENDITURES</b>		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	21	87
<b>OTHER FINANCING SOURCES/(USES)</b>		
Transfer in	3	13
Total other financing sources/(uses)	3	13
Net change in fund balances	24	100
Fund balances - beginning	4,091,175	4,091,099
Fund balances - ending	\$ 4,091,199	\$ 4,091,199

**WILLOWS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**7A**

**DRAFT**

**MINUTES OF MEETING  
WILLOWS  
COMMUNITY DEVELOPMENT DISTRICT**

The Willows Community Development District held a Landowners' Meeting on November 3, 2020 at 10:00 a.m., at ZNS Engineering, 201 5<sup>th</sup> Avenue Dr. E., Bradenton, Florida 34208.

**Present at the meeting were:**

Cindy Cerbone	District Manager
Deborah Sier (via telephone)	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 11:34 a.m., and noted that the meeting was scheduled for 10:00 a.m.; however, the start time was delayed and a notice of the delay was posted at the meeting location. Ms. Cerbone was the only attendee at the meeting location.

**SECOND ORDER OF BUSINESS**

**Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**THIRD ORDER OF BUSINESS**

**Election of Chair to Conduct Landowners' Meeting**

Ms. Cerbone stated, as the only in-person attendee, she would serve as Chair to conduct the Landowners' meeting. She stated that she was the designated Proxy Holder for SFTEN, LLC (SFTEN), which owned 289.4774 acres in the District, equating to 290 votes.

**FOURTH ORDER OF BUSINESS**

**Election of Supervisors [Seats 3, 4 & 5]**

**A. Nominations**

The following nominations were made:

Seat 3	John Snyder
--------	-------------





66  
67  
68  
69  
70  
71

---

Secretary/Assistant Secretary

---

Chair/Vice Chair

**WILLOWS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**7B**

**DRAFT**

**MINUTES OF MEETING  
WILLOWS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Willows Community Development District held a Regular Meeting on November 6, 2020 at 10:00 a.m., at the office of ZNS Engineering, 201 5<sup>th</sup> Ave. Dr. E, Bradenton, Florida 34208.

**Present were:**

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

**Also present were:**

Cindy Cerbone (via telephone)	District Manager
Daniel Rom	Wrathell, Hunt and Associates, LLC
Tucker Mackie (via telephone)	District Counsel
Deborah Sier (via telephone)	Hopping Green & Sams

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 10:05 a.m. Supervisors Snyder, Lutz and Mundell were present, in person. Supervisors Zook and Mize were attending via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors [SEATS 3, 4 & 5] (the following to be provided in a separate package)**

Mr. Rom stated the Oath of Office was administered to the returning Board Members prior to the meeting.

- 41 A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
- 42 B. Membership, Obligations and Responsibilities
- 43 C. Financial Disclosure Forms
  - 44 I. Form 1: Statement of Financial Interests
  - 45 II. Form 1X: Amendment to Form 1, Statement of Financial Interests
  - 46 III. Form 1F: Final Statement of Financial Interests
- 47 D. Form 8B: Memorandum of Voting Conflict

48

49 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2021-01,**  
 50 **Canvassing and Certifying the Results of**  
 51 **the Landowners’ Election of Supervisors**  
 52 **Held Pursuant to Section 190.006(2),**  
 53 **Florida Statutes, and Providing for an**  
 54 **Effective Date**  
 55

56 Mr. Rom presented Resolution 2021-01 and recapped the Landowners’ Election results  
 57 as follows:

58	Seat 3	John Snyder	290 Votes	Four-year Term
59	Seat 4	Greg Mundell	289 votes	Two-year Term
60	Seat 5	Hal Lutz	290 Votes	Four-year Term

61

62 **On MOTION by Mr. Snyder and seconded by Mr. Lutz, with all in favor,**  
 63 **Resolution 2021-01, Canvassing and Certifying the Results of the Landowners’**  
 64 **Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes,**  
 65 **and Providing for an Effective Date, was adopted.**

66

67

68 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2021-02,**  
 69 **Designating a Chair, a Vice Chair, a**  
 70 **Secretary, Assistant Secretaries, a**  
 71 **Treasurer and an Assistant Treasurer of the**  
 72 **Willows Community Development District,**  
 73 **and Providing for an Effective Date**  
 74

75 Mr. Rom presented Resolution 2021-02. Mr. Zook nominated the following slate of  
 76 officers:

77	Chair	Ryan Zook
----	-------	-----------

78	Vice Chair	John Snyder
79	Secretary	Craig Wrathell
80	Assistant Secretary	Anne Mize
81	Assistant Secretary	Greg Mundell
82	Assistant Secretary	Hal Lutz
83	Assistant Secretary	Cindy Cerbone
84	Assistant Secretary	Daniel Rom
85	Treasurer	Craig Wrathell
86	Assistant Treasurer	Jeff Pinder

87 No other nominations were made.

88

89 **On MOTION by Mr. Zook and seconded by Mr. Snyder, with all in favor,**  
90 **Resolution 2021-02, Designating a Chair, a Vice Chair, a Secretary, Assistant**  
91 **Secretaries, a Treasurer and an Assistant Treasurer of the Willows Community**  
92 **Development District, as nominated, and Providing for an Effective Date, was**  
93 **adopted.**

94

95

96 **SIXTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of September 30, 2020**

97

98

99 Mr. Rom presented the Unaudited Financial Statements as of September 30, 2020.

100

101 **On MOTION by Mr. Snyder and seconded by Mr. Mundell with all in favor, the**  
102 **Unaudited Financial Statements as of September 30, 2020, were accepted.**

103

104

105 **SEVENTH ORDER OF BUSINESS**

**Approval of August 7, 2020 Public Hearing  
and Regular Meeting Minutes**

106

107

108 Mr. Rom presented the August 7, 2020 Public Hearing and Regular Meeting Minutes.

109

110 **On MOTION by Mr. Snyder and seconded by Mr. Mundell, with all in favor, the**  
111 **August 7, 2020 Public Hearing and Regular Meeting Minutes, as presented,**  
112 **were approved.**

113

114

115 **EIGHTH ORDER OF BUSINESS** **Staff Reports**

116

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

118 There being no report, the next item followed.

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

120 There being no report, the next item followed.

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

122 • **NEXT MEETING: December 4, 2020 at 10:00 a.m.**

123 ○ **QUORUM CHECK**

124 The December 4, 2020 meeting would be canceled if not necessary.

125

126 **NINTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

127

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

129

130 **TENTH ORDER OF BUSINESS** **Public Comments**

131

132 There being no public comments, the next item followed.

133

134 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

135

136 There being nothing further to discuss, the meeting adjourned.

137

138 **On MOTION by Mr. Snyder and seconded by Mr. Mundell, with all in favor, the**  
139 **meeting adjourned at 10:10 a.m.**

140

141

142

143 [SIGNATURES APPEAR ON THE FOLLOWING PAGE]

144  
145  
146  
147  
148  
149

---

Secretary/Assistant Secretary

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Chair/Vice Chair



# **WILLOWS**

**COMMUNITY DEVELOPMENT DISTRICT**

**8C**

## WILLOWS COMMUNITY DEVELOPMENT DISTRICT

### BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE

#### LOCATION

ZNS Engineering, 201 5<sup>th</sup> Avenue Dr. E., Bradenton, Florida 34208

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 2, 2020 <b>CANCELED</b>	Regular Meeting	10:00 AM
November 3, 2020	Landowners' Meeting	10:00 AM
November 6, 2020	Regular Meeting	10:00 AM
December 4, 2020 <b>CANCELED</b>	Regular Meeting	10:00 AM
January 8, 2021* <b>CANCELED</b>	Regular Meeting	10:00 AM
February 5, 2021 <b>CANCELED</b>	Regular Meeting	10:00 AM
March 5, 2021	Regular Meeting	10:00 AM
April 2, 2021	Regular Meeting	10:00 AM
May 7, 2021	Regular Meeting	10:00 AM
June 4, 2021	Regular Meeting	10:00 AM
July 2, 2021	Regular Meeting	10:00 AM
August 6, 2021	Public Hearing & Regular Meeting	10:00 AM
September 3, 2021	Regular Meeting	10:00 AM

**\*Exception**

*January meeting is one week later to accommodate New Year's Day Holiday*