

**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 August 4, 2023 at 11:00 a.m., at the Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203.

**Present were:**

Ryan Zook	Chair
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

**Also present:**

Daniel Rom	District Manager
Tucker Mackie (via telephone)	District Counsel
Sheri Johnson (via telephone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 11:17 a.m.

Supervisors Zook, Lutz and Mundell were present. Supervisor Janek and Supervisor-Elect Aparicio were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Supervisor Greg Mundell [SEAT 4] (the following to be provided in separate package)**

Mr. Rom stated that he administered the Oath of Office to Mr. Mundell prior to the meeting. Mr. Mundell is a returning Board Member and is familiar with the following items:

- 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

The Oath of Office will be administered to Mr. Aparicio at or before the next meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Zook nominated the following slate:

Ryan Zook	Chair
Nicolas Aparicio	Vice Chair
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary
Brian Janek	Assistant Secretary
Daniel Rom	Assistant Secretary

No other nominations were made.

Prior appointments for Secretary, Treasurer and Assistant Treasurer remained unaffected by this Resolution.

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, Resolution 2023-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2023/2024 Budget**

- A. Proof/Affidavit of Publication

**B. Consideration of Resolution 2023-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom presented Resolution 2023-07. The proposed Fiscal Year 2024 budget is the same as the version presented at the last meeting. The assessment amounts are exactly the same as in Fiscal Year 2023.

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

No affected property owners or members of the public spoke.

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

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, Resolution 2023-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2023-08.

**On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, Resolution 2023-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2022, Prepared by Grau & Associates**

Mr. Rom presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022 and noted the pertinent information. It was a clean audit; there were no findings, deficiencies, recommendations, deficiencies on internal control or instances of non-compliance.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022**

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, Resolution 2023-09, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Acceptance of Unaudited Financial Statements as of June 30, 2023**
- B. Approval of June 2, 2023 Regular Meeting Minutes**

**On MOTION by Mr. Zook and seconded by Mr. Lutz, with all in favor, the Consent Agenda Items, as presented, were accepted and approved, respectively.**

**TENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kutak Rock LLP
- B. District Engineer: ZNS Engineering, L.C.
- C. District Manager: Wrathell, Hunt and Associates, LLC

There were no reports from Staff.

- **NEXT MEETING: September 1, 2023 at 11:00 a.m.**
  - **QUORUM CHECK**

**ELEVENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TWELFTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the meeting adjourned at 11:20 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair