

**MINUTES OF MEETING
WILLOWS COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Willows Community Development District held a Regular Meeting on May 6, 2022 at 11:00 a.m., at the office of ZNS Engineering, 201 5th Avenue Dr. E., Bradenton, Florida 34208.

Present were:

Ryan Zook
Hal Lutz
Greg Mundell

Chair
Assistant Secretary
Assistant Secretary

Also present were:

Daniel Rom
Tucker Mackie
Emily Zook

District Manager
District Counsel
D.R. Horton

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 11:26 a.m. Supervisors Zook, Lutz and Mundell were present, in person. Supervisors Snyder and Mize were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Ratification of Special Warranty Deed
(Phase 1A & 1B)**

Mr. Rom presented the Special Warranty Deed for Phase 1A & 1B.

<p>On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the Special Warranty Deed for Phase 1A & 1B, was ratified.</p>
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FOURTH ORDER OF BUSINESS

Consideration of Bill of Sale – Silverstone North Phase 1C and 1D Utilities to Manatee County

Mr. Rom presented Bill of Sale for the Silverstone North Phase IC and 1D utilities.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the Bill of Sale for the Silverstone North Phase 1C and 1D utilities to Manatee County, was approved.

FIFTH ORDER OF BUSINESS

Ratification of HGS Transition Letter

- **Kutak Rock LLP Retention and Fee Agreement**

Mr. Rom presented the executed Hopping Green & Sams, P.A., joint letter to transition District Counsel Services to Kutak Rock, LLP, and the Kutak Rock LLP Retention and Fee Agreement.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the Hopping Green & Sams, P.A., and Kutak Rock LLP Joint Transition Letter and the Kutak Rock, LLP Retention and Fee Agreement to serve as District Counsel, were ratified and approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-01, Designating a Registered Agent and Registered Office of the Willows Community Development District

Mr. Rom presented Resolution 2022-01. This formally changes the registered office location from Hopping Green & Sams, P.A. to Kutak Rock, LLP.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-01, Designating Ms. Tucker Mackie as the Registered Agent and the office of Kutak Rock, LLP, 107 W. College Avenue, Tallahassee, Florida 32301 as the Registered Office of the Willows Community Development District, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Approving a Proposed Budget for Fiscal Year 2022/2023; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings; Addressing Publication; Addressing Severability; and Providing an Effective Date

Mr. Rom presented Resolution 2022-02. The Public Hearing and Regular Meeting would be held at ZNS Engineer’s new office address.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-02, Approving a Proposed Budget for Fiscal Year 2022/2023; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings for August 5, 2022 at 11:00 a.m., at the office of ZNS Engineering, 1023 Manatee Avenue W., 7th Floor, Bradenton, Florida 34205; Addressing Publication; Addressing Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Designating a Date, Time and Location for Landowners’ Meeting and Election; Providing for Publication; Providing for Severability and an Effective Date

Mr. Rom presented Resolution 2022-03 and read the title. Seats 1, 2 and 4, currently held by Supervisors Zook, Mize and Mundell, respectively, will be up for election at the November 2022 Landowners’ Meeting.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-03, Designating a Date, Time and Location of November 1, 2022 at 11:00 a.m., at the office of ZNS Engineering, 1023 Manatee Avenue W., 7th Floor, Bradenton, Florida 34205 for a Landowners’ Meeting and Election; Providing for Publication; Providing for Severability and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Mr. Rom presented Resolution 2022-04.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Update: Statutory Changes from 2021 Legislative Session

Mr. Rom presented the following:

A. Prompt Payment Policies

- **Consideration of Resolution 2022-05, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2022-05.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, Resolution 2022-05, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

B. Wastewater and Stormwater Needs Analysis

- I. **Ratification of ZNS Engineering, L.C., Professional Services Agreement**
- II. **Ratification of ZNS Engineering, L.C., Work Authorization Number 3**

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the ZNS Engineering, L.C., Professional Services Agreement and Work Authorization Number 3, to prepare the 20-Year Stormwater Management Needs Analysis Report, at an hourly, in a not-to-exceed amount of \$20,000, were ratified.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2022

Mr. Rom presented the Unaudited Financial Statements as of March 31, 2022.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the Unaudited Financial Statements as of March 31, 2022, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of August 6, 2021 Public Hearing and Regular Meeting Minutes

Mr. Rom presented the August 6, 2021 Public Hearing and Regular Meeting Minutes. The Board agreed to consider the Unaudited Financial Statements and Meeting Minutes as Consent Agenda Items on future agendas.

Mr. Zook stated he cannot attend the June 3, 2022 and September 2, 2022 meetings. Quorum concerns were discussed. The resignations of Supervisors Snyder and Mize and appointment of new Supervisors will be on the next agenda.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the August 6, 2021 Public Hearing and Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock LLP*

There was no report.

Form 1 will be emailed to the Board Members to file with the Supervisors of Elections Office in their County of residence by the July 1, 2022 due date.

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

There was no report.

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

- **116 Registered Voters in District as of April 15, 2022**
- **NEXT MEETING: June 3, 2022 at 11:00 a.m.**
 - **QUORUM CHECK**

If the June and July meetings are cancelled, the next meeting will be on August 5, 2022.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

SIXTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Zook and seconded by Mr. Mundell, with all in favor, the meeting adjourned at 11:28 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair