

**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 8, 2025 at 11:00 a.m., at the Country Inn & Suites, Bradenton/Lakewood Ranch, 5610 Manor Hill Lane, Bradenton, Florida 34203.

Present:

Hal Lutz	Chair
Peter Eduardo	Vice Chair
Michelle Faro	Assistant Secretary

Also present:

Kristen Thomas	District Manager
Tucker Mackie (via telephone)	District Counsel
Nathan Kragt	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Thomas called the meeting to order at 11:30 a.m. The Oath of Office was administered to Michelle Faro before the meeting.

Supervisors Lutz, Eduardo and Faro were present. Supervisor Mundell 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 Appointed Supervisor Michelle Faro [Seat 1] (the following to be provided under separate cover)

The Oath was administered before the meeting. Ms. Faro 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

Consider Appointment to Fill Qualified Elector Vacancy in Seat 3; Term Expire November 2028

This item was deferred.

- Administration of Oath of Office to Appointed Qualified Elector

FIFTH ORDER OF BUSINESS

Consider Rescission of Appointment of Greg Mundell to Seat 4

Ms. Thomas stated this is necessary because Mr. Mundell was inadvertently “appointed” to fill Seat 4 at the last meeting but, since it is a General Election seat and he is not a qualified elector of the CDD, he should not have been “appointed”; rather, he can continue in Seat 4 as a holdover Board Member and the Board will continue seeking a qualified elector to fill Seat 4.

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 Eduardo, with all in favor, the appointment of Greg Mundell to fill Seat 4, was rescinded.

SIXTH ORDER OF BUSINESS

Consider Appointment to Fill Qualified Elector Vacancy in Seat 4; Term Expire November 2028

This item was deferred.

- Administration of Oath of Office to Appointed Qualified Elector

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-08, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Thomas presented Resolution 2025-08. 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.

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. Eduardo, with all in favor, Resolution 2025-08, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2025/2026 Budget

- A. Affidavit of Publication**
- B. Consideration of Resolution 2025-09, Relating to the Annual Appropriations and Adopting the Budget(s) for Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Thomas presented Resolution 2025-09. 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. Eduardo and seconded by Mr. Lutz, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

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

On MOTION by Mr. Lutz and seconded by Mr. Eduardo, with all in favor, Resolution 2025-09, Relating to the Annual Appropriations and Adopting the Budget(s) for Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2025-10, Providing for Funding for the FY 2026 Adopted Budget(s); 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

Ms. Thomas presented Resolution 2025-10.

On MOTION by Mr. Lutz and seconded by Mr. Eduardo, with all in favor, Resolution 2025-10, Providing for Funding for the FY 2026 Adopted Budget(s); 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.

TENTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]

Ms. Thomas presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.

On MOTION by Mr. Lutz and seconded by Mr. Eduardo, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

Ms. Thomas noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

On MOTION by Mr. Lutz and seconded by Mr. Eduardo, with all in favor, authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, was approved.

ELEVENTH ORDER OF BUSINESS

Consent Agenda

- A. Acceptance of Unaudited Financial Statements as of June 30, 2025
- B. Approval of May 2, 2025 Regular Meeting Minutes

On MOTION by Mr. Lutz and seconded by Mr. Eduardo, with all in favor, the Unaudited Financial Statements as of June 30, 2025, were accepted, and the May 2, 2025 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kutak Rock LLP

Ms. Mackie suggested authorizing a Supervisor to work with Staff, outside of meetings, to make sure the documents are being prepared so they can be considered at the next meeting.

On MOTION by Mr. Lutz and seconded by Mr. Eduardo, with all in favor, authorizing Ms. Faro to serve as CDD Board Liaison, coordinating with Staff in between meetings, to close out the Certificates of Completion with ZNS Engineering, was approved.

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

There was no report.

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

- NEXT MEETING DATE: October 3, 2025 at 11:00 AM
 - QUORUM CHECK

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lutz and seconded by Mr. Eduardo, with all in favor, the meeting adjourned at 11:34 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair