

**WILLOW WALK
COMMUNITY DEVELOPMENT DISTRICT**

November 5, 2015 Minutes of Regular Meeting

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Minutes of Regular Meeting

The Regular Meeting of the Willow Walk Community Development District was held on **Thursday, November 5, 2015 at 10:30 a.m.** at the Offices of Starwood Land Ventures, located at 6310 Capital Drive Suite 130, Lakewood Ranch, FL 34202.

Supervisors Present and Constituting a Quorum at the onset of the meeting:

Jim Harvey	Chairman
David Langhout	Supervisor
Paul Martin	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
Ken Joines	Meritus
Eric Davidson	Meritus
Jere Earlywine	District Counsel <i>(via speakerphone)</i>
Matt Morris	District Engineer

No members of the public were present.

1. CALL TO ORDER

Mr. Lamb called the Regular Meeting of the Willow Walk Community Development District to order on **Thursday, November 5, 2015 at approximately 10:38 a.m.**

2. ROLL CALL

3. PUBLIC COMMENT ON AGENDA ITEMS

4. BUISNESS ITEMS

A. Appoint Audit Committee

MOTION TO:	Appoint the Board of Supervisors as Audit Committee
MADE BY:	Supervisor Harvey
SECONDED BY:	Supervisor Martin
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

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B. Ratify Actions in Setting RFP Meeting, Sending RFP Notices and Using the Instructions

MOTION TO:	Ratify Actions
MADE BY:	Supervisor Harvey
SECONDED BY:	Supervisor Martin
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

C. Recess the Regular Meeting

Mr. Lamb recessed the Regular Meeting.

5. AUDIT COMMITTEE MEETING

A. Open the Audit Committee Meeting

Mr. Lamb opened the Audit Committee Meeting at 10:40 am.

B. Approve/Ratify the Use of the Evaluation Criteria and Instructions

i. Auditor Selection Evaluation Criteria

ii. Instructions to Proposers

MOTION TO:	Approve/Ratify the Use of the Evaluation Criteria and Instructions.
MADE BY:	Supervisor Harvey
SECONDED BY:	Supervisor Martin
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

C. Evaluate and Rank the Proposals

i. Carr Riggs and Ingram

MOTION TO:	Rank Carr Riggs & Ingram as the #1 choice for Auditor and recommend same to Board.
MADE BY:	Supervisor Harvey
SECONDED BY:	Supervisor Langhout
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

D. Close the Audit Committee Meeting

MOTION TO:	Close the Audit Committee Meeting.
MADE BY:	Supervisor Martin
SECONDED BY:	Supervisor Harvey
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

91 **E. Re-Convvene the Regular Meeting**

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93 Mr. Howell re-convened the Regular Meeting at 10:43 am.
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95 **6. BUSINESS ADMINISTRATIVE**

96 **A. Consideration of the Audit Committee's Evaluation**

MOTION TO:	Approve Audit Committee's Evaluation
MADE BY:	Supervisor Harvey
SECONDED BY:	Supervisor Martin
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

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104 **B. Consideration of Resolution 2016-01; Re-Designating Officers**

MOTION TO:	Approve Resolution 2016-01; Re-Designating Officers
MADE BY:	Supervisor Langhout
SECONDED BY:	Supervisor Martin
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

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112 **C. Consideration of the Board of Supervisors Meeting Minutes August 6, 2015**

MOTION TO:	Approve August 6, 2015 Meeting Minutes.
MADE BY:	Supervisor Harvey
SECONDED BY:	Supervisor Martin
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

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120 **D. Consideration of the Operations and Maintenance Expenditures November 2015**

MOTION TO:	Approve November O&M's.
MADE BY:	Supervisor Harvey
SECONDED BY:	Supervisor Martin
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

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128 **E. Review of the Financial Statements Month Ending September 30, 2015**

129 **F. General Matters of the District**

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131 **7. STAFF REPORTS**

132 **A. District Counsel**

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134 Jere Earlywine noted that he is still working on the reimbursement from the County and confirmed that the
135 funds that come back would be construction funds. Supervisor Martin noted that they received the invoice
136 from RIPA and would forward for processing.
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138 **B. District Engineer**

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140 Matt Morris noted that the project is progressing on track and Phase Ia should be completed by the end of the
141 month.

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143 **C. District Manager**

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145 **8. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

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147 **9. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Martin
SECONDED BY:	Supervisor Harvey
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

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155 **Please note the entire meeting is available on disc.*

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157 **These minutes were done in a summary format.*

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159 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
160 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
161 *including the testimony and evidence upon which such appeal is to be based.*

162 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
163 **meeting held on 6/2/2016**

164
165 B. A. O.
166 **Signature**

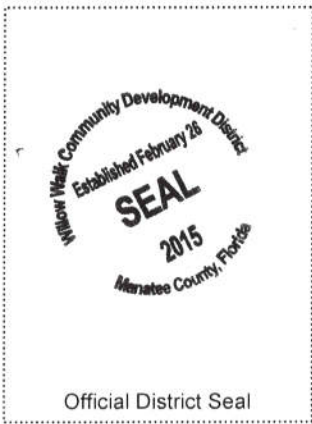
167 Brian Howell
168 **Printed Name**

169 **Title:**
170 Chair
171 Vice Chair
172 Asst. Secretary

164
165 [Signature]
166 **Signature**

167 James Harvey
168 **Printed Name**

169 **Title:**
170 Secretary
171 Assistant Secretary
172 Chairman



173
174
175 *Recorded by Records Administrator*
176 [Signature]
177 **Signature**

178 June 2, 2016
179 **Date**