

*Hammock Reserve
Community Development District*

Agenda

January 20, 2021

AGENDA

Hammock Reserve

Community Development District

219 East Livingston Street, Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

January 13, 2021

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

Dear Board Members:

A meeting of the Board of Supervisors of the **Hammock Reserve Community Development District** will be held **Wednesday, January 20, 2021** at at **9:30 AM** at the **Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880**.

Those members of the public wishing to attend the meeting can do so using the information below:

Zoom Video Link: <https://zoom.us/j/93981231590>

Zoom Call-In Information: 1-646-876-9923
Meeting ID: 939 8123 1590

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 December 15, 2020 Board of Supervisors Meeting
4. Consideration of First Amendment to the Engineer's Report (*to be provided under separate cover*)
5. Consideration of Resolution 2021-05 Authorizing Additional Validation and Increasing Total Maximum Bonds Amount
6. Consideration of Notice of Phase 2 RFP for Construction Services and Approval of Evaluation Criteria

¹ Comments will be limited to three (3) minutes

7. Consideration of Memorandum from Hopping, Green & Sams Regarding E-Verify Requirements for 2021
8. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
 - iii. Ratification of Summary of Series 2020 (AA1) Requisitions #17 to #25
9. Other Business
10. Supervisors Requests and Audience Comments
11. Adjournment

The second order of business is the Public Comment Period.

The third order of business is the Approval of Minutes of the December 15, 2020 Board of Supervisors Meeting. The minutes are enclosed for your review.

The fourth order of business is the Consideration of First Amendment to the Engineer's Report. *This item will be provided under separate cover.*

The fifth order of business is the Consideration of Resolution 2021-05 Authorizing Additional Validation and Increasing Total Maximum Bond Amount. A copy of the resolution is enclosed for your review.

The sixth order of business is the Consideration of Notice of Phase 2 RFP for Construction Services and Approval of Evaluation Criteria. A copy of the RFP is enclosed for your review.

The seventh order of business is the Consideration of Memorandum from Hopping, Green & Sams Regarding E-Verify Requirements for 2021. The memorandum is enclosed for your review.

The eighth 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 for your review. Sub-Section 3 is the Ratification of Summary of Series 2020 (AA1) Requisitions #17 through #25 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, **December 15, 2020** at 1:15 p.m. at 346 East Central Ave., Winter Haven, FL.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Patrick Marone	Assistant Secretary
Matthew Cassidy	Assistant Secretary
Andrew Rhinehart <i>by phone</i>	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	Hopping Green & Sams
Michelle Rigoni	Hopping Green & Sams

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were five members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present.

THIRD ORDER OF BUSINESS

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

Ms. Burns presented the November 17, 2020 Board of Supervisors meeting minutes and asked for any comments, changes, or corrections. The Board had no changes or corrections to the minutes.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Minutes of the November 17, 2020 Board of Supervisors Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-04 Amending Resolution 2021-02 Directing Chairman and District Staff to File a Petition Amending District Boundaries

Ms. Burns presented Resolution 2021-04 and noted that the Board had previously approved Resolution 2021-02 and there were additional parcels that needed to be added. This resolution updates that with all the parcels listed in Exhibit ‘A’ which will now be part of the Boundary Amendment. It is a total of 283.2. acres.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-04 Amending Resolution 2021-02 Directing Chairman and District Staff to File a Petition Amending District Boundaries, was approved.

FIFTH ORDER OF BUSINESS

Ratification of 2021 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns noted that this agreement had previously been approved and needed to be ratified.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the 2021 Data Sharing Usage Agreement with Polk County Property Appraiser, was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Non-Ad Valorem Contract Agreement with the Polk County Property Appraiser

Ms. Burns noted that the Board is required to enter into a new agreement each year. This will be the first time the District will go on roll if they choose to.

On MOTION by Mr. Heath, seconded by Mr. Cassidy, with all in favor, the Non-Ad Valorem Contract Agreement with the Polk County Property Appraiser, was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk and Ms. Rigoni noted they had nothing further 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 that was included in the agenda. The Board had no questions.

On MOTION by Mr. Heath, seconded by Ms. Schwenk with all in favor, the Check Register, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated that the financials were included in the packet for review and there is no action necessary unless there were any questions. The Board had no questions on the financials.

iii. Ratification of Summary of Series 2020 (AA1) Requisitions #9 through #16

Ms. Burns noted that the requisitions had already been approved, and they were seeking ratification.

On MOTION by Mr. Heath, seconded by Ms. Schwenk with all in favor, the Series 2020 (AA1) Requisitions #9 through #16, were ratified.

iv. Discussion on Moving Regular Monthly Meeting Date to the 1st Tuesday of the Month at 1:30 PM Moving Forward

Ms. Burns noted that they are moving Forest and Hammock meeting dates to the 1st Tuesday of the month in the afternoon, that way they can do the three at the hotel back to back. The Board had no objections to moving the meeting date.

On MOTION by Mr. Heath, seconded by Mr. Cassidy with all in favor, Moving the Regular Monthly Meeting Date to the 1st Tuesday of the Month at 1:30 p.m., was approved.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

*Item will be
provided under
separate cover.*

SECTION V

RESOLUTION NO. 2021-05

A RESOLUTION OF HAMMOCK RESERVE COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") AMENDING RESOLUTION 2020-24 OF THE DISTRICT ADOPTED ON DECEMBER 17, 2019, WITH RESPECT TO THE PRINCIPAL DENOMINATIONS OF THE BONDS UPON ISSUANCE PROVIDED THEREIN AND INCREASING THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF SPECIAL ASSESSMENT BONDS AUTHORIZED TO BE ISSUED BY THE DISTRICT, IN ONE OR MORE SERIES, FROM \$14,000,000 TO \$28,000,000; RATIFYING AND REAFFIRMING RESOLUTION NO. 2020-24 EXCEPT AS MODIFIED HEREIN; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR OTHER RELATED MATTERS.

WHEREAS, Hammock Reserve Community Development District (the "**District**") is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "**Act**") and Ordinance No. 19-1665 enacted by the Board of City Commissioners of the City of Haines City, Florida ("**City**") effective December 5, 2019 (the "**Ordinance**"); and

WHEREAS, the District was created for the purpose of delivering certain community development services and facilities within its jurisdiction, and the District decided to undertake the design, acquisition, construction, reconstruction, equipping and installation of a stormwater management system, water and wastewater (on and off site) facilities, roadways (on and off site), recreational facilities and related landscape, hardscape, entry feature and streetlights and all other improvements authorized pursuant to the Act (the "**Project**"), as more particularly described in the *Engineer's Report for Capital Improvements*, dated December 17, 2019 (the "**Master Engineer's Report**") prepared by Wood & Associates, Inc. as consulting engineer to the District ("**District Engineer**"), and set forth in Schedule "I" to Resolution No. 2020-24 (the "**Original Bond Resolution**"), adopted by the Board of Supervisors of the District (the "**Board**") on December 17, 2019; and

WHEREAS, pursuant to the Original Bond Resolution, the District authorized the issuance of not to exceed \$14,000,000 aggregate principal amount of its Hammock Reserve Community Development District Special Assessment Bonds, in one or more series (collectively, the "**Bonds**"), in order to pay all or a portion of the design, acquisition, construction, reconstruction, equipping and installation costs of the Project; and

WHEREAS, a portion of the Bonds to be issued by the District were validated by final judgment, entered on July 26, 2020, of the Circuit Court of the Tenth Judicial Circuit in and for Polk County, Florida in Case No. 53-2019CA-005299, *Hammock Reserve Community Development District, as Plaintiff, v. The State of Florida, and the Taxpayers, Property Owners of Hammock Reserve Community Development District, Including Non-Residents Owning Property or Subject to Taxation Therein, and Others Having or Claiming Any Rights, Title or Interest in Property to be Affected by the Issuance of the Bonds Herein Described, or to be Affected in Any Way Thereby, as Defendants*;

WHEREAS, the District issued \$5,380,000 aggregate principal amount of Hammock Reserve Community Development District Special Assessment Bonds, Series 2020 (Assessment Area One Project),

the proceeds of which were used to provide funds for the payment of a portion of the costs of the Project; and

WHEREAS, the District subsequently adopted Resolution No. 2021-02, further amended and supplemented by Resolution No. 2021-04 (together, the “**Boundary Amendment Resolution**”) authorizing the filing of a petition to amend the District boundaries to include 110.39 acres of additional lands, more or less, to be known as “Phase 3” of the District (the “**Annexed Property**”), which boundary amendment petition to the City and all other necessary actions to bring in the Annexed Parcel into the boundaries of the District are underway; and

WHEREAS, the Board has adopted the *First Amendment to the Engineer’s Report for Capital Improvements*, dated January 2021, prepared by the District Engineer (as supplemented and amended, the “**First Amendent to Engineer’s Report**,” and together with the Master Engineer’s Report, the “**Engineer’s Report**”), which First Amendent to Engineer’s Report, *inter alia*, describes the infrastructure improvements comprising a portion of the Project which had not yet been acquired or constructed by the District for Phase 2 (as presented in Schedule “I” attached to the Original Bond Resolution) and the Annexed Property pursuant to the Act and the estimated costs of said infrastructure improvements, as set forth in Schedule "I" attached here; and

WHEREAS, as described in the *Master Assessment Methodology* dated December 17, 2019 (the “**Master Assessment Methodology**”), as supplemented by that *Supplemental Assessment Methodology (Phase One)*, dated September 29, 2020 (the “**First Supplemental Assessment Methodology**,” and together with the Master Assessment Methodology, the “**Assessment Methodology**”) and the Engineer’s Report, construction or acquisition of Phase 1 (as presented in Schedule “I” attached to the Original Bond Resolution) of the Project is underway; however, a portion of the future public infrastructure improvements specially benefitting Phase 2 and the Annexed Property represent additional improvements costs of the District; and

WHEREAS, due to the contemplated addition of the Annexed Property to the District and the District's need to provide certain community development services and facilities for the benefit of such Annexed Property, the District now desires to further amend the Original Bond Resolution to increase the not to exceed aggregate principal amount of Bonds (as defined in the Original Bond Resolution), from \$14,000,000 to \$28,000,000 authorized to be issued by the District to pay costs of the design, acquisition, construction, reconstruction, equipping and installation of the Project, effectively authorizing the issuance of an additional \$14,000,000 of Bonds by the District to pay additional costs of the expanded scope of the Project as set forth in the First Amendent to Engineer’s Report.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Hammock Reserve Community Development District, as follows:

Section 1. Definitions. Capitalized terms used, but not defined, in this Resolution including, without limitation, the foregoing preambles, shall have the meanings assigned to such terms in the Original Bond Resolution.

Section 2. Incorporation. All findings and statements in the foregoing preambles are hereby incorporated in this Resolution by reference, as if fully repeated herein.

Section 3. Amendment of Original Bond Resolution. The Original Bond Resolution is hereby amended by changing, in each place it appears in the Original Bond Resolution, the not to exceed

aggregate principal amount of Bonds authorized to be issued pursuant to the Original Bond Resolution from \$14,000,000 to \$24,000,000. Without limiting the foregoing, it is the intent of this Resolution to amend the Original Bond Resolution so that the term "\$14,000,000" is changed to "\$28,000,000" in each place it appears in the Original Bond Resolution.

Section 4. Bond Validation. District Counsel and Bond Counsel to the District are hereby authorized and directed to take appropriate proceedings in the Circuit Court of the Tenth Judicial Circuit of the State of Florida, in and for Polk County, Florida, for validation of an additional \$14,000,000 of Bonds, thereby increasing the total authorized principal amount validated to \$28,000,000 and the proceedings incident thereto for the Bonds to the extent required by and in accordance with Section 190.016(12), Florida Statutes. Chairperson or Vice-Chairperson or any Designated Member is authorized to sign any pleadings and to offer testimony in any such proceedings for and on behalf of the District. The other members of the Board, the officers of the District and the agents and employees of the District, including, without limitation, the District Manager, the engineer or engineering firm serving as engineer to the District, and the District's financial advisor are hereby also authorized to offer testimony for and on behalf of the District in connection with any such validation proceedings.

Section 5. Authorization and Ratification of Prior and Subsequent Acts. The members of the Board, the officers of the District, and the agents and employees of the District, are hereby authorized and directed to do all such acts, proceedings and things and to execute all such documents as may be necessary to carry out and comply with the provisions of this Resolution, the Indenture, and all of the acts and doings of such members of the Board, the officers of the District, and the agents and employees of the District, which are in conformity with the intent and purposes of this Resolution, whether heretofore or hereafter taken or done, shall be and are hereby ratified, confirmed and approved.

Section 6. Ratification of Original Bond Resolution. Except as modified by this this Resolution, the Original Bond Resolution shall remain in full force and effect and is hereby ratified and reaffirmed.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or ineffective for any reason, the remainder of this Resolution shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this Resolution would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause or provision.

Section 8. Open Meetings. It is hereby found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution and the consummation of the transactions contemplated by this Resolution were adopted in open meetings of the Board, and that all deliberations of the Board that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including but not limited to, the requirements of Section 286.011, *Florida Statutes*.

Section 9. Effective Date. This Resolution shall take effect immediately upon its adoption, and any provisions of any previous resolutions in conflict with the provisions hereof are hereby superseded.

PASSED in Public Session of the Board of Supervisors of Hammock Reserve Community Development District, this 20th day of January, 2021.

**HAMMOCK RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Attest:

Secretary/Assistant Secretary
Board of Supervisors

Chairperson, Board of Supervisors

Schedule "I"

[Phase 3 Estimated Improvements Cost per First Amendment to the Engineer's Report]

SECTION VI

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

**CONSTRUCTION SERVICES FOR PROJECT IMPROVEMENTS (PHASE 2)
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 2, including offsite improvements, stormwater management, utilities, roadway, entry features, and parks and amenities.

The Project Manual will be available beginning Monday, January 25, 2021 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 February 19, 2021.

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, February 26, 2021**, 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, February 26, 2021**, 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.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. If held in person, there may be occasions when one or more Board Supervisors or staff members will participate by telephone. At the above location will be present a speaker telephone so that any Board Supervisor or staff member can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Any person requiring special accommodations to participate in this meeting is asked to advise the District Manager's Office at (407) 841-5524, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Hammock Reserve Community Development District
District Manager

Run Date: January 25, 2021

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)**

Request for Proposals - Procurement Timeline (Hammock Reserve – **Phase 2** – Infrastructure Improvements)

Proposed Date	Proposed Actions
Tuesday, 1/20/21	Regular Board Meeting – Board authorizes staff to begin procurement process (approving evaluation criteria and advertisement).
Monday, 1/25/21	Advertisement for Request for Proposals runs in the paper.
Monday, 1/25/21 8:00 AM	Project Manual available for pick-up at: Wood & Associates Engineering, LLC 1925 Bartow Road, Lakeland, Florida 33801 or by calling (863) 940-2040 or emailing bids@woodcivil.com
Friday, 2/19/21 3:00 PM	Deadline for questions from Proposers regarding Project Manual.
Friday, 2/26/21 3:00 PM	Proposals are due – location due to: Wood & Associates Engineering, LLC 1925 Bartow Road, Lakeland, Florida 33801 <i>*Note: must be at least 21 days (for projects to cost more than \$200K) or 30 days (for projects to cost more than \$500K) after date of publication of notice.</i>
Friday, 2/26/21 3:00 PM	Public Meeting to receive and open Proposals – opened at a noticed date, time, location, and distributed to members of staff and the Board Members for review. Location of bid drop off and public opening: Wood & Associates Engineering, LLC 1925 Bartow Road, Lakeland, Florida 33801
TBD	Meeting of the Board of Supervisors; Board reviews and evaluates the submitted proposals and issues a notice of intent to award project. Notice of Intent to Award will be sent via certified mail to all Proposers. (Next regularly scheduled meeting after bid opening – Tuesday, 3/2/2021)
Assuming no protests – TBD	Assuming no protests are filed, and upon receipt of requisite insurance and bonding information, the District executes a contract for construction services. <i>*Note, protestors have 7 calendar days to file formal protest</i>

SECTION VII

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

TO: District Managers

FROM: Hopping Green & Sams

DATE: December 2020

RE: Section 448.095, *Florida Statutes* / E-Verify Requirements

As you may be aware, the Florida Legislature recently enacted Section 448.095, *Florida Statutes*, which, generally speaking, requires that all employers verify employment eligibility using the United States Department of Homeland Security's "E-Verify" system. Specifically, Section 448.095(2)(a) provides:

"Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system."

Section 448.095(1), F.S., defines "public employer" to be any "regional, county, local, or municipal government . . . that employs persons who perform labor or services for that employer in exchange for salary, wages, or other remuneration or that enters or attempts to enter into a contract with a contractor." Because all CDDs and stewardship districts (together, "Special Districts") enter into contracts with contractors (and many Special Districts have employees), all Special Districts are subject to the new E-Verify requirements.

As a District Manager, there are two steps that need to be taken:

1. Enroll your Special Districts on the E-Verify system, at: <https://www.e-verify.gov/>. An E-Verify enrollment checklist is available at <https://www.e-verify.gov/employers/enrolling-in-e-verify/enrollment-checklist>. In order to enroll, all Special Districts must enter into a memorandum of understanding ("MOU") which must be executed by the chairperson of each board. Under the MOU, the responsibilities of the Special Districts include provision of contact information, display of notices to prospective employees, completion of an E-Verify tutorial, familiarization with the E-Verify User Manual, and other obligations. Samples of the MOU and E-Verify User Manual are attached here.
2. On a going forward basis, include the following contract provision in Special District contracts:

E-VERIFY REQUIREMENTS

The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, Florida Statutes.

If the Contractor anticipates entering into agreements with a subcontractor for the Work, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), Florida Statutes, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

Please let us know if you have any questions regarding the new law. We appreciate your attention to this matter, and can be reached at 850-222-7500.

SECTION VIII

SECTION C

SECTION 1

HAMMOCK RESERVE

Community Development District

Summary of Checks

December 09, 2020 to January 13, 2021

Bank	Date	Check No.'s	Amount
General Fund	1/7/21	63-70	\$ 7,550.77
			\$ 7,550.77
			\$ 7,550.77

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/07/21	00010	12/15/20	AR121520 202012 310-51300-11000 SUPERVISOR FEE 12/15/20	ANDREW RHINEHART	*	200.00	200.00 000063
1/07/21	00006	12/01/20	17 202012 310-51300-34000 MANAGEMENT FEE DEC/2020		*	2,916.67	
		12/01/20	17 202012 310-51300-35100 INFORMATION TECH DEC/2020		*	100.00	
		12/01/20	17 202012 310-51300-31400 DISSEMINATION DEC/2020		*	416.67	
		12/01/20	17 202012 310-51300-51000 OFFICE SUPPLIES		*	2.53	
		12/01/20	17 202012 310-51300-42000 POSTAGE		*	.50	
		12/01/20	17 202012 310-51300-42500 COPIES		*	3.90	
				GMS-CENTRAL FLORIDA			3,440.27 000064
1/07/21	00005	11/30/20	118757 202010 310-51300-31500 PREPARE/CONFER/ATTEND		*	1,219.50	
		12/17/20	119110 202011 310-51300-31500 PREPARE/REVIEW/CONFER		*	1,460.50	
				HOPPING GREEN & SAMS			2,680.00 000065
1/07/21	00008	12/15/20	LS121520 202012 310-51300-11000 SUPERVISOR FEE 12/15/2020	LAUREN SCHWENK	*	200.00	200.00 000066
1/07/21	00011	12/15/20	MC121520 202012 310-51300-11000 SUPERVISOR FEE 12/15/2020	MATTHEW CASSIDY	*	200.00	200.00 000067
1/07/21	00009	12/15/20	PM121520 202012 310-51300-11000 SUPERVISOR FEE 12/15/2020	PATRICK MARONE	*	200.00	200.00 000068
1/07/21	00007	12/15/20	RH121520 202012 310-51300-11000 SUPERVISOR FEE 12/15/20	RENNIE HEATH	*	200.00	200.00 000069
1/07/21	00004	11/30/20	1043047 202011 310-51300-48000 NOT OF SUPER MEE 11/10/20	THE LEDGER	*	430.50	430.50 000070

TOTAL FOR BANK A 7,550.77

HAMR HAMMOCK RESERV IAGUILAR

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						7,550.77	

HAMR HAMMOCK RESERV IAGUILAR

SECTION 2

Hammock Reserve
Community Development District

Unaudited Financial Reporting
December 31, 2020



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4 Debt Service Fund

5 Capital Project Fund

6 Month to Month

Hammock Reserve
Community Development District
Combined Balance Sheet
December 31, 2020

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 7,676	\$ -	\$ -	\$ 7,676
Reserve	\$ -	\$ 308,000	\$ -	\$ 308,000
Revenue	\$ -	\$ 1	\$ -	\$ 1
Interest	\$ -	\$ 107,510	\$ -	\$ 107,510
Construction	\$ -	\$ -	\$ 2,946,891	\$ 2,946,891
Cost of Issuance	\$ -	\$ -	\$ 0	\$ 0
Due From Developer	\$ 20,000	\$ -	\$ -	\$ 20,000
Total Assets	\$ 27,676	\$ 415,511	\$ 2,946,891	\$ 3,390,078
Liabilities:				
Accounts Payable	\$ 8,931	\$ -	\$ -	\$ 8,931
Total Liabilities	\$ 8,931	\$ -	\$ -	\$ 8,931
Fund Balances:				
Assigned for Debt Service	\$ -	\$ 415,511	\$ -	\$ 415,511
Assigned for Capital Projects	\$ -	\$ -	\$ 2,946,891	\$ 2,946,891
Unassigned	\$ 18,746	\$ -	\$ -	\$ 18,746
Total Fund Balances	\$ 18,746	\$ 415,511	\$ 2,946,891	\$ 3,381,148
Total Liabilities & Fund Balance	\$ 27,676	\$ 415,511	\$ 2,946,891	\$ 3,390,078

Hammock Reserve

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2020

	Adopted	Prorated Budget	Actual	
	Budget	Thru 12/31/20	Thru 12/31/20	Variance
Revenues:				
Developer Contributions	\$ 165,127	\$ 40,000	\$ 40,000	\$ -
Total Revenues	\$ 165,127	\$ 40,000	\$ 40,000	\$ -
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 3,000	\$ 2,600	\$ 400
Engineering	\$ 15,000	\$ 3,750	\$ -	\$ 3,750
Attorney	\$ 25,000	\$ 6,250	\$ 4,060	\$ 2,190
Annual Audit	\$ 3,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ 417	\$ (417)
Arbitrage	\$ 650	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,550	\$ -	\$ -	\$ -
Management Fees	\$ 35,000	\$ 8,750	\$ 8,750	\$ (0)
Information Technology	\$ 2,350	\$ 588	\$ 300	\$ 288
Telephone	\$ 300	\$ 75	\$ -	\$ 75
Postage & Delivery	\$ 1,000	\$ 250	\$ 7	\$ 243
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Printing & Binding	\$ 1,000	\$ 250	\$ 28	\$ 222
Legal Advertising	\$ 10,000	\$ 2,500	\$ 940	\$ 1,560
Other Current Charges	\$ 5,000	\$ 1,250	\$ 391	\$ 859
Boundary Amendment Expenses	\$ -	\$ -	\$ 3,000	\$ (3,000)
Office Supplies	\$ 625	\$ 156	\$ 8	\$ 148
Travel Per Diem	\$ 660	\$ 165	\$ -	\$ 165
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative:	\$ 130,310	\$ 32,159	\$ 25,676	\$ 6,483

Hammock Reserve

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2020

	Adopted	Prorated Budget	Actual	
	Budget	Thru 12/31/20	Thru 12/31/20	Variance
<i>Operation and Maintenance</i>				
Field Expenses				
Property Insurance	\$ 5,000	\$ -	\$ -	\$ -
Field Management	\$ 6,250	\$ -	\$ -	\$ -
Landscape Maintenance	\$ 11,650	\$ -	\$ -	\$ -
Landscape Replacement	\$ 1,042	\$ -	\$ -	\$ -
Streetlights	\$ 5,250	\$ -	\$ -	\$ -
Electric	\$ 833	\$ -	\$ -	\$ -
Water & Sewer	\$ 417	\$ -	\$ -	\$ -
Sidewalk & Asphalt Maintenance	\$ 208	\$ -	\$ -	\$ -
Irrigation Repairs	\$ 1,042	\$ -	\$ -	\$ -
General Repairs & Maintenance	\$ 2,083	\$ -	\$ -	\$ -
Contingency	\$ 1,042	\$ -	\$ -	\$ -
		\$ -		
Total O&M Expenses:	\$ 34,817	\$ -	\$ -	\$ -
Total Expenditures	\$ 165,127	\$ 32,159	\$ 25,676	\$ 6,483
Excess Revenues (Expenditures)	\$ -		\$ 14,324	\$ (6,483)
Fund Balance - Beginning	\$ -		\$ 4,422	
Fund Balance - Ending	\$ -		\$ 18,746	

Hammock Reserve

Community Development District

Debt Service Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2020

	Adopted Budget	Prorated Budget Thru 12/31/20	Actual Thru 12/31/20	Variance
Revenues:				
Interest Income	\$ -	\$ -	\$ 3	\$ 3
Total Revenues	\$ -	\$ -	\$ 3	\$ 3
Expenditures:				
Interest Expense - 11/1	\$ -	\$ -	\$ -	\$ -
Principal Expense - 5/1	\$ -	\$ -	\$ -	\$ -
Interest Expense - 5/1	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Other Financing Sources/(Uses)				
Bond Proceeds	\$ -	\$ -	\$ 415,510	\$ (415,510)
Transfer In/(Out)	\$ -	\$ -	\$ (2)	\$ 2
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 415,508	\$ (415,508)
Excess Revenues (Expenditures)	\$ -	\$ -	\$ 415,511	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 415,511	

Hammock Reserve

Community Development District

Capital Projects Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2020

	Adopted Budget	Prorated Budget Thru 12/31/20	Actual Thru 12/31/20	Variance
Revenues:				
Interest Income	\$ -	\$ -	\$ 28	\$ 28
Total Revenues	\$ -	\$ -	\$ 28	\$ 28
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ 1,444,395	\$ (1,444,395)
Capital Outlay - Cost Of Issuance	\$ -	\$ -	\$ 290,275	\$ (290,275)
Total Expenditures	\$ -	\$ -	\$ 1,734,670	\$ (1,734,670)
Other Financing Sources/(Uses)				
Bond Proceeds	\$ -	\$ -	\$ 4,989,414	\$ (4,989,414)
Transfer In/(Out)	\$ -	\$ -	\$ 2	\$ (2)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 4,989,416	\$ (4,989,416)
Excess Revenues (Expenditures)	\$ -	\$ -	\$ 3,254,774	
Fund Balance - Beginning	\$ -		\$ (307,883)	
Fund Balance - Ending	\$ -		\$ 2,946,891	

Hammock Reserve
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Total Revenues	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 1,000	\$ 600	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 2,600	\$ 1,461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,060
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ -	\$ -	\$ 417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 2,917	\$ 2,917	\$ 2,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,750
Information Technology	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ 4	\$ 3	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Printing & Binding	\$ 11	\$ 13	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28
Legal Advertising	\$ 510	\$ 431	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 940
Other Current Charges	\$ -	\$ 265	\$ 126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391
Boundary Amendment Expenses	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Office Supplies	\$ 3	\$ 3	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative:	\$ 12,319	\$ 8,791	\$ 4,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,676
Operation and Maintenance													
Field Expenses													
Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Field Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streetlights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water & Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sidewalk & Asphalt Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irrigation Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total O&M Expenses:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 12,319	\$ 8,791	\$ 4,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,676
Excess Revenues (Expenditures)	\$ 7,681	\$ (8,791)	\$ 15,434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,324

SECTION 3

Requisition	Payee/Vendor	Amount
17	Hopping, Green & Sams	\$ 1,380.00
18	Furr, Wegman & Banks Architects, P.A.	\$ 7,885.00
19	Wood & Associates Engineering, LLC	\$ 1,462.50
20	JMBI Real Estate, LLC	\$ 3,000.00
21	Blue Ox Enterprises, LLC	\$ 719,729.05
22	Absolute Engineering, Inc.	\$ 350.00
23	JMBI Real Estate, LLC	\$ 3,000.00
24	Imperial Testing & Engineering, Inc.	\$ 2,950.00
25	JMBI Real Estate, LLC	\$ 3,000.00
	TOTAL	\$ 742,756.55