

*Hammock Reserve
Community Development District*

Agenda

June 16, 2020

AGENDA

Hammock Reserve

Community Development District

219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

June 9, 2020

**Board of Supervisors
Hammock Reserve
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Hammock Reserve Community Development District** will be held **Tuesday, June 16, 2020 at 1:15 PM via Zoom Teleconference.**

Zoom Video Link: <https://zoom.us/j/91750428088>

Zoom Call-In Information: 1-646-876-9923

Meeting ID: 917 5042 8088

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the May 19, 2020 Board of Supervisors Meeting
4. Consideration of Notice of Request for Proposals and Evaluation Criteria for Phase 1 Construction Bid
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
6. Other Business
7. Supervisors Requests and Audience Comments

¹ Comments will be limited to three (3) minutes

8. Adjournment

The second order of business is the Public Comment Period.

The third order of business is the approval of the minutes of the May 19, 2020 Board of Supervisors meeting. A copy of the minutes is enclosed for your review.

The fourth order of business is the Consideration of Notice of Request for Proposals and Evaluation Criteria for Phase 1 Construction Bid. A copy of the notice and criteria is enclosed for your review.

The fifth order of business is Staff Reports. Section C is the District Manager's Report. Sub-Section 1 is the Approval of the Check Register and Sub-Section 2 is the Balance Sheet and Income Statement. A copy of both are enclosed for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jill Burns
District Manager

CC: Roy Van Wyk, District Counsel

Enclosures

MINUTES

**MINUTES OF MEETING
HAMMOCK RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Hammock Reserve Community Development District was held Tuesday, **May 19, 2020** at 1:19 p.m. via Zoom Teleconference.

Present via Zoom and constituting a quorum:

Lauren Schwenk	Vice Chairman
Patrick Marone	Assistant Secretary
Andrew Rhinehart	Assistant Secretary
Matthew Cassidy	Assistant Secretary

Also present via Zoom were:

Jill Burns	District Manager, GMS
Michelle Rigoni <i>via phone</i>	Hopping Green & Sams
April Payeur	Developer's Office

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were four members present via Zoom, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members joining the meeting via Zoom or by the phone line.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the March 17,
2020 Board of Supervisors Meeting**

Ms. Burns presented the March 17, 2020 board of supervisors meeting minutes and asked for any comments, changes, or corrections. Hearing none, she asked for a motion to approve the minutes.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Minutes of the March 17, 2020 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2020-34
Setting the Public Hearing and Approving
the Proposed Fiscal Year 2021 Budget
(Suggested Date August 18, 2020)**

Ms. Burns presented Resolution 2020-34 to the Board. She suggested that they hold the public hearing during the regular August meeting which is August 18, 2020 at 1:15 p.m. It will be advertised to be held via Zoom, or the physical location they will hold the meeting. The budget was attached to the resolution. The administrative items remained relatively the same, it is just prorated out for a full year. Ms. Burns noted that they do not anticipate that the amenity will come online before the end of fiscal year 2021 and they are looking at only a couple months of landscaping. She stated that they do not contemplate that to be turned over to the CDD for more than two or three months. Ms. Burns stated that the total budget amount is \$178,977 and they anticipate it being developer funded. Ms. Burns asked for any questions or changes to the budget or line items in the budget. The Board had no changes.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, Resolution 2020-34 Setting the Public Hearing on the Budget for August 18, 2020 at 1:15 p.m, and Approving the Proposed Fiscal Year 2021 Budget, was approved.

FIFTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Rigoni noted she had nothing to report

B. Engineer

There being none, the next item followed.

C. District Manager's Report**i. Approval of Check Register**

Ms. Burns presented the check register for April 1st through May 10th totaling \$13,161.90.

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Check Register for April 1st through May 10th, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns noted the financials were in the agenda package for the Board's review, no action was necessary. The Board had no questions on the financials.

iii. Presentation of Number of Voters – 0

Ms. Burns stated that they are required to present the number of registered voters within the district. As of April 15th, there were no voters within Hammock Reserve.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

**Supervisors Requests and
Audience comments**

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting at 1:23 p.m.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the meeting was adjourned at 1:23 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

**HAMMOCK RESERVE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**CONSTRUCTION SERVICES FOR PROJECT IMPROVEMENTS (PHASE 1)
POLK COUNTY, FLORIDA**

Notice is hereby given that the Hammock Reserve Community Development District (“District”) will receive proposals for the following District project:

Project construction site work for Phase 1, including offsite improvements, stormwater management, utilities, roadway, entry features, and parks and amenities.

The Project Manual will be available beginning Monday, June 22, 2020 at 8:00 AM EST at the offices of the Hammock Reserve Community Development District’s Engineer, Wood & Associates Engineering, LLC, located at 1925 Bartow Road, Lakeland, Florida 33801 or by calling (863) 940-2040 or emailing bids@woodcivil.com. Each Project Manual will include, but not be limited to, the Request for Proposals, proposal and contract documents, and construction plans and specifications.

The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so. Each proposal shall be accompanied by a proposal guarantee in the form of a proposal bond or certified cashier’s check in an amount not less than five percent (5%) of the total bid to be retained in the event the successful proposer fails to execute a contract with the District and file the requisite Performance and Payment Bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award.

Any person who wishes to protest the Project Manual, or any component thereof, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Engineer directed to Dennis Wood at bids@woodcivil.com. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the District’s Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Ranking of proposals will be made on the basis of qualifications according to the evaluation criteria contained within the Project Manual; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated: (1) Proposer will have constructed three (3) improvements similar in quality and scope with a minimum of \$1,000,000 in total volume construction cost within the last five (5) years; (2) Proposer will have minimum bonding capacity of \$1,000,000 from a surety company acceptable to the District; (3) Proposer is authorized to do business in Florida; and (4) Proposer is registered with Polk County and is a licensed contractor in the State of Florida.

Any and all questions relative to this project shall be directed in email only to bids@woodcivil.com no later than 3:00 PM EST, on Friday, July 17, 2020.

Firms desiring to provide services for this project must submit one (1) original and (1) electronic copy in PDF included with the submittal package of the required proposal no later than 3:00 PM EST, Friday, July 24, 2020, at the offices of Wood & Associates Engineering, LLC, 1925 Bartow Road Lakeland, FL 33801. Proposals shall be submitted in a sealed opaque package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals will be opened at a public meeting to be held at 3:00 PM EST, Friday, July 24, 2020, at the offices of Wood & Associates Engineering, LLC, 1925 Bartow Road, Lakeland, FL 33801. No official action will be taken at the meeting. Proposals received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified.

Hammock Reserve Community Development District
District Manager

Run Date: June 22, 2020

HAMMOCK RESERVE COMMUNITY DEVELOPMENT DISTRICT
EVALUATION CRITERIA

CONSTRUCTION SERVICES FOR PHASE 1 MASTER INFRASTRUCTURE IMPROVEMENTS
POLK COUNTY, FLORIDA

PERSONNEL **(5 POINTS)**

E.g., geographic location of firm's headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

EXPERIENCE **(15 POINTS)**

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District and other community development district's in other contracts; character, integrity, reputation of respondent, etc.;

UNDERSTANDING SCOPE OF WORK **(20 POINTS)**

Demonstration of the Proposer's understanding of the project requirements.

FINANCIAL CAPABILITY **(10 POINTS)**

Extent to which the proposal demonstrates the adequacy of the Proposer's financial resources and stability as a business entity, necessary to complete the services required.

SCHEDULE **(25 POINTS)**

Demonstration of Proposer's understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.

PRICE **(25 POINTS)**

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low proposer.

10 Points are allocated for the reasonableness of unit prices and balance of proposer.

TOTAL POINTS **(100 POINTS)**

SECTION V

SECTION C

SECTION 1

HAMMOCK RESERVE

Community Development District

Summary of Checks

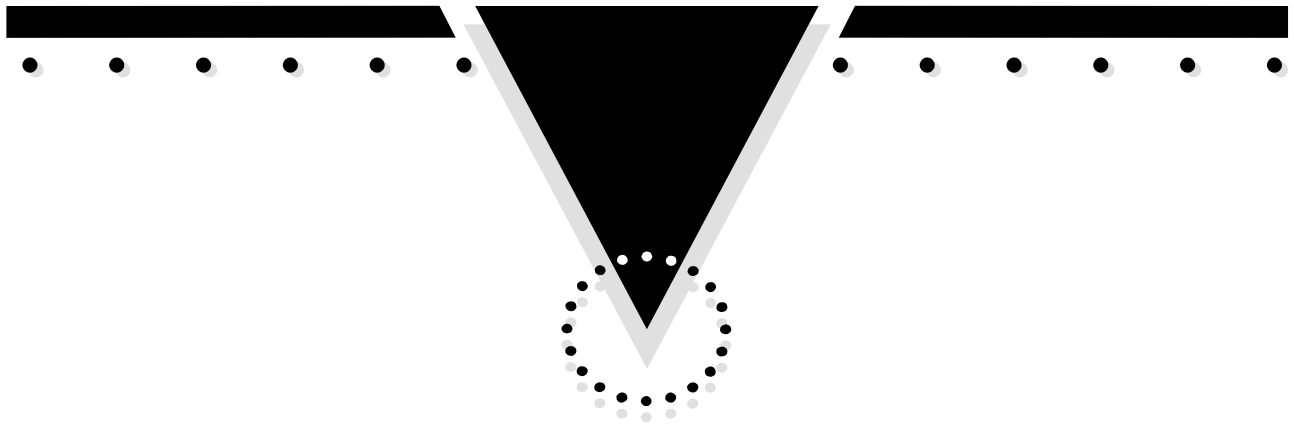
May 11, 2020 to June 4, 2020

Bank	Date	Check No.'s	Amount	
General Fund	5/20/20	12-17	\$	3,918.02
			\$	3,918.02
			\$	3,918.02

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/20/20	00010	1/29/20 AR012920	202001 310-51300-11000		*	200.00	
		MEETING FEE 012920		ANDREW RHINEHART			200.00 000012
5/20/20	00006	5/01/20 8	202005 310-51300-34000		*	2,916.67	
		MNGT FEES 05/2020					
		5/01/20 8	202005 310-51300-51000		*	.15	
		OFFICE SUPPLIES					
		5/01/20 8	202005 310-51300-42000		*	1.20	
		POSTAGE		GMS-CENTRAL FLORIDA			2,918.02 000013
5/20/20	00008	1/29/20 LS012920	202001 310-51300-11000		*	200.00	
		MEETING FEE 012920		LAUREN SCHWENK			200.00 000014
5/20/20	00011	1/29/20 MC012920	202001 310-51300-11000		*	200.00	
		MEETING FEE 012920		MATTHEW CASSIDY			200.00 000015
5/20/20	00009	1/29/20 PM012920	202001 310-51300-11000		*	200.00	
		MEETING FEE 012920		PATRICK MARONE			200.00 000016
5/20/20	00007	1/29/20 HR012920	202001 310-51300-11000		*	200.00	
		MEETING FEE 012920		RENNIE HEATH			200.00 000017
TOTAL FOR BANK A						3,918.02	
TOTAL FOR REGISTER						3,918.02	

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SECTION 2



Hammock Reserve

Community Development District

Unaudited Financial Reporting

May 31, 2020



Table of Contents

1	<u>Balance Sheet</u>
2	<u>General Fund Income Statement</u>
3	<u>Month to Month</u>
4	<u>Developer Contribution Schedule</u>

HAMMOCK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
May 31, 2020

General Fund

ASSETS:

CASH

OPERATING ACCOUNT	\$2,920
DUE FROM DEVELOPER	\$40,000

TOTAL ASSETS

\$42,920

LIABILITIES:

ACCOUNTS PAYABLE	\$29,033
DUE TO DEVELOPER	---

FUND EQUITY:

FUND BALANCES:

UNASSIGNED	\$13,888
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TOTAL LIABILITIES & FUND EQUITY

\$42,920

HAMMOCK RESERVE

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending May 31, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
<u>REVENUES:</u>				
DEVELOPER CONTRIBUTIONS	\$99,238	\$60,000	\$60,000	\$0
TOTAL REVENUES	\$99,238	\$60,000	\$60,000	\$0
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
SUPERVISORS FEES	\$10,000	\$6,000	\$2,600	\$3,400
ENGINEERING	\$12,500	\$7,500	\$0	\$7,500
ATTORNEY	\$20,833	\$12,500	\$10,011	\$2,489
MANAGEMENT FEES	\$29,167	\$17,500	\$15,995	\$1,505
INFORMATION TECHNOLOGY	\$3,575	\$2,424	\$2,424	\$0
TELEPHONE	\$250	\$150	\$0	\$150
POSTAGE	\$833	\$500	\$34	\$466
INSURANCE	\$5,000	\$5,000	\$3,945	\$1,055
PRINTING & BINDING	\$833	\$500	\$141	\$359
LEGAL ADVERTISING	\$10,000	\$6,000	\$10,767	(\$4,767)
OTHER CURRENT CHARGES	\$5,000	\$3,000	\$0	\$3,000
OFFICE SUPPLIES	\$521	\$313	\$46	\$267
TRAVEL PER DIEM	\$550	\$330	\$0	\$330
DUES, LICENSES, & SUBSCRIPTIONS	\$175	\$175	\$150	\$25
TOTAL ADMINISTRATIVE:	\$99,238	\$61,891	\$46,112	\$15,779
TOTAL EXPENDITURES	\$99,238	\$61,891	\$46,112	\$15,779
EXCESS REVENUES (EXPENDITURES)	\$0		\$13,888	
FUND BALANCE - BEGINNING	\$0		\$0	
FUND BALANCE - ENDING	\$0		\$13,888	

HAMMOCK RESERVE

Community Development District

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>REVENUES:</u>													
DEVELOPER CONTRIBUTIONS	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$60,000
TOTAL REVENUES	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$60,000
<u>EXPENDITURES:</u>													
<u>ADMINISTRATIVE:</u>													
SUPERVISORS FEES	\$0	\$0	\$1,000	\$1,000	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$2,600
ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ATTORNEY	\$0	\$0	\$5,658	\$3,502	\$0	\$850	\$0	\$0	\$0	\$0	\$0	\$0	\$10,011
MANAGEMENT FEES	\$0	\$0	\$1,411	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$0	\$0	\$0	\$15,995
INFORMATION TECHNOLOGY	\$0	\$0	\$0	\$0	\$2,375	\$0	\$49	\$0	\$0	\$0	\$0	\$0	\$2,424
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POSTAGE	\$0	\$0	\$0	\$11	\$22	\$0	\$0	\$1	\$0	\$0	\$0	\$0	\$34
INSURANCE	\$0	\$0	\$3,945	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,945
PRINTING & BINDING	\$0	\$0	\$0	\$56	\$27	\$31	\$27	\$0	\$0	\$0	\$0	\$0	\$141
LEGAL ADVERTISING	\$0	\$0	\$0	\$333	\$8,736	\$1,699	\$0	\$0	\$0	\$0	\$0	\$0	\$10,767
OTHER CURRENT CHARGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OFFICE SUPPLIES	\$0	\$0	\$0	\$3	\$43	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46
TRAVEL PER DIEM	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DUES, LICENSES, & SUBSCRIPTIONS	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150
TOTAL ADMINISTRATIVE	\$0	\$0	\$12,164	\$7,821	\$14,120	\$6,097	\$2,993	\$2,918	\$0	\$0	\$0	\$0	\$46,112
TOTAL EXPENDITURES	\$0	\$0	\$12,164	\$7,821	\$14,120	\$6,097	\$2,993	\$2,918	\$0	\$0	\$0	\$0	\$46,112
EXCESS REVENUES/(EXPENDITURES)	\$0	\$0	\$7,836	(\$7,821)	(\$14,120)	(\$6,097)	(\$2,993)	\$37,082	\$0	\$0	\$0	\$0	\$13,888

**Hammock Reserve Community Development District
Developer Contributions/Due from Developer**

Funding Request #	Prepared Date	Payment Received Date	Check/Wire Amount	Total Funding Request	General Fund Portion (FY20)	Over and (short) Balance Due
FY20						
1	12/17/19	3/31/20	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
2	5/11/20			\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Due from Developer			\$ 20,000.00	\$ 60,000.00	\$ 60,000.00	\$ 40,000.00
Total Developer Contributions FY20					<u>\$ 60,000.00</u>	