

**MINUTES OF MEETING  
WILLOWS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Willows Community Development District held a Regular Meeting on May 21, 2024 at 1:30 p.m., at the Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203.

**Present were:**

Christine Sifonte  
Hal Lutz  
Greg Mundell

Chair (Appointed during meeting)  
Assistant Secretary  
Assistant Secretary

**Also were:**

Daniel Rom  
Kristen Thomas  
Ryan Dugan (via telephone)

District Manager  
Wrathell, Hunt and Associates, LLC  
District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 2:17 p.m. Supervisors Lutz and Mundell were present. Mr. Rom noted that resignations were received several months ago from Supervisors Zook, Aparicio and Janek, who are not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Ryan Zook  
(Seat 1)**

Mr. Rom presented Mr. Ryan Zook's resignation.

<p><b>On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, the resignation of Mr. Ryan Zook, from Seat 1, was accepted.</b></p>
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**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Christine Sifonte to Fill Unexpired Term of Seat 1; Term Expires November 2026**

Mr. Mundell nominated Ms. Christine Sifonte to fill Seat 1.

No other nominations were made.

**On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, the appointment of Ms. Christine Sifonte to Seat 1, was approved.**

- **Administration of Oath of Office (the following will also be provided in a separate package)**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office. The following were provided and explained to Mr. Christine Sifonte at the Brookstone CDD meeting held just before this meeting:

- A. Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

**FIFTH ORDER OF BUSINESS**

**Acceptance of Resignation of Brian Janek (Seat 2)**

Mr. Rom presented Mr. Brian Janek’s resignation.

**On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, the resignation of Mr. Brian Janek, from Seat 2, was accepted.**

**SIXTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 2; Term Expires November 2026**

Mr. Lutz nominated Mr. Peter Eduardo to fill Seat 2. No other nominations were made.

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the appointment of Mr. Peter Eduardo to Seat 2, was approved.**

• **Administration of Oath of Office to Appointed Supervisor**

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

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Resignation of Nicolas Aparicio (Seat 3)**

Mr. Rom presented Mr. Nicolas Aparicio’s resignation.

**On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, the resignation of Mr. Nicolas Aparicio, from Seat 3, was accepted.**

**EIGHTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2024**

• **Administration of Oath of Office to Appointed Supervisor**

This item was deferred.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-01. Mr. Mundell nominated the following:

- |                     |                   |
|---------------------|-------------------|
| Chair               | Christine Sifonte |
| Vice Chair          | Hal Lutz          |
| Assistant Secretary | Greg Mundell      |
| Assistant Secretary | Kristen Thomas    |

No other nominations were made.

This Resolution removes the following from the Board:

Chair	Ryan Zook
Vice Chair	Nicolas Aparicio
Assistant Secretary	Brian Janek

The following prior appointments by the Board remain unaffected by this Resolution:

Secretary	Craig Wrathell
Assistant Secretary	Daniel Rom
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

**On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, Resolution 2024-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that Manatee County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date**

Mr. Rom presented Resolution 2024-02. Seat 3, currently vacant, and Seat 4, currently held by Mr. Lutz, will be up for election at the November 2024 General Election.

**On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that Manatee County Supervisor of Elections Conduct the District’s General Elections; Providing for Compensation; Setting forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03, Designating a Date, Time and Location for a Landowners’ Meeting and Election;**

**Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date**

Mr. Rom presented Resolution 2024-03.

**On MOTION by Ms. Sifonte and seconded by Mr. Mundell with all in favor, Resolution 2024-03, Designating a Date, Time and Location of November 5, 2024 at 11:00 a.m., at Home2 Suites by Hilton - Lakewood Ranch, 6015 Exchange Way, Bradenton, Florida 34202 for a Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.**

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Rom presented Resolution 2024-04. He reviewed the proposed Fiscal Year 2025 budget. He discussed the need to add a "Supervisor" line item for Supervisor compensation and increase the "Engineering" line item. Unassigned fund balance will be used to keep the Fiscal Year 2025 assessment levels unchanged compared to Fiscal Year 2024.

The following changes were made to the proposed Fiscal Year 2025 budget:

Page 1: Add "Supervisor" line item and an amount

Page 1: Increase "Engineering" to "5,000"

**On MOTION by Ms. Sifonte and seconded by Mr. Mundell, with all in favor, Resolution 2024-04, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on August 2, 2024 at 11:00 a.m., at the Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-05. All meetings will be at 11:00 a.m.

The following changes were made to the Fiscal Year 2025 Meeting Schedule:

DATE, POTENTIAL DISCUSSION/FOCUS & LOCATION: Insert “November 5, 2024” and “Landowners’ Meeting” and “Home2 Suites by Hilton - Lakewood Ranch, 6015 Exchange Way, Bradenton, Florida 34202”

DATE & POTENTIAL DISCUSSION/FOCUS: Insert “February 7, 2024” and “Regular Meeting”

**On MOTION by Ms. Sifonte and seconded by Mr. Mundell with all in favor, Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.**

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement**

**On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, was approved.**

**FIFTEENTH ORDER OF BUSINESS**

**Ratification of Request for Transfer of Environmental Resource Permit to the Perpetual Operation and Maintenance Entity [Permit No 43030391, Silverstone Phase 1]**

**On MOTION by Ms. Sifonte and seconded by Mr. Mundell, with all in favor, the Request for Transfer of Environmental Resource Permit to the Perpetual Operation and Maintenance Entity for Permit No 43030391, Silverstone Phase 1, was ratified.**

**SIXTEENTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Acceptance of Unaudited Financial Statements as of March 31, 2024**
- B. Approval of August 4, 2023 Public Hearing and Regular Meeting Minutes**

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

**SEVENTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kutak Rock LLP**
- B. District Engineer: ZNS Engineering, L.C.**  
There were no District Counsel or District Engineer reports.
- C. District Manager: Wrathell, Hunt and Associates, LLC**
  - 613 Registered Voters in District as of April 15, 2024**
  - NEXT MEETING DATE: August 2, 2024 at 11:00 AM**
    - QUORUM CHECK**

**EIGHTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**NINETEENTH ORDER OF BUSINESS**


**Public Comments**

No members of the public spoke.

**TWENTIETH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the meeting adjourned at 2:24 p.m.**



Secretary/Assistant Secretary



Chair/Vice Chair