MINUTES OF MEETING
WILLOWS
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Willows Community Development District held a Regular Meeting on May 2, 2025 at 11:00 a.m., at the Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203.

Present:

Hal Lutz	Vice Chair
Greg Mundell	Assistant Secretary
Peter Eduardo	Assistant Secretary

Also present:

Kristen Thomas	District Manager
Tucker Mackie (via telephone)	District Counsel

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Ms. Thomas called the meeting to order at 11:03 a.m. The Oath of Office was administered to Hal Lutz before the meeting.

Supervisors Lutz, Mundell and Eduardo were present. Supervisor Sifonte was not present. One seat was vacant.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Elected Supervisor Hal Lutz [Seat 5] (the following to be provided under separate cover)**

The Oath was administered before the meeting. Mr. Lutz is familiar with the following:

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

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisor(s) held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-01. The Landowners' Election results were as follows:

Seat 5	Hal Lutz	332 votes	4-year term

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisor(s) held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS **Acceptance of Resignation of Christine Sifonte [Seat 1]**

On MOTION by Mr. Eduardo and seconded by Mr. Mundell, with all in favor, the resignation of Christine Sifonte from Seat 1, was accepted.

SIXTH ORDER OF BUSINESS **Consider Appointment of to Fill Unexpired Term of Seat 1; Term Expires November 2026**

Mr. Mundell nominated Michelle Faro 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 Michelle Faro to fill Seat 1, was approved.

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

The Oath of Office will be administered to Ms. Faro at or before the next meeting.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-02, Declaring Vacancies in Seat 3 and Seat 4 on the Board of Supervisors Pursuant to Section 190.006(3)(b), Florida Statutes; and Providing for Severability and an Effective Date**

Ms. Thomas presented Resolution 2025-02. Seats 3 and 4 were up for Election at the November 2024 General Election but, at the close of the qualifying period, no Qualified Electors qualified to run for Seats 3 or 4.

On MOTION by Mr. Lutz and seconded by Mr. Eduardo, with all in favor, the Resolution 2025-02, Declaring Vacancies in Seat 3 and Seat 4 on the Board of Supervisors Pursuant to Section 190.006(3)(b), Florida Statutes; and Providing for Severability and an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Consider Appointment of Qualified Electors to Fill Vacancies in Seat 3 and Seat 4; Terms Expire November 2028**

Mr. Lutz nominated Mr. Mundell to fill Seat 4. No other nominations were made.

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the appointment of Greg Mundell to fill Seat 4, was approved.

Ms. Mackie noted that, although appointed, Mr. Mundell is essentially a holdover Board Member, since Seat 4 is a General Election seat; therefore, the Board should continue seeking a qualified elector to fill Seat 4.

- **Administration of Oath of Office to Appointed Qualified Electors**

Ms. Thomas, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Mundell.

There were no nominations to fill Seat 3. Seat 3 will remain vacant.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2025-03, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Thomas presented Resolution 2025-03.

Mr. Lutz nominated the following:

Chair	Hal Lutz
Vice Chair	Peter Eduardo
Assistant Secretary	Greg Mundell
Assistant Secretary	Michelle Faro

No other nominations were made.

This Resolution removes the following from the Board:

Chair	Christine Sifonte

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

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

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2025-03, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2025-04, Approving Proposed Budget(s) for FY 2026; Setting a Public Hearing Thereon and**

Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date

Ms. Thomas presented Resolution 2025-04. She reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes.

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2025-04, Approving Proposed Budget(s) for FY 2026; Setting a Public Hearing Thereon for August 8, 2025 at 11:00 a.m., at the Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203, and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date**

Ms. Thomas presented Resolution 2025-05. The following will be inserted into the Fiscal Year 2026 Meeting Schedule:

DATES: October 3, 2025; November 7, 2025; December 5, 2025; January 2, 2026; February 6, 2026; March 6, 2026; April 3, 2026; May 1, 2026; June 5, 2026; July 3, 2026; August 7, 2026; and September 4, 2026

TIME: 11:00 AM

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2025-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026, as amended, and Providing for an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS **Consideration of Resolution 2025-06, Approving the Florida Statewide Mutual**

Aid Agreement; Providing for Severability; and Providing for an Effective Date

Ms. Thomas presented Resolution 2025-06.

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2025-06, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS **Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2024, Prepared by Grau & Associates**

Ms. Thomas presented the Audited Financial Report for the Fiscal Year Ended September 30, 2024 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

A. Consideration of Resolution 2025-07, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, Resolution 2025-07, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024, was adopted.

FOURTEENTH ORDER OF BUSINESS **Consent Agenda**

A. Acceptance of Unaudited Financial Statements as of March 31, 2025

B. Approval of Minutes

I. August 2, 2024 Public Hearing and Regular Meeting

II. November 5, 2024 Landowners' Meeting

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.

FIFTEENTH 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

- **NEXT MEETING DATE: August 1, 2025 at 11:00 AM [Adoption of FY2026 Budget]**
  - **QUORUM CHECK**

The next meeting will be held on August 8, 2025, rather than on August 1, 2025.

SIXTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

EIGHTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Lutz and seconded by Mr. Mundell, with all in favor, the meeting adjourned at 11:19 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Secretary/Assistant Secretary

Chair/Vice Chair